



Coventry United Football Club Safeguarding Action Plan

What do we want to do? (tasks or targets)	How do we go about it? (actions to achieve targets)	Who or what will be involved?	When will we start and finish?	What do we need and how much will it cost?
Raise awareness of the FA's Safeguarding Children Policy and Procedures.	Download a copy of the FA's Safeguarding policy template. Promote awareness of this document and associated best practice guidelines.	Welfare officer to ask for and send round a copy to all committee members and coaches. Raise awareness at a board meeting.	Sept 2017.	N/A
Place the welfare of young people on the Board agenda.	Welfare officer and chairperson to agree standing item at all board meetings. Welfare officer to provide regular reports and updates.	Chairperson and Welfare officer.	Whole year 2017 – 18.	N/A
Identify best practice training needs for coaches and all volunteers involved in the club.	Training needs for committee members and all club personnel identified.	Send link to Birmingham FA website with relevant courses.	Sept to Dec 2017.	Funding for workshops / resources.
Ensure the new website is updated.	Check new website and FA Safeguarding documents.	Welfare officer to check and update.	Sept 2017	N/A
Produce photo ID cards for all coaches, volunteers, committee members involved with CUFC.	Create a list of all personnel involved.	Marketing director to get ID cards produced.	Oct 2017	Cost of ID cards.
Club to adopt FA Consent Form template for all Adult, Youth and Junior sections.	Template shared with parents/guardians by coaches at the beginning of the season.	Parents/guardians and coaches complete consent forms.	Sept 2017	N/A
Key personnel and coaches are made of their safeguarding responsibilities.	Safeguarding checklist shared by the Welfare Officer and a zip file created with key FA guidance.	Checklist completed by key personnel and coaches.	Sept to Dec 2017	