



ACTIVITY CLUBS HEALTH CHECK

This exercise will help you identify how effectively your Parent Council/PTA/parent group's activity clubs are run and whether there are areas for improvements.

Using the tick boxes, mark each one with the following colours:

GREEN: Very well implemented

ORANGE: Good start

RED: Needs improvement

ACTIVITY CLUBS	
We have clear reporting from all clubs run in our name and covered by our Connect Membership	<input type="checkbox"/>
We always look at the Connect website/contact the Connect office for advice and to check the requirements of the membership-linked insurance	<input type="checkbox"/>
If we run more than 5 activity clubs, we have upgraded our Connect membership to 4 Star so these are covered by our membership-linked insurance	<input type="checkbox"/>
We carry out risk assessments for all of our activities (see <i>Connect's Guide to Risk Assessment and template</i>)	<input type="checkbox"/>
We have a log book to record any accidents/incidents at our clubs	<input type="checkbox"/>
We make sure we have/have access to first aid kits and they are kept well supplied	<input type="checkbox"/>
We know who we need to report accidents to (parents/carers; if necessary to Connect regarding membership linked insurance; club venue) and we have a clear procedure for this	<input type="checkbox"/>
The leader(s) of the activity club is/are aware of the PVG Membership Scheme (disclosure) and when someone should be asked to join	<input type="checkbox"/>
We have a Child Protection Policy and club helpers/staff are asked to read this and sign an agreement form (Connect has template policies)	<input type="checkbox"/>
We ensure no adult is left on their own with children and that there are enough adult helpers to supervise the club	<input type="checkbox"/>

We ensure any self-employed freelance coaches/activity leaders we hire have their own public liability insurance	<input type="checkbox"/>
We ensure any self-employed freelance coaches/ activity leaders we hire have PVG Membership	<input type="checkbox"/>
We keep a record of all payments made to any self-employed freelance coaches/ activity leaders/ other paid staff as part of our financial record-keeping	<input type="checkbox"/>
If we employ staff, we have registered with HMRC as an employer and maintain a payroll process to ensure all NI/Tax due is paid correctly. We issue all paid staff with P60s and follow HMRC guidelines regarding workplace pensions	<input type="checkbox"/>
If we employ staff, we understand our responsibilities as an employer e.g. to provide a written statement of employment, a safe workplace, pay minimum wage, sick pay etc	<input type="checkbox"/>
We keep a record of all the club members and their subscription payments	<input type="checkbox"/>
All subscription payments are banked promptly	<input type="checkbox"/>
A register of attendees is kept for each club meeting	<input type="checkbox"/>
All volunteers/staff are aware of evacuation procedures in case of fire/other emergency at the club venue	<input type="checkbox"/>
At the start of our events we gather information about pickup arrangements for attendees, and we make sure these are adhered to	<input type="checkbox"/>
We keep emergency contact information for those who attend our clubs	<input type="checkbox"/>
We have recorded consent from parents/carers to hold personal information of members of our clubs who are under 13 years old	<input type="checkbox"/>
We notify parents of our Data Protection procedures/policy for storing personal information (see <i>Connect's Guide to Data Protection and templates</i>)	<input type="checkbox"/>
We promote positive behaviour and respectful relationships. We use respectme's guidance and <i>Respect for All: The National Approach to Anti-Bullying for Scotland's Children and Young People</i> which is available here http://www.gov.scot/Resource/0052/00527674.pdf when drafting policies on behaviour	<input type="checkbox"/>
Everyone knows what steps to take when bullying has taken place	<input type="checkbox"/>
Our clubs have up-to-date Equality and Fairness policies, or are included in the Parent Council/PTA's policy (template policy available on the Connect website)	<input type="checkbox"/>
We have systems in place to ensure any complaints received about discrimination or harassment within our clubs are taken seriously and dealt with fairly	<input type="checkbox"/>
Our clubs address equity in a positive way, ensuring we meet the needs of those with disabilities, differing religious beliefs and differing lifestyles	<input type="checkbox"/>

We carefully consider the price of the subscriptions of our clubs to keep costs as low as reasonably possible	<input type="checkbox"/>
We have measures in place so children from low income families can attend e.g. subsidised costs	<input type="checkbox"/>
If our activity clubs require equipment (e.g. football boots), we work to provide or signpost free or low cost options	<input type="checkbox"/>

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