Safeguarding Policy & Procedure Guidance and Check List

The Skelton Charity Grant

Layout of policy/procedure	What to include
1. State the purpose of the policy.	General definition of safeguarding/ welfare, relevant legislation and your service's duty to promote this.
2. Who are the beneficiaries/clients of your service? Which legislation applies to them? Children & Young people (18 years and under) Adults (over 18 years) Adults at risk	Safeguarding & child protection Safeguarding & adults at risk
3. Who does this policy apply to?	Board members/Trustees/Directors Paid staff Volunteers Visitors Sessional workers Tutors/trainers Students on placements Contractors
4. Accountability	Is there a Designated Safeguarding Officer/Lead on the Board of Trustees? Include name and contact details.
5. Responsibility and internal reporting	Who is responsible for ensuring Safeguarding policy/procedure is followed? Who should staff/

	volunteers' approach within the organisation to report concerns? What is the process? A flow chart can be helpful in demonstrating this. Include names and contact details.
6. Responsibility and external reporting	Include contact details of Local Authority children's and/or adults social services and how to report a concern to them. This should be the Local Authority area/s in which your project will be delivered.
7. What is abuse? How to recognise it.	List the different definitions of abuse and demonstrate knowledge/awareness of what to look out for.
8. Recruitment & Training	Describe your recruitment process including reference take up, DBS checks and the level of the check (standard/enhanced/barred list) and whether staff receive Safeguarding training.
9. Review & update	How often do staff have Safeguarding training? Who is responsible for the reviewing/updating of the Safeguarding policy & procedure, how often and where is this evidenced? It should be dated and signed.
10. Confidentiality & Data Protection	What is the process for sharing information re potential Safeguarding incidents and where is this

	information stored? Who has access to this?
11. Signposting to information	It is good practice to include a list of organisations who can support survivors of abuse/provide info and guidance.