

Safeguarding Checklist

This checklist identified key areas which partners should consider to ensure they implement safeguarding best practice across their organisation and programmes. Depending on the size of the programme/organisation and the level of risk of the work being implemented (e.g., working with children or vulnerable adults constitutes a higher safeguarding risk) the level of complexity and documentation will likely be different, for example regarding the safeguarding policy a low-risk programme could rely on their organisational safeguarding approach document whereas a large/high risk programme would require a standalone safeguarding policy document.

Safeguarding

- Do you have a safeguarding policy?
- Does the policy include a statement of your commitment to safeguarding, including a zero-tolerance statement on bullying, harassment and sexual exploitation and abuse?
- Do you keep a detailed register of safeguarding issues raised and how they were dealt with? Do you treat historical allegations separately and differently from current disclosures?
- Does your recruitment policy include a criminal background check on candidates especially when the programme would involve working with children or vulnerable adults?
- Do you share your safeguarding policy with downstream partners?
- Do you have a designated senior safeguarding officer who reports regularly to the senior leadership and Board?
- Do you provide mandatory training on safeguarding to new trustees/staff/volunteers within a suitable and appropriate timeframe of them joining your organisation?
- Do you provide regular mandatory refresher training on safeguarding to staff/volunteers?

Whistleblowing

- Do you have a whistle-blowing policy which protects whistle blowers from reprisals and includes clear processes for dealing with concerns raised and by whom and the timelines involved?
- Do you provide mandatory training on whistleblowing to new trustees/staff/volunteers within a suitable and appropriate timeframe of them joining your organisation?

HR, Recruitment and Selection

- Does your recruitment process consider and evidence the level of safeguarding risk in a job role?

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- Do you have different levels of recruitment and security checks commensurate with safeguarding requirements of the role?
- Does your HR policy depict a well-planned interview process?
- Do interviewers have the relevant experience and knowledge of current safeguarding practices?
- If the role is for those working directly with vulnerable groups, then does your policy include specific questions in the interview that draw out people's attitudes and values in relation to the protection of children and/or vulnerable adults?
- Do you require up to two references including from previous employers or others who have knowledge of the candidate's experience and suitability to work with children?
- Does your policy require that background checks should be carried out for all prospective employees?
- Do you make use of probationary periods of employment to ensure suitability once in post?

Risk Management

- Do you have a risk management policy or framework capturing risk appetite and risk categories including safeguarding?
- Do you share your risk management policy where it relates to safeguarding risks with your downstream partners? Are downstream partners advised on escalation procedures around safeguarding issues?
- Do you have risk registers for all programmes that feed into an overall organisational risk framework?
- Is there regular senior oversight of your risk register?
- If applicable - are fundraising ideas and external communications risk assessed to ensure no harm is done by the activity? For example, if you are fundraising via sponsorship for individuals to ensure fundraising is delivered in the context of safeguarding.

Code of Conduct

- Does the organisation have in place a Code of Conduct for staff and volunteers that sets out clear expectations of behaviours – inside and outside the workplace – and what will happen in the event of non-compliance or breach of these standards?

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- Does the code of conduct prioritise the wellbeing and care of all people including beneficiaries?
- Are all staff and volunteers provided with training on the code of conduct as part of their induction?
- Are there policies and practices for the management of downstream partners and affiliates aligned to the Code of Conduct?

Governance and Accountability

- Does the governance structure reflect the regular review of management of safeguarding issues internally and externally?
- Do you have a designated safeguarding officer at board level who is responsible and accountable for safeguarding standards and reporting across the organisation and includes downstream partners approach to safeguarding?
- Are your beneficiaries actively involved in any of the governance structures of the organisation and/or specifically within programmes which affect them and their communities?
- Do your downstream partners have in place procedures to ensure safeguarding issues are escalated to the Board?