

## Noticeboard items

Below is a list of suggestions, some must have and some nice to have, to put on the noticeboard. If you do not have a notice board the ‘must have’ items must be posted somewhere available to your members e.g. website, Facebook, pinned social media post. The Child Safeguarding Statement must be publicly available. The ‘nice to have’ items can be changed to keep interest alive.

Must have items	Nice to have items (to interest members)
Child Safeguarding Statement (publicly available)	Calendar of events
CCO Poster with CCO details (preferably Club email/phone)	Code of Conducts (can post various codes, depending on time of year)
Person on Duty rota	P.A.C.T. poster
Squad criteria – so young people understand how they progress	Squad training times, term times and holiday periods
	Club meeting information
	Gala/competition information
	Committee information
	Swimming hat
	Team Captains
	Safe supervision (from Education – information for parents/carers)
	Contact details or link to helplines
	Club constitution and/or handbook (usually a link to club website)

The noticeboard is one way of providing information for young people; however this type of messaging is generally one way only. CCOs and Clubs are encouraged to provide opportunities for young people to give their opinions and to feedback on their sport. Young people must be informed about who to talk to if they are experiencing difficulties or concern.

Items not mentioned:

- **Images of young people or reports** containing personal information about any young person should not be posted. Images of young people should never be posted together with any part of their name.
- **Competition results** are usually available on Hytek which is an acceptable method of holding and distributing this information. Other competition results should be posted in Club member only locations e.g. club areas on the website, private social media feeds etc.

Thanks to all the CCOs who contributed to these lists. We can add to the lists with further items of interest as they come up.

Head of Safeguarding, Ethics and Youth Development  
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