

**ADULTS OTHER THAN TEACHERS (AOTTs)
INDUCTION CHECKLIST**

Name of Adult (AOTT)	
Address	
Telephone number	
Email address	
Activity involved in	
Proposed session date/dates	

Which of the following categories fits the adult named above:

✓ here

1) School appointed sports qualified paid coach	Paid qualified adult recruited and managed solely by the school they are working in. Able to lead groups and work under indirect supervision following full screening checks (incl. CRB) and capability assessment by school.	
2) Externally appointed qualified sports coach e.g. SSSCo, NGB, Local Authority, club	Qualified adult, paid or unpaid, recruited by the SSSCo partnership, NGB, Local Authority or club. Able to lead groups and work under indirect supervision following full screening checks (incl. CRB) and capability assessment by school.	
3) Sports qualified volunteer	Recruited and managed solely by the school they are working in. Able to lead groups and work under indirect supervision following full screening checks (incl. CRB) and capability assessment by school.	
4) Regular unqualified volunteer	Recruited and managed solely by the school they are working in. Must work under the direct supervision of teaching staff at all times following full screening checks (incl. CRB) and a capability assessment by the school.	
5) Occasional unqualified volunteer (maximum of three occasions a year)	Recruited and managed solely by the school they are working in to support in school activities on a very few occasions, maximum three times each year. Must work under the direct supervision of teaching staff at all times (CRB check must be undertaken if on residential visit).	
6) Private sports organisation (curricular)	Independent companies who provide PE/Sports activities in curriculum time. If fully qualified they are able to lead groups and work under indirect supervision following full screening checks (incl. CRB) and capability assessment by school.	
7) Private sports organisation (extra curricular)	Independent companies who provide PE/Sports activities in extra curricular time. If fully qualified they are able to lead groups and work under indirect supervision following full screening checks (incl. CRB) and capability assessment by school.	

Work down the appropriate column below as a guide to the necessary INDUCTION required

✓ = Must be undertaken

■ = Not required.

Area of induction	(1) School appointed qualified paid coach	(2) Externally appointed qualified sports coach e.g. SSCo, NGB, Local Authority, club	(3) Sports qualified volunteer	(4) Regular unqualified volunteer	(5) Occasional unqualified volunteer (maximum of three occasions a year)	(6) Private sports organisation (curricular)	(7) Private sports organisation (extra curricular)
SCREENING							
Criminal Records Bureau check	✓	✓	✓	✓	■	✓	✓
Relevant valid National Governing Body qualification	✓	✓	✓	■	■	✓	✓
Personal insurance cover (minimum £5m)	✓	✓	✓	✓	■	✓	✓
Have completed child protection training	✓	✓	✓	✓	■	✓	✓
First Aid qualification relevant to the activity being coached.	Yes, if working under indirect supervision	Yes, if working under indirect supervision	Yes, if working under indirect supervision	■	■	Yes, if working under indirect supervision	Yes, if working under indirect supervision
AWARENESS OF PRINCIPLES							
Core principles in children's sport (Appendix 2)	✓	✓	✓	✓	✓	✓	✓
Child protection - safe and sound (Appendix 6)	✓	✓	✓	✓	✓	✓	✓
THE LEARNING AND SPORTING ENVIRONMENT							
Tour & awareness of facilities & equipment	✓	✓	✓	✓	✓	✓	✓
Risk assessment of facility and equipment	✓	✓	✓	✓	✓	✓	✓
Fire & emergency evacuation procedures	✓	✓	✓	✓	✓	✓	✓
Accident & emergency procedures	✓	✓	✓	✓	✓	✓	✓
Meeting relevant staff	✓	✓	✓	✓	✓	✓	✓
AWARENESS OF RELEVANT SCHOOL POLICIES AND PROCEDURES WHEN WORKING IN CURRICULAR TIME							
School rules	✓	✓	✓	✓	✓	✓	■
Discipline and sanctions	✓	✓	✓	✓	✓	✓	■
Behaviour	✓	✓	✓	✓	✓	✓	■
Dress Code	✓	✓	✓	✓	✓	✓	■
Language and vocabulary	✓	✓	✓	✓	✓	✓	■
Equal opportunities	✓	✓	✓	✓	✓	✓	■
Child Protection	✓	✓	✓	✓	✓	✓	■
OTHER RELEVANT ISSUES							
Attendance registers	✓	✓	✓	✓	✓	✓	✓
Student medical concerns	✓	✓	✓	✓	✓	✓	✓
Appropriate information regarding students with special educational needs	✓	✓	✓	✓	✓	✓	✓
Payment arrangements (if applicable)	✓	■	■	■	■	✓	✓

* AOTTS from any of the above categories assisting with a residential must have an enhanced CRB check.