SAFEGUARDING

Safeguarding policy checklist

What your safeguarding policy should cover. Read your policy against this list. It reflects Working Together to Safeguard Children 2023 and the Charity Commission's guidance for trustees on safeguarding and protecting people.

	In place	Needs work
Who the policy covers: trustees, staff, volunteers and contractors, and the activities it applies to	☐	☐
A named designated safeguarding lead and deputy, and how to reach them, including out of hours	☐	☐
A named trustee who holds safeguarding for the board	☐	☐
The types and signs of abuse, written for the people you work with	☐	☐
What to do when a concern is raised or noticed, step by step, including who to call and when	☐	☐
How concerns are recorded, where records are kept and who can see them	☐	☐
When and how to refer to children's social care, adult social care or the police, with local contact details	☐	☐
What happens when an allegation is made against a member of staff, a volunteer or a trustee, including referral to the local authority designated officer	☐	☐
Safer recruitment: the checks you carry out, such as DBS and references, and for which roles	☐	☐
Training: who is trained, to what level and how often	☐	☐
A code of conduct for staff and volunteers, including contact online and by phone	☐	☐
Information sharing and confidentiality, written so people know they can share a concern	☐	☐
Whistleblowing, and how to raise a concern about the organisation itself	☐	☐
Reporting serious incidents to the Charity Commission	☐	☐
The date the board approved the policy and the date of the next review	☐	☐

A starting point

A policy that covers all of this is a starting point. The safeguarding self check on our Safeguarding page tests whether practice matches it.