

Safeguarding Plan Template

Using this template

This template safeguarding plan can be adapted to suit your organisation. It should be used alongside our guidance for writing safeguarding plans – the cpsu.org.uk/help-advice/writing-safeguarding-plans-guidance

Introduction

You can include relevant information about your organisation in an introduction to your plan. This might include how your plan links with your organisation’s vision, mission and values or the strategic objectives. Providing this background information can be particularly helpful when you share your plan with others.

Action plan

Action	Priority	Lead/s	Resources	Deadline	Status	Notes/Next steps
Break actions into small, specific steps	Agree rating	Action owner and support	Funding, time or staff	Set realistic timeframes	Follow-up if incomplete	Any relevant information
<i>Example: update safeguarding policy and procedures</i>	<i>High</i>	<i>Mr M Smith, senior manager</i>	<i>Staff time</i>	<i>01.03.2023</i>	<i>Complete</i>	<i>To be updated at least every 3 years or following change in staff or legislation</i>
Update Safeguarding Children Policy & Procedures	High	NGB’s Lead Officers	Staff	October 2026	Complete	To be updated sooner following any changes to staff or legislation
Produce a Safeguarding for Adults Policy	High	NGB’s Lead Officers	Staff	December 2024	Review progress in October 2024	To be updated in line with other Policies & Procedures following completion
Safeguarding to be on the IBF AGM agenda and at a minimum of one meeting throughout the year to keep the Executive Committee up-to-date	High	IBF Secretary	Staff	Ongoing	Complete	
A Safeguarding ‘expert’ to be co-opted onto the IBF Executive Committee for advice and guidance	High	IBF Secretary	Staff	December 2024	Review progress in October 2024	Identify a suitable person with good knowledge around Safeguarding
All Clubs to appoint a Safeguarding Officer	High	Association Lead Officers	Staff/Time	Ongoing	Review annually in October	Although not yet a legal requirement, all clubs should be strongly encouraged to appoint a Safeguarding Officer as a matter of good practice. Monitored by NGB’s

						Lead Officers
Case Management Team (CMT) to be in place to deal with any issues/concerns that may be raised	High	NGB Secretaries	Staff/Time	Ongoing	Complete	Appointment of CMT should be guided by experience and knowledge and not necessarily position within the organisation
Monitoring of Coaches around appropriate vetting and training	Medium	IBCA Secretary (Irish Bowls Coaches Association)	Staff/Time	October 2025	Review in April 2025	All Coaches should be encouraged to attend training and complete appropriate vetting through Access NI dependent on their roles
Young persons 'forum' to be established to gain their views and consult with them to develop and review current policies and procedures	Medium	IBF Executive	Staff/Time	March 2025	Review in December 2024	Young persons to be identified from across the province and to be as representative as possible in relation to gender, religion etc.

For more safeguarding resources and advice on keeping children safe in sport, visit the Child Protection in Sport Unit website - the cpsu.org.uk

Communication plan

Action	Priority	Lead/s	Resources	Deadline	Status	Notes/Next steps
Break actions into small, specific steps	Agree rating	Action owner and support	Funding, time or staff	Set realistic timeframes	Follow-up if incomplete	Relevant information
<i>Example: consult young people about the development of safeguarding information for children</i>	<i>Medium</i>	<i>Ms N Jones, Lead safeguarding officer Mr O Taylor, communication manager</i>	<i>Budget for young people's group, staff</i>	<i>03.07.2023</i>	<i>On track</i>	<i>Meeting arranged for 01.06.2023</i>
Distribute Safeguarding information to all clubs	Medium	NGB's Lead Officers	Staff/Time	Ongoing	Ongoing	Share Safeguarding information annually to all clubs at a suitable time during the relevant season. Other information to be shared as/when required as it becomes relevant, or changes occur. A combination of methods may be used such as email, social media, posters.
Ensure all NGB's clubs are made aware of the Safeguarding Plan, Policies & Procedures	High	IBF Secretary, NGB's Lead Officers	Staff	Ongoing	Ongoing	Clubs to be made aware of the various policies etc. and signposted to the relevant website. Any changes or updates to policies should be communicated to clubs for their attention
Clubs made aware of their respective Association & NGB Lead Officer	High	NGB Secretaries	Staff	Ongoing	On track	Contact details to be provided of NGB Lead Officer and these should be clearly visible on Policies. Any changes to be made immediately on websites/policies and notified to clubs.
Club Safeguarding Officers advised how to access Refresher Training	Medium	NGB's Lead Officers	Staff	Ongoing	On track	Club Safeguarding Officers to be directed to the Sport NI website where online Refresher Training is available. To be encouraged to complete this every 3 years.

Training plan

Action	Priority	Lead/s	Resources	Deadline	Status	Notes/Next steps
Break actions into small, specific steps	Agree rating	Action owner and support	Funding, time or staff	Set realistic timeframes	Follow-up if incomplete	Relevant information
<i>Example: arrange Welfare officer training - time to listen workshops for new club welfare officers (CWOs)</i>	<i>Medium</i>	<i>Ms N Jones, LSO, Mrs P Miller, training manager</i>	<i>Trainer</i>	<i>02.10.2023</i>	<i>On track</i>	<i>Training sessions arranged in October and advertised to CWOs</i>
NGB Lead Officers to complete relevant training	High	NGB Secretaries	Outside trainer	Ongoing	On track	All NGB Lead Officers to complete the appropriate training for the role
Club Safeguarding Officers to complete training	Medium	NGB's Lead Officers	In-house trainer or outside trainer	Ongoing	On track	Club Safeguarding Officers to complete awareness training for the role

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