Safeguarding Checklist

Safeguarding Policy

- **A policy statement:** making it clear how the organisation is committed to keeping children and/or adults safe. Including key statements related to: training, partnership working, organisational culture, and zero-tolerance of abuse and neglect.
- **Purpose of the policy**: explaining why it is important that the organisation has this in place.
- **Context:** briefly referencing key legislation (e.g. Working Together To Safeguard Children 2023 and/or Care Act 2014) and links to other relevant policy and procedures (e.g. Information Sharing, Recruitment, Whistleblowing, Complaints, Terrorism Act 2000, Domestic Abuse Act 2021).
- **Date of issue and review date**: must be dated, and reviewed annually
- **Designated Safeguarding Officer:** must include DSO's name and contact phone number

Safeguarding Procedures

- **Recognising abuse and neglect**: Detailing the key types of abuse and their signs and indicators.
- **Identify roles and responsibilities**: Including a named or designated person/people responsible for safeguarding and their contact details.
- **How concerns of abuse or neglect will be responded to**: Using a step-by-step process. A flow-chart/diagram might be helpful to include.
- **How and when concerns will be shared on a multi-agency basis**: Briefly referencing key legislation (e.g. Working Together To Safeguard Children 2023 and/or Care Act 2014) and links to other relevant policy and procedures (e.g. Information Sharing, Recruitment, Whistleblowing, Complaints).
- **Process for recording and safe storage:** Relating to safeguarding incidents, concerns and referrals within the organisation.
- **Allegations against staff/volunteers/people in a position of trust:** How this is managed, following LADO and POT processes
- **Useful contacts:** Within the organisation and other agencies

For advice and assistance with your safeguarding policy, Suffolk Community Foundation partners with Community Action Suffolk which is the 'go-to' organisation for VCFSE organisations in Suffolk.

You can find comprehensive information about safeguarding on their resources page, including examples, safeguarding policies and procedures.

You can also contact Jacqui Wilkinson, Training, Safeguarding and Quality Framework Development officer directly who will be able to assist you to ensure that your policy is fit for purpose. You can contact Jacqui direct on jacqui.wilkinson@communityactionsuffolk.org.uk

If your safeguarding policy is not compliant with the Foundation's criteria your application will not be assessed.