



Oxfordshire Safeguarding Children Board

<b>SAFEGUARDING POLICY CHECKLIST</b>			
<p><b>This checklist has been created to make it easy for you to develop a safeguarding policy for your organisation, and/or to review your existing policy in line with Oxfordshire Safeguarding Children Board policies and procedures.</b></p>			
Name of Agency/Organisation			
Authors Name: Telephone Number: Email:			
Date of Completion:			Date of Review:
Have you taken the following areas into consideration?			
	YES	NO	N/A
- <b>Opening Child Protection Policy Statement/Introduction</b> <i>This should include:</i> <ul style="list-style-type: none"> <li>• the name of your organisation</li> <li>• a statement setting out the organisation's commitment to protecting all children</li> <li>• equality statement setting out the organisations commitment to anti-discriminatory practice, explicitly recognising the additional needs of some children and the barriers they may face, e.g disability, communication</li> </ul>			
- <b>Legal framework</b> <ul style="list-style-type: none"> <li>• Briefly state the main law and guidance that supports the policy (see the OSCB template for advice on this)</li> <li>• Be clear who the policy applies to</li> </ul>			
- <b>Organisational Policies and Procedures</b> <ul style="list-style-type: none"> <li>• Consider how this policy links up with other policies and procedures</li> <li>• Provide links to other relevant organisational policies and procedures; e.g safer recruitment, recording and information sharing, health and safety.</li> <li>• Tailor your policy and procedures to suit the needs of your organisation.</li> </ul>			
- <b>Purpose of policy</b> <ul style="list-style-type: none"> <li>• State what the organisation will do to keep children safe and respond to concerns</li> </ul>			
- <b>Roles and Responsibilities</b> <i>This should include:</i> <ul style="list-style-type: none"> <li>• A brief overview of the individual roles and responsibilities of all staff working on behalf of the organisation</li> </ul>			

<ul style="list-style-type: none"> <li>Name and contact details of designated safeguarding lead and deputy.</li> <li>Management Committee responsibility</li> </ul>			
<ul style="list-style-type: none"> <li><b>Safe recruitment</b></li> <li>Include a statement on safer recruitment</li> <li>Link/reference to safer recruitment policy and procedures.</li> </ul>			
<ul style="list-style-type: none"> <li><b>Monitoring and review</b></li> </ul> <p><i>This should include:</i></p> <ul style="list-style-type: none"> <li>Staff access to policy</li> <li>How organisation will ensure staff have read and understand policy</li> <li>Frequency of review and update</li> <li>Link/reference to self-assessment</li> </ul>			
<ul style="list-style-type: none"> <li><b>Document Control/History</b></li> <li>Date policy came into force and version history</li> </ul>			
<ul style="list-style-type: none"> <li><b>Child Protection and Safeguarding Procedures</b></li> </ul>			
<ul style="list-style-type: none"> <li><b>Supporting children</b></li> <li>Guidance for staff responding to reports from children</li> </ul>			
<ul style="list-style-type: none"> <li><b>Confidentiality and information sharing</b></li> <li>Guidance for staff on responsibilities regarding confidentiality</li> <li>Links to relevant organisational policies and procedures e.g confidentiality, data protection and information sharing</li> </ul>			
<ul style="list-style-type: none"> <li><b>Supporting Staff</b></li> <li>Statement on organisations commitment to supporting staff</li> <li>Link to relevant organisational policies and procedure, e.g training, supervision and support</li> </ul>			
<b>What to do if you are concerned about a child</b>			
<ul style="list-style-type: none"> <li>If you have immediate concerns about a child</li> <li>If you are unsure whether to make a referral</li> <li>If concerns relate to an open case</li> <li>If there is an allegation against a staff member</li> </ul>			
<ul style="list-style-type: none"> <li><b>Whistleblowing</b></li> <li>Statement on responsibilities in relation to whistleblowing</li> <li>Link to organisations whistleblowing policy</li> </ul>			
<ul style="list-style-type: none"> <li><b>Definitions and Indicators of Abuse</b></li> <li>Guidance on the different forms of abuse children may experience and possible signs and symptoms.</li> </ul>			