

Safeguarding Policy checklist

Does your policy answer the following 3 questions?

- 1. What can I report?**
- 2. Who can I report it to?**
- 3. How do I report it?**

Introduction.

A brief introduction to the policy, why it has been developed and who it applies to.

- Who are you and what do you do?
- Who benefits from the programmes or services you deliver?
- Define safeguarding.
- Who are you protecting?
- Who does the policy apply to?

Policy statement

Your statement about why safeguarding is important to your organisation.

- The purpose of the policy.
- The principles of the policy.
- How you will meet your safeguarding commitment.

Implementing the policy

The measures you are putting in place to implement the policy.

- Roles and responsibilities
- Prevention
 - Code of conduct
 - Safe programme design
 - Recruitment procedures
 - Training
 - Governance structures
- Reporting and responding to safeguarding concerns
 - What is a safeguarding concern?
 - How to report a concern
 - Who to report a concern to?
 - Reporting form.
 - Responding to safeguarding concerns.

How the policy will be monitored and reviewed

- Monitoring
- Review
- Complementary policies