



## **Model Safeguarding Policy Checklist**

**January 2020**

## Version Control

<b>Title</b>	Model Safeguarding Policy Checklist
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<b>Author</b>	

<b>Update and Approval Process</b>			
<b>Version</b>	<b>Group/Person</b>	<b>Date</b>	<b>Comments</b>
DSP1	Business Unit	January 2020	Rebranded under new Safeguarding arrangements to reflect Statutory Guidance.

<b>Issue Date</b>	<b>February 2016</b>
<b>Review Date</b>	<b>December 2020</b>
<b>Reviewing Officer</b>	

## **Model Safeguarding Policy Check List**

This Safeguarding Policy checklist has been established to assist settings in developing a Safeguarding Policy. It is based on information required within Education Settings, under Section 175 of the Education Act 2002, however could be used as a starting point or template for all other organisations wishing to implement a Policy.

The purpose of a Safeguarding Policy is to ensure procedures are in place to safeguard and promote the welfare of children and ensuring employees are clear about meeting their statutory responsibilities, ensuring consistent good practice and to demonstrate the organisations commitment with regard to safeguarding children.

The Policy should describe procedures which are in accordance with government guidance and refer to Local Safeguarding Partnership's Multi-Agency Child Protection Procedures. They should be updated annually and available publicly.

		YES / NO	Action required	By whom and by when
<b>A child protection policy states the organisation's commitment to safeguard children</b>				
<b>The organisation has a child protection policy.</b>	The Policy is written in a clear and easily understood format for staff, volunteers, children and parents.			
	The policy is publicised, promoted and distributed to relevant audiences. <b>Policy on settings Website</b>			
	<b>Approved by Governors:</b> The policy is approved and endorsed by the relevant management body (e.g. Governors, trustees, chief executive or senior management board).			
	The policy is mandatory for staff and volunteers.			
	<b>Review of policy:</b> The policy is reviewed annually or whenever there is a major change in the organisation or in relevant legislation or guidance.			
<b>Child Protection procedures – what to do if there are concerns about a child's welfare</b>				
<b>There are clear procedures which provide step-by-step guidance on what action to take if there are concerns about a child's safety or welfare.</b>	The child protection procedures are available to all (including children and young people and their parents) and actively promoted on joining the organisation. Consideration is given to language, different ways of communicating and ease of use.			
	<b>Legislation and guidance:</b> Procedures are consistent with Working Together (2015) and with the Darlington Safeguarding Partnership's Child Protection Procedures. Schools Keeping Children Safe in Education (2015).			
	Procedures are consistent with additional legislation and guidance including the Counter Terrorism and Security Act 2015, Section 5C of the Female Genital Mutilation Act 2003 (as inserted by			

	<p>section 75 of the Serious Crime Act 2015) Mandatory reporting duty of Female Genital mutilation (FGM)</p>			
	<p><b>Link to Related safeguarding portfolio policies:</b> <i>[delete/add as appropriate)</i></p> <ul style="list-style-type: none"> <li>• Staff code of conduct – including position of trust, communicating with children, and use of social media</li> <li>• Lone working</li> <li>• Physical intervention and the use of reasonable force</li> <li>• Supporting students with a medical condition</li> <li>• First Aid</li> <li>• E-Safety</li> <li>• Acceptable use of IT equipment including, mobile devices, mobile phones and cameras /</li> <li>• Behaviour / discipline</li> <li>• Personal and intimate care</li> <li>• Complaints procedure</li> <li>• Tackling bullying</li> <li>• Appropriate physical contact</li> <li>• Physical intervention and use of reasonable force procedures.</li> <li>• Whistleblowing</li> <li>• SEN</li> <li>• Missing Children</li> <li>• Safer recruitment</li> <li>• Managing allegations against staff</li> <li>• Grievance and disciplinary</li> </ul>			
	<p><b>Safeguarding Lead:</b> There is a designated person with a defined role and responsibilities in relation to child protection which is appropriate to the level at which they operate.</p> <p><b>Action to take – Child Protection procedures:</b> This includes action to take in regards to referrals and emergency action</p>			
	<p><b>Trustees / Governor Role:</b> The roles and responsibilities of all staff including volunteers, Governors outlined, trustees, chief</p>			

	executive or senior management board			
	<b>All Staff and Volunteers roles:</b> Action to take when there is a concern regarding child or a disclosure.			
	<b>Record keeping:</b> There is a process for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation.			
	<b>Children involved with Child Protection issues</b> statement of how these children will be supported.			
	<b>Early help</b> Common assessment framework (CAF) supported by organisation.			
	<b>Complaints:</b> There is a process for dealing with complaints by parents and young people about unacceptable behaviour towards children.			
	<b>Confidentiality / Information Sharing:</b> There is guidance on information sharing which clearly states the welfare of children is the most important consideration.			
	<b>Working with parents:</b> statement on how the setting will work with parents.			
<b>Whistle Blowing</b>	There is a clear whistle blowing procedure.			
<b>Professional challenge</b>	There is guidance on appropriate professional challenge.			
<b>Allegations against staff / volunteers or concerns of safeguarding practice</b>	There is guidance on dealing with allegations or concerns against any employee or volunteer working the organisation, including concerns of safeguarding practice. If an allegation is made ensure the designated person contacts the Designated Officer at the local authority for advice and support.			

<b>Prevention – Safe recruitment of staff and volunteers</b>				
<b>There are rigorous policies and procedures for recruiting staff and volunteers who have contact with children.</b>	All those who have significant contact with children are subject to safeguarding checks as required by legislation and guidance and these are properly recorded. Link to safer recruitment policy.			
<b>Safer Recruitment</b>	For establishments with children under 8 year’s procedures in line with Disqualification under the Childcare Act 2006.)			
<b>Conduct / whistle blowing procedures</b>	<b>Visitors / site security:</b> Procedures in place to ensure children’s safety.			
	There are well publicised ways in which staff, volunteers, children and young people can raise concerns about unacceptable behaviour by anyone within the organisation. These include external contacts.			
	<b>Risk Assessment:</b> An assessment of risk of any activities and the environment in which they take place is made prior to commencement and action taken to minimise risk.			
	<b>Transporting children:</b> A Safeguarding plan is in place for transporting children or for taking them away on trips.			
	<b>Supervision of children:</b> Operating standards are set out to ensure children are adequately supervised at all times.			
<b>Codes of practice and behaviour</b>				
<b>There are well – publicised codes of behaviour for which all staff and volunteers comply.</b>	<b>Code of conduct:</b> The organisation provides guidance on expected standards of behaviour by adults towards children and young people. This should include staff/children relationships (abuse of position of trust) and communications including the			

	use of social media and mobile devices.			
	There is guidance on expected behaviour by children towards other children. Link to staff code of conduct			
	<b>Staff disciplinary and grievance procedures:</b> The consequences of breaching the code are clear and linked to disciplinary and grievance procedures.			
	<b>Managing children's behaviour:</b> There are processes for dealing with behaviour that is not acceptable. Links to ant bullying procedures / managing behaviour			
	<b>Discipline Procedures / use of reasonable force:</b> All disciplinary measures/ sanctions are non-violent and do not involve humiliating children and young people. Links to physical intervention and use of reasonable force procedures.			
	<b>Childs voice:</b> Managers and senior staff promote a culture that ensures children are listened to and respected as individuals.			
<b>Equality and Inclusion</b>				
<b>The child protection policy makes it clear that all children have equal rights to protection.</b>	The child protection procedures, guidance and training help staff and volunteers to recognise the additional vulnerability of some children and the extra barriers they face to getting help, because of their race, sex age, religion, belief, sexual orientation, pregnant, married, civil partnership, social background.			
	Codes of conduct/ behaviour make it clear that discriminatory, offensive and violent behaviour is unacceptable and that complaints will be acted on.			
<b>Communication</b>				
<b>Information about the organisation's</b>	Children and young people are actively involved in drawing up			



<p><b>commitment to safeguard children and young people is openly displayed and available to all.</b></p>	<p>procedures or protocols, recruitment, planning of services and evaluation of activities.</p>			
	<p>Information for young people and for parents is made available about where to go for help in relation to child abuse.</p>			
	<p>Information is provided in a format and language that can be easily understood by all service users.</p>			
	<p>Everyone in the organisation knows who the designated person for child protection is and how to contact them.</p>			
	<p><b>Contact details:</b> for children’s social care, police and emergency medical help and child help lines are readily available.</p>			
<p><b>Education and Training</b></p>				
<p>Induction and Training</p>	<p><b>Induction Process:</b> There is an induction process for all staff and volunteers that includes familiarisation with the child protection policy and procedures and code of conduct.</p> <p><b>Education settings</b> all staff must read part one of Keeping Children Safe in Education.</p>			
	<p><b>Training:</b> All staff and volunteers are provided with opportunities to learn about how to recognise and respond to concerns about child abuse.</p> <p>A staff development programme is in place and records.</p>			
	<p><b>Safeguarding Lead:</b> Training Staff and volunteers with special responsibilities in relation to safeguarding have training to enable them to develop the necessary skills and knowledge and have regular opportunities to update their knowledge and understanding.</p>			
	<p><b>Safer Recruitment:</b> Training and written guidance on safe</p>			

	recruitment is provided for those responsible for recruiting and selecting staff and volunteers.			
<b>Advice and Support</b>				
	<b>Safeguarding Lead role:</b> Designated child protection staff have access to specialist advice, training support and information.			
	<b>Helping children to keep safe:</b> Children and young people are provided with information on where to go for help and advice in relation to abuse, harassment and bullying, or significant difficulties at home.			
	<b>There is guidance on how children are helped to keep themselves safe</b> – risks on line safety, exploitation, including radicalisation.			
	<b>Key Contacts:</b> are established at a national and local level with the key statutory child protection agencies and with the LSCB.			
	<b>Supervision:</b> There are arrangements for providing regular supervision and support to staff and volunteers and particularly during and following an incident or allegation of abuse or a complaint.			
<b>Evaluation</b>				
<b>Plans are in place to evaluate the effectiveness of the safeguarding measures.</b>	<b>Monitoring:</b> Arrangements are in place to monitor and evaluate the child protection procedures and the safe recruitment procedures.			
	The resources essential for implementing the plan are made available.			
	Practices are reviewed at stated intervals, at least every two years.			
	<b>Consultation:</b> Processes are in place to consult children and young people and parents as part of the review of safeguarding.			

	All incidents, allegations of abuse and complaints are recorded and monitored.			
Other areas to consider:				
	Policy on use of photographs and images			
	Procedure for children missing from care			
	Procedure in place for children missing from education			
<b>Appendices</b>				
	<ul style="list-style-type: none"> <li>• Children who are vulnerable</li> <li>• Categories, definitions and indicators of abuse including FGM, Child Sexual Exploitation and Preventing Radicalisation</li> <li>• Children missing from home / school procedures</li> <li>• Continuum of need document</li> <li>• Setting referral form</li> <li>• Children’s Access Point Referral form</li> <li>• Key safeguarding contact numbers</li> </ul>			

## Resources and Reference Links

### Counter Terrorism and Security Act 2015

- <https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>
- <https://www.gov.uk/government/publications/prevent-duty-guidance>

### FGM

- <https://www.gov.uk/government/publications/female-genital-mutilation-guidelines>

### Keeping children Safe in Education - All education staff should read Part One of this guidance

- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447595/KCSIE\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf)

### Working Together 2015

- <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

### What to do if you’re worried a child is being abused

- <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused-2>