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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)** |  |