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| **Pocket 1****Witness statement 1 – young person** | **Pocket 8****A copy of a Child Protection Training** **certificate** | **Pocket 15****Copy of the staff** **employment & management policy (if there are paid staff)** |
| **Pocket 2****Witness statement 2 –** **young person** | **Pocket 9****A copy of the health** **& safety policy** | **Pocket 16****A copy of the management committee’s / councils /** **governing body’s public** **liability insurance certificate** |
| **Pocket 3****Witness statement 3 –** **young person** | **Pocket 10****A copy of the risk assessment policy** | **Pocket 17****A copy of the** **management committee’s / councils /** **governing body’s** **employer’s liability** **insurance certificate** |
| **Pocket 4****Witness statement 4 –** **young person** | **Pocket 11****A copy of the child** **protection policy** | **Pocket 18****Copy of the public liability insurance certificate for the** **venue you use****(where appropriate)** |
| **Pocket 5****Witness statement 5 –** **staff member** **(paid or unpaid)** | **Pocket 12****A copy of the staff** **vetting policy** | **Pocket 19****Copy of the youth work** **providers public liability insurance (if a youth** **worker provider is used)** |
| **Pocket 6****Witness statement 6 – member of the** **managing group** | **Pocket 13****A copy of the data** **protection policy** | **Pocket 20****Copy of the youth work** **providers employers** **liability insurance certificate** **(if a youth worker provider** **is used)** |
| **Pocket 7****A copy of DBS certificate** | **Pocket 14****A copy of the equalities** **and diversity policy** | **Pocket 21****Photos showing** **accessibility of premises** **with explanatory notes** **(including toilet)** |
| **Pocket 22****Copy of the governing document or** **constitution** | **Pocket 29****A copy of fire** **extinguisher servicing** | **Pocket 36****PAT testing certificate** |
| **Pocket 23****Copy of risk** **assessments (including** **fire & arson risk** **assessments)** | **Pocket 30****A copy of emergency** **lighting servicing** **and tests** | **Pocket 37****First aid kit** **contents list** |
| **Pocket 24****Copy of the** **signing in sheet** | **Pocket 31****Record of fire drills** | **Pocket 38****A copy of the accounts** |
| **Pocket 25****Copy of the ground rules** | **Pocket 32****Copy of evacuation procedures**  | **Pocket 39****Copy of consent form** |
| **Pocket 26****Copy of the banning** **& re-admittance** **procedure** | **Pocket 33****Copy of the (partially) completed** **building checks** |  |
| **Pocket 27****Copy of the accident** **& incident forms** | **Pocket 34****Copy of the Electrical** **Installation Condition** **Report** |  |
| **Pocket 28****Copy of alarm servicing** **and call point tests**  | **Pocket 35****Gas safety certificate** **(if gas present) and / or oil / biomass service certificate** **(if oil / biomass is present)** |  |