



Ten questions for a small charity

A chair or designated lead can answer these in ten minutes. Answer yes or no, and be honest about the difference between a policy that says something and a practice that does it.

- 1 Could every trustee, staff member and volunteer say who the designated safeguarding lead is, and how to reach them out of hours?
- 2 If a volunteer noticed something at an event on a Tuesday evening, would they know what to do in the next hour?
- 3 Has the safeguarding policy been read by the board in the last twelve months, and does it describe what actually happens in your organisation?
- 4 Are concerns recorded in one place, with what was seen, what was done and who decided?
- 5 Do you know how many concerns were raised last year, and what happened to each?
- 6 Has everyone who works with children or adults at risk had safeguarding training in the last three years, built around your activities?
- 7 Are the checks you rely on, such as DBS and references, actually in place for everyone who needs them, and is there a list?
- 8 Does a named trustee hold safeguarding, and has it been on a board agenda as an item rather than a report received?
- 9 Would a parent or a participant know how to raise a concern about your organisation, including about a trustee or the lead?
- 10 When something last went wrong, did the organisation write down what it learned and change anything?

Reading the result

Eight or more yes. The basics are in place. The questions you answered no to are where to start.

Five to seven. Common for a small organisation that has grown faster than its systems. A short review will show which gaps matter most.

Four or fewer. The organisation is relying on individuals rather than a system. Start with questions 1, 2 and 4 this month.