

**Safeguarding should always be an agenda item and topics of discussion could include:**

*The below template is an example of the types of things to be discussed as part of a Safeguarding agenda item at your venue committee/management meetings. This list is not exhaustive and venues should identify topics relevant to them.*

- **Coaching – new programme term approaching**
  - Review risk assessments (including safeguarding considerations)
  - Review safeguarding information that is shared with parents/carers/legal guardians and children/young people
  - Ensure L2 and above coaches are accredited
  - Ensure L1 assistants and volunteers have relevant valid criminal record checks
- **Holiday camps – dates confirmed**
  - Review risk assessments (including safeguarding considerations)
  - Review safeguarding information that is shared with parents/carers/legal guardians and children/young people
  - Ensure L2 and above coaches are accredited
  - Ensure L1 assistants and volunteers have relevant valid criminal record checks
- **Events and competitions at the venue – dates confirmed**
  - Review risk assessments (including safeguarding considerations)
  - Review safeguarding information that is shared with attendees
  - Ensure age of supervision has been communicated
  - Ensure appropriate valid criminal record checks in place for relevant volunteers
- **New season approaching – membership renewal**
  - Review membership information and ensure safeguarding information is up to date and communicated within renewals and new memberships
- **NSPCC CPSU Keeping Your Child Safe in Sport Week – first week in October**
  - How can the venue promote this – activities, social media, comms etc
- **Feedback from venue users and voice of the child**
  - Explore opportunities for feedback of venue provision
  - Review the feedback and identify actions.
  - Ensure actions are communicated to venue users – you said, we did.
- **LTA Venue Safeguarding Standards**
  - Use the self-assessment document to identify areas of good practice and improvement required to meet the safeguarding standards. Completing this in your own time will enable you to ensure you have things in place for venue registration and support you through the venue safeguarding support visit process when you are contacted by your Regional Safeguarding Officer.
- **Policies**
  - Review the policies at regular intervals and when any updates are provided by the LTA.