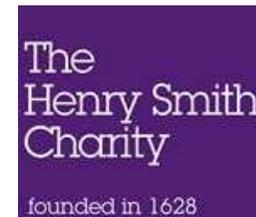


Safeguarding Checklist



The aim of a safeguarding policy is to ensure an organisation understands its duty to protect its beneficiaries, staff and volunteers, and operate in a safe and secure environment.

Section	Why is it included	What we want to see
Policy Statement	This is the introduction to the policy and a good policy will be tailored to the organisation's aims and activities.	It will include a definition of safeguarding and outline of the organisation's commitment to safeguard and protect the welfare of all who use its services. It should include the definitions for adults at risk and types of abuse experienced by children and adults at risk.
Recruitment and selection	It is good practice to include recruitment processes for staff and volunteers. However some policies may not have a section on this and may have a separate policy for this.	This section can include: <ul style="list-style-type: none"> • Completing an application form • Interviewing each person to assess their suitability • Requesting a minimum of two references • DBS checks.
Training and induction	To enable effective delivery of safeguarding staff and volunteers should receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure.	<ul style="list-style-type: none"> • It will be good to see mention of relevant safeguarding training and support and whether it will be provided on an ongoing basis; such as refresher courses in safeguarding – usually one year refresher or every two years • If training volunteers - that a member of staff is qualified to deliver the training.
Staff responsibilities	It is the duty of all staff, trustees and volunteers to ensure that the beneficiaries are protected from any harm and the policy should be designed to help staff and volunteers recognise and respond to cases of abuse.	<ul style="list-style-type: none"> • The policy should have a designated safeguarding person – this usually is the most senior member of staff such as Director/CEO or a senior manager. Some organisations have a Child Protection or Safeguarding Officer that may also be direct delivery officers such as welfare officers or family support officers • It is usually the designated person that has responsibility for recording all instances of alleged or reported abuse. Staff should approach the designated person with any concerns of abuse.

<p>Reporting procedures</p>	<p>All staff, trustees and volunteers should know what steps to take if there are allegations made or if there is a suspicion of an issue. This section should be specific to the organisation and should provide clear directions on what to do.</p>	<ul style="list-style-type: none"> • Could include what training staff and volunteers undertake to know how to spot signs of abuse and how to report it • This section should have directions on how to listen, react and record any allegations/concerns • Who to contact within the organisation and what steps to take to alert the appropriate authorities (if applicable) • What steps to take if the person is under immediate danger and who to contact (i.e. 999) • Could include steps to take to manage allegations made against a member of staff or volunteer and when it is suitable to contact a family member/carer.
<p>Useful contacts</p>	<p>There should be a nominated person within the organisation that is in charge of safeguarding and its reporting.</p>	<ul style="list-style-type: none"> • Contact details – this could be a designated post such as a Child Protection Officer or usually a senior member of staff • Could also include local authority contacts, police or local safeguarding board.
<p>Other points to note</p>	<p>The safeguarding policy should be a live document therefore we need to see that it is updated regularly.</p>	<ul style="list-style-type: none"> • Should have a section of when the policy was adopted or when it will next be updated • Could have a reporting template attached to the policy • Could also include a flow chart of the reporting process • Logo of the organisation • A list of related documents that the organisation has that should be read in conjunction with the Safeguarding Policy.