



## Safeguarding Checklist and Action Plan 2025-26

1. Policy standard criteria	In place	Not in place	Action required/comment	Timescale
1.1 The organisation has a Safeguarding Policy	X			
1.2 The policy is written in a clear and easily understood format	X			
1.3 The policy is publicised, promoted and distributed to relevant audiences	X		Publicised on our website, Better Impact and our intranet, the HUB.	
1.4 The policy is approved and endorsed by the relevant Authority Committee	X		Current policy ratified on 25 January 2025. Next review to align with other People related reporting to Resources Committee in April 2026.	24 April 2026
1.5 The policy is reviewed annually or whenever there is a major change in the Authority or in relevant legislation or a specific incident	X		To be reviewed from January annually to align with other People related reporting to Resources Committee.	Completed Jan – Mar 2026

2. Procedures and systems	In place	Not in place	Action required/comment	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	X		3 guides posted on the HUB and DBS checked posts signposted to them: <ul style="list-style-type: none"> <li>• Responding to an individual making an allegation</li> <li>• Reporting allegations or suspicions</li> <li>• Checklist for reporting suspected abuse</li> </ul> These are highlighted to new starters during induction and there is annual reminder for those in DBS posts.	Completed Nov 2025
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		X	Better signposting to parent/carers to the policy on website. Explore poster and small flash card.	Carry forward to 2026/27

organisation			<b>These actions were paused pending the outcome of the organisation structure changes and review of the SWG.</b>	
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	X		New DSO has made contact with DDSCP, confirming PDNPA leads and registered for updates.	Completed Aug 2025
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.	X			
2.5 There is a process for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation	X		Access to the secure Safeguarding folder has been provided for new DSO and DDSOs	Completed Jun 2025

3. Prevention	In place	Not in place	Action required/comment	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	X		4 staff completed Safer Recruitment training	Completed May 2025
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.	X		An audit of posts/roles which require a DBS check was carried out.	Completed Apr 2025
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.	X	X	Existing posters have been updated with new contact details pending production of a new poster and a presentation on safeguarding was included in the 2025 Staff Briefing  Design and distribution of new posters across our properties.	Completed May 2025  c/f to 2026/27
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.	X		A reminder about considering safeguarding issues during risk assessment was included as an agenda item for the Health, Safety & Wellbeing Committee	Completed 29 April 2025

4. Conduct and behaviour/equality and inclusion	In place	Not in place	Action required/comment	Timescale
4.1 There is Safeguarding Guidance which clearly sets out the standard of conduct to which all staff and volunteers comply.	X		Reviewed and updated.	Completed Jan - Mar 2026
4.2 The Safeguarding Guidance on conduct make it clear that discriminatory, offensive and violent behaviour are unacceptable.	X			
4.3 The consequences of breaching the standard are clear and linked to the disciplinary and grievance procedures.		X	Ensure disciplinary and grievance policies when reviewed are linked. <b>These policies will be reviewed during 2026/27 as part of a rolling programme.</b>	c/f to 2026/27

5. Communication	In place	Not in place	Action required/comment	Timescale
5.1 Information about the organisation's commitment to safeguard children and vulnerable adults is openly displayed and available to all.	X		Career landing page to set out commitment to safeguarding. <b>Capacity limitations have prevented development this year. DBS requirements are already clearly communicated within job adverts and recruitment documentation, with changes to the careers page identified as an improvement action.</b>	c/f to 2026/27
5.2 Everyone in the organisation knows who the designated person/s are and how to contact them.	X		Promoted at the Staff Briefing during Safeguarding Awareness Week. Contacts on posters have been updated. The Business Continuity Plan has been updated.	Completed May 2025
5.3 Contact details for the local children's service authorities, police and the NSPCC Child Protection Helpline are readily available.	X		To be added to new poster. Information is already available in guidance on the HUB.	c/f to 2026/27
5.4 Steps are taken to respond to users' views on policies and procedures and how they are working.	X		Comments from evaluation sheets are fed back to the SWG and request for feedback was included at the staff briefing.	Completed May 2025 and ongoing

6. Education and training	In place	Not in place	Action required/comment	Timescale
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6.1 There is an induction/training process for all staff, volunteers and Members that includes familiarisation with the Safeguarding Policy and procedures.	X		Staff induction processes reviewed Awareness raised at Staff Briefing in May which coincided with National Safeguarding week. 231 staff and 10 members completed our Safeguarding for all – Children’s edition	Completed May 2025
			Inclusion in Member induction process still to be reviewed.	c/f to 2026/27
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	X		1 member of staff and 19 volunteers completed Safeguarding for All – Adult’s edition 14 volunteers completed Safeguarding for All – Children’s edition	Completed 2025/26
			Provision of classroom training was postponed during organisation change.	c/f to 2026/27
6.3 Training and guidance on safe recruitment practice is provided for those responsible for recruiting and selecting staff and volunteers.	X		ELMS Safer recruitment module done by HR/Vol Manager Supervision available from DSO and DDSO	Completed 2025/26

7. Access to advice and support	In place	Not in place	Action required/comment	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		X	Consider two versions of posters created, one version in easy read for children and vulnerable adults. This action was paused pending review of the membership of the SWG.	c/f to 2026/27
7.2 Designated safeguarding staff have access to specialist advice, training support and information.	X			
7.3 Contacts are established at a national and/or local level with key statutory child protection agencies.	X		New DSO and DDSO links made	Completed Aug 2025
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.	X			
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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.	X			
8.2 The resources essential for implementing the plan are made available.	X			
8.3 The policy and guidance are reviewed annually, and revised in light of changing needs, changes in legislation or guidance, organisational experience.	X		Policy updated and revisions to Resources Committee 24 April 2026	Completed Jan – Mar 2026
8.4 All incidents, allegations of abuse and complaints are recorded and monitored	X		3 specific guides available on how to respond to an allegation or suspicions available on the HUB	Completed Nov 2025
8.5 Arrangements are in place to monitor compliance with regard to safeguarding in recruitment and selection processes.		X	Determined the original action to review and include this monitoring for compliance in our Recruitment Manager guidance isn't the correct place for this to sit and an amended action is to be carried into 2026/27.	c/f to 2026/27
8.6 Plans are in place to evaluate the effectiveness of the safeguarding measures.	X		The SWG use the Safeguarding Checklist to monitor and audit the effectiveness of our safeguarding measures annually and produce appropriate actions for improvement as required.	Completed Mar 2026

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