SAFEGUARDING

Trustee safeguarding induction checklist

Every trustee shares responsibility for safeguarding, whatever their background. Work through this in a new trustee's first three months.

	Done	Date
Read the safeguarding policy and the code of conduct	☐	☐
Know who the designated safeguarding lead and the safeguarding trustee are, and how to contact them	☐	☐
Read the Charity Commission's guidance on safeguarding and protecting people for charities and trustees	☐	☐
Understand which of the charity's activities involve children or adults at risk, and where the risks sit	☐	☐
See the most recent safeguarding report to the board and any serious incident reports made	☐	☐
Complete safeguarding training suitable for a trustee	☐	☐
Have a DBS check where the role is eligible	☐	☐
Know how to raise a concern, including about another trustee or the lead	☐	☐
Know when the board must report a serious incident to the Charity Commission	☐	☐
Know when the safeguarding policy is next due for review	☐	☐

Questions to ask at your first board meeting

1. **How many concerns were raised last year, and what happened to each?**
2. **When did the board last discuss safeguarding as an item in its own right?**
3. **If a concern came in tonight, who would deal with it and how?**
4. **What did we learn the last time something went wrong, and what changed?**