

Appendix 2

Safe Organisation Checklist

Protecting children and vulnerable adults from harm

A safe organisation:

Ensures that its governing body, all of its employees, commissioned or contracted agents and volunteers or adult participants are aware of their responsibilities to safeguard children and vulnerable adults.

This is done through:

- Safe recruitment/selection practice (including but not only rigorous checking of applications, CVs, references and appropriate DBS checks) – including the training of those who recruit staff to work with children or vulnerable adults
- Clear expectations on staff with regard to personal conduct and promoting the well-being of children and adult service users
- Good induction systems and ongoing training/updates for staff (and others) in minimum standards in child protection, even where the primary service users are adults who are parents (not children)
- Clear access to guidance / procedures for child protection and protection of vulnerable adults and awareness of local protocols and systems for information sharing and referral
- Listening to the concerns of service users especially children, their parents, and vulnerable adults with an open mind and promotion to service users of a policy/culture of safeguarding children and the vulnerable as paramount
- Good supervision of staff/volunteers
- Clear and accessible complaints and whistle-blowing procedures
- Adherence to agreed local procedures for investigating allegations of harm to children or vulnerable adults by persons in positions of trust - including independent advice and referral to the police as necessary
- Good record keeping (including decision-making about concerns / allegations) and database systems
- A formal and independent review process for learning from serious untoward incidents with regard to abuse of children or adults by those in a position of trust
- Regular audits of the above to ensure compliance

- Leadership/accountability in a named senior manager and clear access to specialist advice about child protection or the protection of vulnerable adults (externally if not available within the organisation)