

Safeguarding checklist

Useful resources

Safeguarding children and young people:

Local Safeguarding Children Board (LSCB) or Safeguarding Board for Northern Ireland.

*Add in details of your **local** LSCB:*

Safeguarding vulnerable adults

Local Safeguarding Adults Board (LSAB) or Northern Ireland Adult Safeguarding Partnership.

*Add in details of your **local** LSAB (or Regional Health Trusts Safeguarding Officer in NI):*

Social Care Institute for Excellence (SCIE)

Especially for services for vulnerable adults. www.scie.org.uk/care-act-2014/safeguarding-adults

NSPCC

Especially the self-audit tool: <https://safeguardingtool.nspcc.org.uk/self-assessment-tool>

Northern Ireland-specific policy and legislation: www.nspcc.org.uk/preventing-abuse/child-protection-system/northern-ireland/legislation-policy-guidance

Feedback is welcome on the usefulness of this document along with suggestions for additional information, offers of networking between key people responsible for safeguarding, or any other ideas for developing good practice. Please contact: ian@farmgarden.org.uk or tel. 07939 230053

With thanks to Deborah Steele for preparing this tool.

Section 1: Oversight/Governance

| Topic | Action | If no... | Useful resources | Your notes |
|---|---|--|--|------------|
| Governing body (Directors; Trustees...) | Are they actively involved in oversight of your safeguarding provision? | Review and take steps to bring to their attention their responsibility in this area of work | NSPCC safeguarding tool | |
| Audit of policies and practice | When did you last carry out an audit of your safeguarding provision (for both children and vulnerable adults)? | If you haven't done this in the past 3 years maximum you should take steps to do so. Preferably with involvement of lead safeguarding member of governing body, or at least reporting findings | Local LSCB and LSAB; NSPCC safeguarding tool | |
| Safeguarding action plan | Having carried out your audit(s), have you produced an action plan (or similar) to help you ensure that any necessary actions are scheduled and acted on? | Prepare an action plan, with SMART* targets. RAG** rate the actions you have identified. This is now your organisation's tool to track progress (save versions as you progress, to provide a record of progress) | | |

*SMART (specific, measurable, agreed upon, realistic and time-based)

**RAG (Red Amber Green rating system or traffic light rating system)

Section 2: Child Protection

NB. A child is anyone under the age of 18 years. Even if your organisation doesn't work directly with children, you should be alert to issues affecting children of your adult service users.

| Topic | Action | If no... | Useful resources | Your notes |
|--|---|--|--|------------|
| Have you got a written child protection policy? | | You need to develop one and adopt it urgently. Make sure that it complies with guidance issued locally by the LSCB. | Local LSCB website NSPCC safeguarding tool | |
| Has it been kept up to date? | Check date when it was last reviewed / updated | Make sure that it complies with guidance issued locally by the LSCB | Local LSCB website | |
| Has it been properly adopted by your organisation, in accordance with the organisation's requirements? | Normally this will require your governing body to adopt it | Make sure that the policy has been formally adopted. Normally minutes should record this, and the policy should be signed off by Chair and most senior manager | Your memorandum and articles of association; or trust deed | |
| Do you have written procedures (or a single procedure) for each of the following situations: <ul style="list-style-type: none"> • What to do if a child or family need early help services • If someone is worried that a child might be being abused or neglected, or at risk of abuse or neglect | These procedures must be compliant with local guidance provided by your LSCB. They must include requirements for clearly recording any concerns and any actions taken | See model procedures on your LSCB website and on the NSPCC site | Local LSCB website; NSPCC safeguarding tool | |

| | | | | |
|---|--|--|--|--|
| <ul style="list-style-type: none"> If someone is worried that someone working in your organisation might be abusing someone | | | | |
| Have these policies and procedures (or their contents) been shared with everyone who needs to know and work to them? | All staff, volunteers, and visitors to your setting should know what to do if they are worried about anything or anyone. All members of your governing body must also be aware, as they are responsible for what happens in the organisation | Ensure that you do so effectively, and that you keep a record of having done so with each individual concerned | | |
| Do you have a designated safeguarding officer (DSO), and does everyone know who this is? Do you have cover arrangements for when the DSO is not available? | Ensure there is a clear appointment to these roles; that the role holders are provided with adequate training and that information is provided to all who need to know about who the role holders are and what their responsibilities are | Job descriptions (JD) should reflect that this is part of the individual's role, and should include a description of what the role entails | See model DSO JD within the NSPCC safeguarding audit tool | |
| Do you have a written procedure for situations where an allegation of abuse is made against a young person in your organisation? | Ensure that this is dealt with either within your CP/ Safeguarding policy, or as a separate procedure referenced by the policy | This should follow the guidance of your LSCB | NSPCC safeguarding audit tool; LSCB | |
| Do your procedures set out how to go about sharing information with other professionals? | Ensure that this is dealt with either within your CP/ Safeguarding policy, or as a separate procedure referenced by the policy | | NSPCC safeguarding audit tool; Government guidance on information sharing for safeguarding professionals | |

Section 3: Safeguarding vulnerable adults

| Topic | Action | If no... | Useful resources | Your notes |
|--|--|---|--|------------|
| <p>Do you have a Designated Safeguarding Officer (DSO), and does everyone know who this is?</p> <p>Do you have cover arrangements for when the DSO is not available?</p> | <p>Ensure that there is a clear appointment to these roles; that the role holders are provided with adequate training to enable them to fulfill it; and that information is provided to all who need to know who the role holders are, and what their responsibilities are</p> | <p>Job descriptions (JD) should reflect that this is part of the individual's role, and should include a description of what the role entails</p> | <p>See model DSO JD within the NSPCC safeguarding audit tool</p> | |
| <p>Has your DSO received safeguarding training including the implications of the Mental Capacity Act and Deprivation of Liberty?</p> | <p>Check your written records to make sure this is so. Check with your LSAB that their training meets the guidance they provide</p> | <p>If necessary, make arrangements for DSO to receive appropriate training</p> | <p>LSAB</p> | |
| <p>Do you have a safeguarding lead on your governing body? Has this person had appropriate safeguarding training to enable them to take on that role? Are others aware of their role and how to contact them if necessary?</p> | <p>It is good practice to have someone taking a lead role, reporting back to the governing body as a whole</p> | <p>Take this to your governing body with a proposal that they act on it</p> | | |

| | | | | |
|--|---|---|---|--|
| <p>Do you have written procedures (or a single procedure) for each of the following situations:</p> <ul style="list-style-type: none"> • If someone is worried that a vulnerable adult might be being abused or neglected, or at risk of abuse or neglect • If someone is worried that someone working in your organisation might be abusing someone | <p>These procedures must be compliant with guidance issued by your LSAB.</p> <p>They must also include requirements for all concerns and any actions taken to be clearly recorded in writing.</p> | | | |
| <p>Do you have a written procedure for situations where an allegation of abuse is made against a vulnerable adult in your organisation?</p> | <p>This procedure must be compliant with guidance issued by your LSAB</p> | | | |
| <p>Do your procedures set out how to go about sharing information with other professionals?</p> | <p>This procedure must be compliant with guidance from your LSAB</p> | | <p>Government guidance in information sharing; LSAB</p> | |
| <p>Have all staff received safeguarding training appropriate to their role?</p> | <p>Check your written records; make arrangements for training to take place as soon as possible if you cannot find evidence that it has already taken place</p> | <p>Ensure that safeguarding training is kept up to date in accordance with local guidance</p> | <p>LSAB</p> | |

Section 4: Safer recruitment

| Topic | Action | If no... | Useful resources | Your notes |
|---|---|--|--|------------|
| Does your recruitment policy and practice reflect best practice guidance on safer recruitment? | All recruitment should be done using a standard application form, clear job descriptions and person specifications (including any responsibility for safeguarding), references, and other recommended measures | Make any necessary amendments reflecting guidance from LSCB / LSAB; ensure that everyone involved in the mechanics of recruitment is aware of any changes and understands the reasons for them | LSCB; LSAB; NSPCC. Although most safer recruitment guidance relates to children's services, the principles are equally applicable to adult services as well | |
| Does your organisation have a policy for checking the suitability of volunteers before accepting them? | The organisation should have a clear written procedure for selection of volunteers (and trustees or directors if applicable), including checks to screen for unsuitable people | Produce, adopt and implement a selection procedure, drawing on guidance on safer recruitment | | |
| Does your organisation have a policy for checking any risks posed by service users before accepting them? | Your pre-acceptance process should include risk-screening, including actively seeking information that could have a bearing on safety of the individual service user, other services users, and staff; and this should be recorded clearly in writing | Produce, adopt and implement risk-screening, and a scheme for recording and securely holding your record | | |

| | | | | |
|--|---|---|--|--|
| Has anyone in your organisation done Safer Recruitment training? | This training helps understand why having a clear safeguarding approach to recruitment is so important, and how to achieve it. Ideally it should be done by the person who leads on recruitment and a member of your governing body | It is good practice to ensure that at least one person on every selection panel should have completed safer recruitment training; and also at least one person on your governing body | Although much of the training has been designed for schools and other education settings, it is equally relevant for any organisation working with children, young people, and vulnerable adults. Safer Recruitment Consortium website Your LSCB website | |
|--|---|---|--|--|

Section 5: Safer working practices

| Topic | Action | If no... | Useful resources | Your notes |
|---|--------|---|---|------------|
| Does your organisation have a written Code of Conduct for all staff, volunteers and trustees which includes: <ul style="list-style-type: none"> • Clear guidance on appropriate ways to behave with children, young people and vulnerable adults • Guidance on what to do if you're worried about another adult's conduct | | | NSPCC as above; LSCB; LSAB Guidance document produced by Safer Recruitment Consortium. Although the guidance has been designed primarily for school and education settings, the messages are equally valuable for any organisation working with children, young people and vulnerable adults. | |
| Does your organisation have a written whistleblowing procedure, known and understood by all? | | Develop one and ensure that it is easily accessible | | |

| | | | | |
|---|--|---|--|--|
| Does your organisation have a written complaints procedure, which is known to all and easily accessible by all? | | Develop one and ensure that it is known to everyone and easily accessible | | |
|---|--|---|--|--|

Section 6: Safeguarding training

| Topic | Action | If no... | Useful resources | Your notes |
|---|---|--|-------------------|------------|
| Has everyone in your organisation received safeguarding training appropriate to their role in the organisation? | This will vary depending on people's role and responsibilities – could be a briefing during induction, ranging to a full training course for Designated Safeguarding Officer | Arrange training - LSCB and LSAB should be first port of call to find out what is advised locally and what is available | LSCB; LSAB; NSPCC | |
| If your organisation works with vulnerable adults, is your safeguarding training Care Act compliant? | | | | |
| Has the training been kept up to date? | Check to see how often your LSCB / LSAB recommends training should be updated; check your training records | | | |
| Do you have a record of the safeguarding training your staff volunteers and trustees (or equivalent) have done? | It is good practice to keep a central record of all safeguarding and other training done by employees and volunteers, as a tool to ensure training is refreshed regularly and in case anything goes wrong | Keep a clear written record of what safeguarding training each individual has received, when, and in outline what the training covered | | |