

Club Audit checklist

Club name		Date	
Staff name		Venue visited	
Reason for visit			
Vetting & Safeguarding compliant – (note any roles not compliant)			
Coach & Teacher licensing compliant			
Club personnel met with:			
Observations/Checks	Yes/ No	Comments	
Is there a training session on during your visit?			
Attendance records kept for participants?			
Emergency contact details accessible for the responsible person?			
Spot check codes of conduct			
Is the parent on duty present for session?			
Noticeboard or Website			
Name and contact details of CCOs			
Duty rota: for all sessions with person clearly indicated			
Committee members: detailing name and role, contact details for club secretary			
Child Safeguarding Statement displayed (dated and signed by Chair and CCO)			
Additional Comments			
Other information provided by Club:			
General Comments: (i.e. Club Mark; seminars/workshops attended; development plans etc)			

Items in bold are a legal requirement; all items are required by Swim Ireland rules

This document will be uploaded to the Club profile

Club safeguarding checklist for Support Officer visits 2019/2020