Safe Organisation Checklist

Protecting children and vulnerable adults from harm

A safe organisation:

Ensures that its governing body, all of its employees, commissioned or contracted agents and volunteers or adult participants are aware of their responsibilities to safeguard children and vulnerable adults.

This is done through:

- Safe recruitment/selection practice (including but not only rigorous checking of applications, CVs, references and appropriate CRB checks) – including the training of those who recruit staff to work with children
- Good supervision of staff/volunteers
- Good induction systems and ongoing training/updates for staff (and others) in minimum standards in child protection
- Clear and accessible complaints and whistle-blowing procedures
- Adherence to agreed local procedures for investigating allegations of harm to children by persons in positions of trust – including independent advice and referral to the police as necessary
- Clear access to guidance/procedures for child protection and awareness of local protocols and systems for information sharing and referral
- Good record keeping (including decision making about concerns/allegations) and database systems
- Regular audits of the above to ensure compliance
- Listening to the concerns of service users especially children and their parents with an open mind and promotion to service users of a policy/culture of safeguarding children as paramount
- Leadership/accountability in a named senior manager and clear access to specialist advice about child protection (externally if not available within the organisation)