



## 5.1 Action plan and progress form

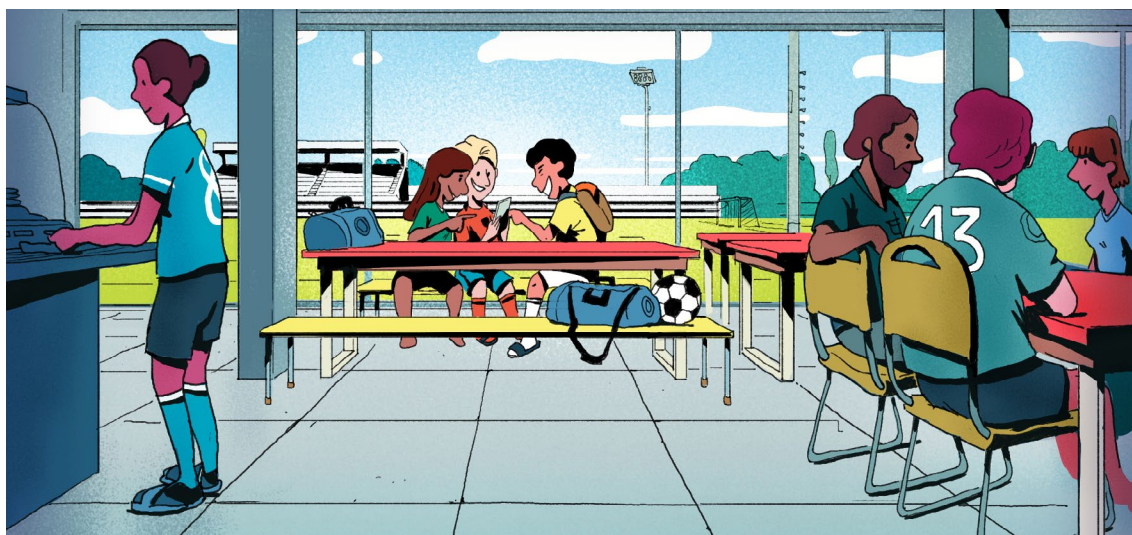
*This form can be used to plan the actions required to meet minimum child safeguarding requirements and to further develop safeguarding procedures. It should be completed annually, but reviewed regularly (every three months is recommended). The progress shown in the self-evaluation form should inform the actions required in this form.*

*The form is based on three levels of action:*

- **BRONZE** – MINIMUM required
- **SILVER** – Intermediate
- **GOLD** – Comprehensive safeguarding in place

*Reflecting the availability of resources, there are different requirements for clubs/ organisations and grassroots organisations as shown below. Clearly it is not possible to complete all the actions at once, so clubs and organisations should prioritise those that allow them to complete one level at a time, starting with bronze and finishing with gold.*

*Other actions can be added to record and acknowledge those that exceed requirements. For example, a club may set up a young players group to review safeguarding or to contribute to the development of procedures, or a large club may decide to establish a peer group of children who can support each other and encourage reporting of incidents and concerns.*



ACTION AND PROGRESS				Date plan/review completed: Those involved in the development of the plan:					
Action	For grassroots organisations			For other clubs			Plans for the coming period		
	Bronze	Silver	Gold	Bronze	Silver	Gold	Action required	Action planned	By whom/ when
<b>CHILD SAFEGUARDING POLICY (CSP)</b>									
Statement of commitment to CSP									
CSP signed and approved									
CSP reflects laws and procedures in the country, e.g. definitions of abuse									
CSP produced in different formats, e.g. for children, parents									
CSP developed/ reviewed in conjunction with parents, children, and staff									
<b>CHILD SAFEGUARDING FOCAL POINT (CSFP)</b>									
CSFP nominated/named									
CSFP trained									
CSFP contact details widely publicised									
CSFP given specialist/ ongoing training OR recruitment of child safeguarding specialist									
<b>STAFFING/VOLUNTEERING</b>									
Safer recruitment/ employment checks/ procedures									
Safer recruitment/ employment checks conducted in line with procedures for all staff									
Training/orientation on child safeguarding and CSP provided to all staff and volunteers									
Update/refresher training provided to all staff/volunteers on child safeguarding and CSP									
Code of conduct signed by staff and volunteers									



ACTION AND PROGRESS				Date plan/review completed: Those involved in the development of the plan:					
Action	For grassroots organisations			For other clubs			Plans for the coming period		
	Bronze	Silver	Gold	Bronze	Silver	Gold	Action required	Action planned	By whom/when
Code of conduct developed by staff/volunteers/children									
Specific codes of conduct for children and parents									
<b>ENGAGEMENT WITH CHILDREN AND PARENTS</b>									
Child safeguarding orientation/training provided for children									
Child safeguarding orientation/training provided for parents									
Awareness-raising materials on child safeguarding produced in child-friendly formats									
Code of conduct for parents signed by parents									
Code of conduct developed and signed by children									
Children and parents know how to contact CSFP/raise concerns									
<b>ENGAGEMENT WITH PARTNERS AND SUPPLIERS</b>									
CSP incorporated into partnership and supplier agreements									
Awareness-raising/training provided for partners and suppliers									
<b>WORKING SAFELY</b>									
General risk assessment undertaken									
Risk assessment undertaken for activities									
Clear process for cancelling activities where not safe, e.g. when should be done									
Consent forms signed by parents and children									

ACTION AND PROGRESS				Date plan/review completed: Those involved in the development of the plan:					
Action	For grassroots organisations			For other clubs			Plans for the coming period		
	Bronze	Silver	Gold	Bronze	Silver	Gold	Action required	Action planned	By whom/ when
Procedure/policy regarding supervision and overnight trips									
Procedure/policy regarding use of technology and social media									
Procedure/policy regarding changing rooms, treatment, etc.									
Procedure/policy for media									
Procedures developed in conjunction with parents and children									
<b>RESPONDING TO CONCERNS AND WORKING WITH OTHERS</b>									
Procedures on how/when to refer a concern, e.g. referral flowchart in place									
Names and contact details of agencies to report cases to on file/available									
Coordination/agreement with agencies regarding reporting procedures									
Specialist agencies identified to give safeguarding advice as needed									
Reports of concerns/referrals recorded and kept secure/confidential									
Follow-up of cases referred undertaken/ongoing liaison									
<b>MONITORING OF PROGRESS</b>									
Action plan for improving child safeguarding developed and agreed									
Action plan for improving child safeguarding regularly reviewed and updated									



ACTION AND PROGRESS				Date plan/review completed: Those involved in the development of the plan:					
Action	For grassroots organisations			For other clubs			Plans for the coming period		
	Bronze	Silver	Gold	Bronze	Silver	Gold	Action required	Action planned	By whom/ when
Child safeguarding actions reviewed (self-evaluated) regularly									
Learning from child safeguarding incidents fed into revised procedures and processes									
Outside/independent evaluation of CS procedures and processes									