



Phab Pack Contents

- 1. Phab Content Details**
- 2. Phab's Philosophy & Aim**
- 3. Support for Phab Clubs**
- 4. Setting up a Phab Club**
 - Access Audit Checklist
 - Model Club Constitution
- 5. The Background Work**
 - Application Form for Club Membership
 - Welfare Notes
 - Club Complaints Procedure
 - Induction Checklist
- 6. Building a Programme**
 - Sample Risk Assessment Form
 - Activity Review Checklist
- 7. Phab's Child & Vulnerable Adult Protection Policy & Good Practice Procedures**
 - Policy Statement
 - What Action to Take (Flow chart)
 - Complaints against Staff/Volunteers
 - Criminal Records Bureau
- 8. Volunteer Guidelines**
 - Job Descriptions
 - Check Lists
 - Volunteer Information Form
 - Letter to Referee
 - Volunteer Reference Form
- 9. Affiliation Policy & Procedure and Insurance**
 - The Ecclesiastical - Public Liability Insurance Risk Management Questionnaire
 - The Protection of Children and Vulnerable Adults - and notes for its completion
- 10. Equal Opportunities Statement & Policy**
- 11. Health & Safety**
- 12. The Phab A-Z of Fundraising**

Disclaimer

Phab has taken all reasonable care to ensure that the information contained in the pack was accurate on the stated date of publication or last modification. However, circumstances do change and the Charity cannot accept responsibility for what might at some future time be deemed errors or omissions.