

## **Action Plan**

Step 1 identify an individual.

Step 2 Arrange for a DBS application to be completed and forwarded to the National Safeguarding Officer.

Step 3 Show the Certificate to the county Safeguarding Officer / evidence checker or Counter signatory. (DBS Forms should be available locally).

Step 4 Advise club members who the nominated officer is.

Step 5 Ensure officers are on the relevant committee to feedback any updates in policy.

Paul Ashmore

National Safeguarding officer

Mark Bircumshaw

Interim CEO BCGBA