

Welfare officer handover checklist

Work through every line with the incoming and outgoing officer together. Tick, date, and keep a copy with the club records.

Free template from SportsHQ (www.sportshq.app). Adapt freely; check your own constitution and governing body rules where flagged.

Status

- ☐ Register of who requires checks and training, with expiry dates
- ☐ Any checks or renewals currently outstanding
- ☐ Own check and safeguarding training current for the incoming officer

Documents

- ☐ All welfare policies, current versions, and review dates
- ☐ Governing body safeguarding requirements and templates in use
- ☐ Concern report forms and where completed ones are held securely

Contacts

- ☐ Governing body safeguarding team contacts
- ☐ Local authority designated officer contacts
- ☐ Who inside the club must be informed of what, and who must not

Live matters

- ☐ Any open concerns, handed over in person, confidentially
- ☐ Any member subject to conditions or agreements
- ☐ Anything the incoming officer should watch without prejudging

Sign-off

Outgoing officer, name and date: _____

Incoming officer, name and date: _____