**NVH SAFEGUARDING AND WELFARE**

Dear Coach / Official/Volunteer,

I am sure you will agree that the Safeguarding of our members is of the up most importance. All Coaches, Officials and volunteers who have sole responsibility for under 18s are required by England Athletics to have a valid Coaching / Officials Licence and valid DBS Check. For volunteers who do not take on such a direct role, they are required to complete a self-assessment form which is held by the club. This form is available on the England Athletics website. It may be decided between the club and the individual that it may be more appropriate for the individual to have a DBS Check completed. Further information on obtaining an DBS check and completing a self-declaration form can be found on the England Athletics website.

As stated by England Athletics,*`Within an athletics club ALL club officers and committee members have responsibility to uphold the welfare policies and procedures, to adhere to good practice and to respond to any suspected breaches` and `to ensure that all coaches/officials/volunteers have completed DBS and Independent Safeguarding Authority checks as required. `*

In line with the above information, and having spoken directly to UK Athletics -who advise clubs to do their own audits,- NVH are to keep a record of all coaches/officials / volunteer’s qualifications and DBS check. The information held is when the check expires and the nature of the qualification.

This letter is requesting you to kindly show your relevant documentation to Cat Foley-Wray (Committee Member). Cat will be at the NVH AGM on 23rd November, please bring the documentation that evening.

Any queries please contact Cat or another committee member.

Many Thanks for your co-operation.

Cat Foley-Wray