

## Safeguarding Checklist

### 1. Checklist Details

Location/Department:	Completed by:	Site:
	Position:	Date:
	Ref:	Review date:

### 2. Safeguarding Risk Assessment

(X as applicable)

<input type="checkbox"/> Has a safeguarding risk assessment been undertaken?	<input type="checkbox"/> Are all activities planned and organised?
<input type="checkbox"/> Have all of the organisation's activities been considered?	<input type="checkbox"/> Are activities undertaken where supervision levels are low?
<input type="checkbox"/> Is consideration given to activities outside core hours?	<input type="checkbox"/> Are there individuals requiring specific care and support needs?
<input type="checkbox"/> Does it detail high risk areas, e.g. intimate care?	<input type="checkbox"/> Are procedures in place for off-site activities and events?
<p>Comments:</p>	

### 3. Managing Safeguarding

(X as applicable)

<input type="checkbox"/> Is there a written Safeguarding Policy in place?	<input type="checkbox"/> Is there a Code of Conduct detailing rules and acceptable behaviour?
<input type="checkbox"/> Is the Policy signed and dated by a Senior Director or equivalent?	<input type="checkbox"/> Do all employees and volunteers sign the Code of Conduct?
<input type="checkbox"/> Is the Safeguarding Policy periodically reviewed?	<input type="checkbox"/> Are safeguarding procedures explained and training needs identified?
<input type="checkbox"/> Does the Policy cover the organisation's position on abuse?	<input type="checkbox"/> Is minimum Level 2 and 3 training provided to appropriate individuals?
<input type="checkbox"/> Is the Policy communicated and available to all relevant persons?	<input type="checkbox"/> Is supervised or 'buddying' work undertaken?
<input type="checkbox"/> Do those receiving the Policy sign for receipt and compliance?	<input type="checkbox"/> Are new employees subject to a probationary period?
<input type="checkbox"/> Is there an appointed Designated Safeguarding Lead and deputy?	<input type="checkbox"/> Are spot checks, supervision, appraisals and audits undertaken?
<p>Comments:</p>	

#### 4. Staff and Volunteer Recruitment

(X as applicable)

- |   |  |
|---|--|
| <input type="checkbox"/> Is a written application form used?  | <input type="checkbox"/> Are references relevant to working in the sector?               |
| <input type="checkbox"/> Is experience of previous work in the sector required?                                   | <input type="checkbox"/> Are breaks in employment investigated?                          |
| <input type="checkbox"/> Is proof of identity, such as via passport or driving licence, obtained?                 | <input type="checkbox"/> Are suitable qualifications sought for the role?                |
| <input type="checkbox"/> Is pre-screening undertaken, including work outside the UK?                              | <input type="checkbox"/> Are original qualification documents verified?                  |
| <input type="checkbox"/> Are there procedures for previous criminal convictions/cautions?                         | <input type="checkbox"/> Are agency staff and volunteers subject to the same procedures? |
| <input type="checkbox"/> Are references requested in writing and are they verified by a follow-up telephone call? |  |

Comments:

#### 5. Disclosure and Barring Service (DBS) Checks

(X as applicable)

- |   |   |
|---|---|
| <input type="checkbox"/> Is there a procedure in place for managing DBS checks?   | <input type="checkbox"/> Are arrangements in place for non-UK nationals?            |
| <input type="checkbox"/> Is the type of DBS check requested suitable for the role?  | <input type="checkbox"/> Is employment permitted prior to an appropriate DBS check? |
| <input type="checkbox"/> Are agency staff and volunteers included as part of these checks?  | <input type="checkbox"/> Is there a documented procedure for prior convictions?     |
| <input type="checkbox"/> Is updating of these checks completed at specific intervals e.g. every three years or on promotion/change of role? |   |

Comments:

#### 6. Incident and Complaint Management

(X as applicable)

- |   |   |
|---|---|
| <input type="checkbox"/> Are procedures in place for incident and complaint management? | <input type="checkbox"/> Are outside agencies involved in investigations?         |
| <input type="checkbox"/> Is there a Whistleblowing Policy in place?                     | <input type="checkbox"/> Are there defined procedures on use of outside agencies? |
| <input type="checkbox"/> Is there an Employee Assistance Scheme e.g. counselling?       | <input type="checkbox"/> Is there a policy in place for secure record retention?  |

Comments:

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