

	Done Yes/No	Copy Attached Yes/No	Has Evidence Been Submitted to Respective Parties Yes/No
Selection & Recruitment of Activity Leader(s)			
CRB enhanced check (no more than 3 yrs old)			
Selection & Recruitment – Application / 2x references taken up to show suitability to work with children			
Appropriate Qualification(s) for activity session(s) (Min FA Level 2)			
Affiliation to respective organisation and bodies where appropriate			
Public Liability Insurance			
Up to date first aid Qualification(s) (Where appropriate)			
Awareness of Child Protection & Safeguarding Children			
Child Protection / Safeguarding Children Training			
Curriculum Awareness course attendance			
Equity in Your Coaching attendance			
Positive Behaviour Management attendance			
Safer Recruiting Attendance (where appropriate)			
Risk Assessment Undertaken by School to include: <ul style="list-style-type: none"> • First Aid Provision • Ratio-Adults to Young People (General U8=1-8 / 8+=1-15 National Governing Body Recommended) • Ongoing monitoring and evaluation of sessions by GSF/School/Local Authority • Agreed sessions content and topics 			
To Be Given to Activity Leader(s):			
Register of pupils for Activity			
Risk Assessment for Activity			
Health & Safety policies of School that are relevant to session			
Accident Reporting			
Child Protection			
Disciplinary Procedures			
Behavioural Policy			
Equal Opportunities			
Contact of member of staff at school who will be present while session is on eg. Caretaker / receptionist / other member of staff			
Name & contact details of designated			

person for Child Protection at the school and local authority			
Administering of medication / medical information of participants / Emergency Contact Details			
Information regarding where the activity will take place, times & dates			
What is the current level of attainment target for Physical Education of the children being coached relating to National Curriculum Attainment Target Levels			