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| **SAFEFGUARDING POLICY CHECKLIST** |
| **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.** |
| Name of Agency/Organisation: |
| Authors Name:Telephone Number: Email: |
| Date of Completion:  | Date of Review: |
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| **Have you taken the following areas into consideration?** | YES | NO | N/A |
| * **Opening Child Protection Policy Statement/Introduction**

*This should include:** *the name of your organisation*
* *a statement setting out the organisation's commitment to protecting all children*
* *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*
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| * **Legal framework**
* *Briefly state the main law and guidance that supports the policy (see the OSCB template for advice on this)*
* *Be clear who the policy applies to*
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| * **Organisational Policies and Procedures**
* *Consider how this policy links up with other policies and procedures*
* *Provide links to other relevant organisational policies and procedures; e.g safer recruitment, recording and information sharing, health and safety.*
* *Tailor your policy and procedures to suit the needs of your organisation.*
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| * **Purpose of policy**
* *State what the organisation will do to keep children safe and respond to concerns*
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| * **Roles and Responsibilities**

*This should include:** *A brief overview of the individual roles and responsibilities of all staff working on behalf of the organisation*
* *Name and contact details of designated safeguarding lead and deputy.*
* *Management Committee responsibility*
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| * **Safe recruitment**
* *Include a statement on safer recruitment*
* *Link/reference to safer recruitment policy and procedures.*
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| * **Monitoring and review**

*This should include:** *Staff access to policy*
* *How organisation will ensure staff have read and understand policy*
* *Frequency of review and update*
* *Link/reference to self-assessment*
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| * **Document Control/History**
* *Date policy came into force and version history*
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| * **Appendix A: Child Protection and Safeguarding Procedures**
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| * **Supporting children**
* *Guidance for staff responding to reports from children*
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| * **Confidentiality and information sharing**
* *Guidance for staff on responsibilities regarding confidentiality*
* *Links to relevant organisational policies and procedures e.g confidentiality, data protection and information sharing*
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| * **Supporting Staff**
* *Statement on organisations commitment to supporting staff*
* *Link to relevant organisational policies and procedure, e.g training, supervision and support*
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| **What to do if you are concerned about a child*** If you have immediate concerns about a child
* If you are unsure whether to make a referral
* If concerns relate to an open case
* If there is an allegation against a staff member
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| * **Whistleblowing**
* *Statement on responsibilities in relation to whistleblowing*
* *Link to organisations whistleblowing policy*
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| * **Appendix B: Definitions and Indicators of Abuse**
* *Guidance on the different forms of abuse children may experience and possible signs and symptoms.*
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