



Safeguarding Checklist and Action Plan 2025-26

| 1. Policy standard criteria | In place | Not in place | Action required | Timescale |
|---|----------|--------------|-----------------|-----------|
| 1.1 The organisation has a Safeguarding Policy | | | | |
| 1.2 The policy is written in a clear and easily understood format | | | | |
| 1.3 The policy is publicised, promoted and distributed to relevant audiences | | | | |
| 1.4 The policy is approved and endorsed by the relevant Authority Committee | | | | |
| 1.5 The policy is reviewed annually or whenever there is a major change in the Authority or in relevant legislation | | | | |

| 2. Procedures and systems | In place | Not in place | Action required | Timescale |
|--|----------|--------------|-----------------|-----------|
| 2.1 There are clear procedures in respect of safeguarding which provide guidance on what action to take if there are any concerns about a child or vulnerable adult's safety | | | | |
| 2.2 Safeguarding procedures and guidance are available to all (including children, young people, vulnerable adults and their parents/carers) and are actively promoted on joining the organisation | | | | |
| 2.3 At a countrywide level, procedures are consistent with Working Together to Safeguard Children (2024). At a local level there is a need to be aware of the Derby and Derbyshire Safeguarding Children Partnership | | | | |
| 2.4 There is a designated person/s with a clearly defined role and responsibilities in relation to safeguarding, which are appropriate to the level at which they operate. | | | | |

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| 2.5 There is a process for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation | | | | |

| 3. Prevention | In place | Not in place | Action required | Timescale |
|---|----------|--------------|-----------------|-----------|
| 3.1 There are rigorous procedures for recruiting staff and volunteers who have contact with children/vulnerable adults and for assessing their suitability to work with them | | | | |
| 3.2 All those who have significant contact with children are subject to safeguarding (Disclosure and Barring Service – DBS) checks, as required by legislation and guidance and these are properly recorded. | | | | |
| 3.3 There are well publicised ways in which staff and volunteers can raise concerns, confidentially if necessary, about unacceptable behaviour by other staff or volunteers. These include external contacts. | | | | |
| 3.4 An assessment of risk to children of any activities and the environment in which they take place is made prior to commencement, and actions taken to minimise any risk. | | | | |

| 4. Conduct and behaviour/equality and inclusion | In place | Not in place | Action required | Timescale |
|---|----------|--------------|-----------------|-----------|
| 4.1 There is Safeguarding Guidance which clearly sets out the standard of conduct to which all staff and volunteers comply. | | | | |
| 4.2 The Safeguarding Guidance on conduct make it clear that discriminatory, offensive and violent behaviour are unacceptable. | | | | |
| 4.3 The consequences of breaching the standard are clear and linked to the disciplinary and grievance procedures. | | | | |

| 5. Communication | In place | Not in place | Action required | Timescale |
|---|----------|--------------|-----------------|-----------|
| 5.1 Information about the organisation's commitment to safeguard children and vulnerable adults is openly displayed and available to all. | | | | |
| 5.2 Everyone in the organisation knows who the designated person/s are and how to contact them. | | | | |
| 5.3 Contact details for the local children's service authorities, police and the NSPCC Child Protection Helpline are readily available. | | | | |
| 5.4 Steps are taken to seek users' views on policies and procedures and how they are working. | | | | |

| 6. Education and training | In place | Not in place | Action required | Timescale |
|--|----------|--------------|-----------------|-----------|
| 6.1 There is an induction/training process for all staff, volunteers and Members that includes familiarisation with the Safeguarding Policy and procedures. | | | | |
| 6.2 Staff and volunteers with special responsibilities in relation to safeguarding have training to enable them to develop the necessary skills and knowledge and have regular opportunities to update their knowledge and understanding | | | | |
| 6.3 Training and guidance on safe recruitment practice is provided for those responsible for recruiting and selecting staff and volunteers. | | | | |

| 7. Access to advice and support | In place | Not in place | Action required | Timescale |
|---|----------|--------------|-----------------|-----------|
| 7.1 Children and young people are provided with information on where to go for help and advice in relation to abuse, harassment and bullying, or significant difficulties at home | | | | |

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| 7.2 Designated safeguarding staff have access to specialist advice, training support and information. | | | | |
| 7.3 Contacts are established at a national and/or local level with key statutory child protection agencies. | | | | |
| 7.4 There are arrangements for providing regular supervision and support to staff and volunteers, and particularly during and following an incident of allegation of abuse or a complaint. | | | | |

| 8. Implementation, monitoring and evaluation | In place | Not in place | Action required | Timescale |
|---|----------|--------------|-----------------|-----------|
| 8.1 There is a plan showing what steps will be taken to safeguard children and vulnerable adults, who is responsible for what actions and when these will be completed. | | | | |
| 8.2 The resources essential for implementing the plan are made available. | | | | |
| 8.3 The policy and guidance are reviewed annually, and revised in light of changing needs, changes in legislation or guidance, organisational experience. | | | | |
| 8.4 All incidents, allegations of abuse and complaints are recorded and monitored | | | | |
| 8.5 Arrangements are in place to monitor compliance with regard to safeguarding in recruitment and selection processes. | | | | |
| 8.6 Plans are in place to evaluate the effectiveness of the safeguarding measures. | | | | |