

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?