

Safeguarding Good Practice: Safeguarding policy checklist

**Do the policies and procedures:**

[ ]  Include a definition of what it covers?

* Safeguarding from different forms of abuse, exploitation and neglect?
* PSEA?
* Bullying, harassment and sexual harassment?

[ ] Define who is covered by the policy (scope)?

* Children?
* Vulnerable Adults or Adults at Risk?
* Staff/organisational representatives?

[ ]  State the organisation’s zero tolerance policy for staff and organisational representatives committing harm, exploitation, or abuse? Set the tone of the culture of the organisation?

[ ]  Outline the responsibilities of the organisation to prevent safeguarding concerns from raising?

* Develop risk assessments prior to every activity or programme
* Clear safe recruitment process (job posting, interviews, references, police checks, mandatory induction, training, support)
* Clearly states what conduct is appropriate and inappropriate or prohibited?
* Clearly state how personal data of beneficiaries/communities will be obtained, used, published, stored and who has access to these.
* Carry out refresher training on safeguarding?

[ ]  Identify and outline the responsibilities of specific managers/persons in authority in receiving concerns?

[ ]  Outline the various ways staff, organisational representatives, beneficiaries, and communities can raise concerns? Explain how to report a concern?

[ ]  Outline how the organisation will respond (or reference another policy that covers this)?

[ ]  Good governance - Is there oversight from a delegated Safeguarding Trustee? Is safeguarding a standard Agenda item on Board meetings?

[ ]  Refer to protection of whistle-blowers – or reference a policy that covers this? Eg. Complaints or Malpractice policy

[ ]  List associated policies and procedures? Is there alignment with these other policies?