

Safeguarding Checklist



Policies and Procedures

This checklist is designed to help you obtain feedback as to the effectiveness and understanding of your Safeguarding policy and procedures.

Name	Date Completed		
	Yes	No	Comments
Does your organisation have clear safeguarding policies and procedures?			
Do you have a training program to update staff on the organisation's safeguarding policies and procedures?			
Have your safeguarding policies and procedures been signed off by your executive and board?			
Have your safeguarding policies and procedures been reviewed and updated? If so, when?			
Do your policies and procedures include:			
A statement stating your organisation's commitment to safeguarding and protection of vulnerable people.			
A process for employees, contractors and volunteers to provide feedback, raise grievances or report suspected or actual abuse.			
Procedures and decision making processes for your organisation's interactions and involvement with vulnerable people.			
A risk assessment process (for specific programs or events) for safeguarding.			
Processes and procedures to receive, record and manage reports of abuse and reasonable suspicion of abuse.			
An incident response process.			
Details of your organisation's recruitment, screening, selection and supervision processes.			
Training requirements for all employees, contractors and volunteers on the organisation's safeguarding policies and procedures.			
Details of the roles and responsibilities of your organisation's board, executive and other leaders in receiving and managing incidents or complaints of abuse and/or reasonable suspicion of abuse.			
Details of the roles and responsibilities of management, employees, contractors and volunteers for reporting incidents or complaints of abuse and reasonable suspicion of abuse.			

This checklist may assist you to monitor the development of your *Safeguarding Policies and Procedures*.

Note: This checklist is not exhaustive. It is a guide only and your organisation's specific context should always be taken into account.

Note: Please contact your insurance broker for full information on your Safeguarding insurance coverage.