



## WILTSHIRE CRICKET PRE-SEASON SAFEGUARDING CHECKLIST

The list of tasks is not solely the responsibility of the Club Safeguarding officer, they may be best placed to manage compliance but club leaders should be involved in assessing the current position and moving the club forward.

The tasks are divided into three sections -

- PERSONNEL AND DOCUMENTATION
- FACILITIES AND EQUIPMENT
- ACTIVITY PLANNING

### Personnel and Documentation

- **Club Safeguarding Officer (CSO):** Confirm the CSO is appointed and their contact details are current and visible to all members. Ensure they have valid qualifications: a current ECB DBS check, the "Safeguarding for Committee Members and CSOs" e-learning course, and attendance at an in-person "Safe Hands" course.
- **Vetting (DBS Checks):** Verify that all individuals in roles that require an ECB DBS check have a valid and up-to-date certificate. Roles include coaches, assistant coaches, team managers, and captains/vice-captains of adult teams.
- **Safer Recruitment:** Ensure the club has followed safer recruitment guidance for all new staff and volunteers, including taking references and, where appropriate, a supervised trial session.
- **Policies and Procedures:** Review and update club safeguarding policies, codes of conduct, and emergency procedures. Share these with all members, parents, and volunteers. Display the information prominently on club notice boards and the website.
- **Training:** Confirm that all coaches and volunteers have the appropriate safeguarding qualifications for their roles and understand the procedures for reporting concerns.
- **Parental Consent:** Obtain updated player information and consent forms from all parents/carers, including emergency contacts, medical needs, dietary requirements, and image consent.