

The below template is designed to be edited to suit your venue. It provides details of the safeguarding information which should be shared with any new volunteer (including team captains), committee member, coach or member of staff. Please add other relevant information pertaining to your venue, including venue logos, footers, headers etc. Please ensure to include the Safe to Play and LTA logos.

### Venue Safeguarding Induction Checklist

<b>Name</b>	
<b>Role</b>	
<b>Start date</b>	

Coach information		
Level of coaching qualification	Accreditation	Date for renewal
	Accredited/Accredited+	

DBS requirement	Status	DBS ID	DBS date	DBS renewal date
Yes/No	In place/Not in place/Applied for			

Safeguarding training (i.e. LTA training, external training, LTA committee training)	Date completed	Date for renewal

Reporting process shared	Date received	Signature confirming receipt and understanding
Welfare Officer contact information		
Noticeboard/link to venue website		

Documentation shared	Date received	Signature confirming receipt and understanding
Venue Safeguarding		
Anti-Bullying		
Photography and Filming		
Safe Recruitment		
Online Safety and Communication		
Use of Changing Rooms		
Diversity and Inclusion		
Venue Risk Assessments		
Coaching activity Risk Assessments		
Code of conduct		
Disciplinary, grievance and appeal procedures		
LTA Staying Safe Online Guidance		
Safeguarding at Events, Activities and Competitions Guidance		