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**Governance Checklist and Guide to Resources for organisations in the**

**Voluntary and Community Sector**

**‘Safeguarding is everybody’s business’**

**Introduction**

This checklist and resources guide has been produced to support colleagues in the sector working with children and adults to ensure service users, volunteers and paid staff are safe from harm.

This guidance will help an organisation create a policy and procedure that reflects the needs of their organisation and their service users.

The document has used the North Yorkshire and City of York Section 11 Governance Audit as its starting point and edited it to produce a more succinct document drawing out the most relevant areas for voluntary, community and social enterprise organisations. For some organisations the more extensive document is appropriate.

It provides relevant statements about the organisation’s practices, to identify what is in place and what is not, to help same a development plan. Where relevant, links are provided to further guidance and resources to help an organisation learn more and implement any necessary actions. The majority of the requirements are ‘essential’ however the lightly shaded boxes concern good practice.

The checklist includes:

* Leadership, Policies and Procedures
* Roles, Responsibilities and Supervision
* Safer Recruitment
* Training
* Equality, inclusivity and a culture listening to children, young people and adults
* Information Management and Sharing
* Development of Services.

The document has been prepared by Liz Lockey, Chief Officer of Hambleton Community Action, in partnership with Community First Yorkshire. It was piloted with a number of VCSE organisations to test out the content and approach. Colleagues at NYCC involved in the North Yorkshire [Safeguarding Adults Board](https://safeguardingadults.co.uk/) and the North Yorkshire [Safeguarding Children Partnership](https://www.safeguardingchildren.co.uk/) have been involved.

**Checklist and links to guidance and templates**

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| **Name of organisation** |  |
| **Type of organisation** |  |
| **Completed by** |  |
| **Role** |  |
| **Contact details (email)** |  |

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| **Leadership, Policies and Procedures** | | | |
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| **Requirement** | **Useful links:** | **Children** | **Adults** |
| 1. We have separate safeguarding policies and procedures for children and adults which are reviewed at least every three years or sooner where there is a major change in the organisation, relevant legislation or guidance. | * [NYSCP Writing a Child Protection Policy Practice Guidance](https://www.safeguardingchildren.co.uk/professionals/practice-guidance/writing-a-child-protection-policy/) * [NYSAB Safeguarding Adults Policy and Procedures Guidance Template](https://www.safeguardingchildren.co.uk/professionals/practice-guidance/writing-a-child-protection-policy/) * [Safeguarding Children Policy template (Community First Yorkshire)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fcommunitysupportny.org.uk%2Fwp-content%2Fuploads%2F2022%2F01%2F5b.-Childrens-Safeguarding-Policy-FINAL-4.docx&wdOrigin=BROWSELINK) * [Safeguarding Children Procedures template (Community First Yorkshire)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fcommunitysupportny.org.uk%2Fwp-content%2Fuploads%2F2022%2F01%2F5c.-Childrens-Safeguarding-Procedures-FINAL-2.docx&wdOrigin=BROWSELINK) |  |  |
| 1. The organisation’s policies and procedures are consistent with the local multi-agency safeguarding procedures for the respective NYSCP/ NYSAB as appropriate. | * [NYSCP Safeguarding Procedures](https://www.safeguardingchildren.co.uk/professionals/procedures-practice-guidance-and-one-minute-guides/#Procedures) * [NYSAB Joint Multi-Agency Safeguarding Adults Policy and Procedures](https://safeguardingadults.co.uk/working-with-adults/nysab-procedures/joint-ma-pandp/) |  |  |
| 1. Our policies and procedures enable and encourage a culture for issues about safeguarding and promoting the welfare of children, young people and adults to be raised, and appropriately addressed. |  |  |  |
| 1. Clear whistle-blowing procedures are in place. | * [NYSCP Whistleblowing Practice Guidance](https://www.safeguardingchildren.co.uk/professionals/practice-guidance/whistleblowing/) * [Whistleblowing for employees - GOV.UK (www.gov.uk)](https://www.gov.uk/whistleblowing) * [NCVO – Whistleblowing – encouraging people to speak out](https://knowhow.ncvo.org.uk/safeguarding/checklists-training-and-other-support/specialist-guides/whistleblowing-encouraging-people-to-speak-out-1) |  |  |
| 1. We have robust grievance and disciplinary procedures for dealing with unacceptable behaviour of staff and volunteers, which also include notifying the Local Authority Designated Officer (LADO) within one working day/Safeguarding Team where appropriate | * [NYSCP Managing Allegations Against Those Who Work or Volunteer with Children Practice Guidance](https://www.safeguardingchildren.co.uk/professionals/practice-guidance/managing-allegations-against-those-who-work-or-volunteer-with-children/) / [One Minute Guide](https://www.safeguardingchildren.co.uk/professionals/one-minute-guides/managing-allegations-against-those-who-work-or-volunteer-with-children/) * [NYSAB Managing Concerns around People in Positions of Trust (PiPoT) with adults who have Care and Support Needs](https://safeguardingadults.co.uk/working-with-adults/nysab-procedures/pipot/) |  |  |
| 1. We have a reporting mechanism in place to report safeguarding concerns to our Management Committee (or Board of Trustees). | * [Guidance on reporting safeguarding concerns in a charity](https://www.gov.uk/government/publications/guidance-on-reporting-safeguarding-concerns-in-a-charity/guidance-on-reporting-safeguarding-concerns-in-a-charity) |  |  |
| 1. Effective policies and procedures regarding raising a complaint are in place so that staff, volunteers or members of the public can make a complaint and/or raise a concern(s) that safeguarding policies and procedures have not been followed appropriately. | * [Guidance on handling safeguarding allegations in a charity](https://www.iicsa.org.uk/key-documents/18971/view/DFD000023_001_008-009_014-015.pdf) |  |  |
| 1. Our policies and procedures make it clear, and practice reflects, that everyone has an equal right to protection. |  |  |  |
| 1. The organisation is open and transparent in relation to safeguarding policies and procedures, and provides links to policies for staff, volunteers and the public, identifying where they can be found. |  |  |  |

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| **Roles, Responsibilities and Supervision** | | | |
| **Requirement** | **Useful links:** | **Children** | **Adults** |
| 1. There is a named senior manager or trustee within the organisation who ensures allegations against staff and volunteers/People in a Position of Trust (PIPOT) are raised with the relevant Local Authority Designated Officer (LADO)/Safeguarding Team as appropriate. | * [NYSCP Managing Allegations Against Those Who Work or Volunteer with Children Practice Guidance](https://www.safeguardingchildren.co.uk/professionals/practice-guidance/managing-allegations-against-those-who-work-or-volunteer-with-children/) / [One Minute Guide](https://www.safeguardingchildren.co.uk/professionals/one-minute-guides/managing-allegations-against-those-who-work-or-volunteer-with-children/) * [NYSAB Managing Concerns around People in Positions of Trust (PiPoT) with adults who have Care and Support Needs](https://safeguardingadults.co.uk/working-with-adults/nysab-procedures/pipot/) * [NCVO Roles and responsibilities](https://knowhow.ncvo.org.uk/safeguarding/steps-to-a-safer-organisation/roles-and-responsibilities) |  |  |
| 1. We have policies and procedures in place that clearly identify staff and volunteers’ roles and responsibilities regarding safeguarding children, young people and adults, including how to raise a safeguarding concern. |  |  |  |
| 1. We have a named and appropriately-trained safeguarding lead and deputy for the organisation or group; staff and volunteers are clear about who these people are and how to contact them | * [NYSCP Training](https://www.safeguardingchildren.co.uk/training-north-yorkshire/training-courses/) * [NYSAB Training](https://safeguardingadults.co.uk/learning-research/training-courses/) |  |  |
| 1. We have a range of persons to whom safeguarding concerns can be reported easily. We provide staff and volunteers who raise these concerns with access to support, supervision, mentoring, advocacy, advice and counselling as required. |  |  |  |
| 1. Safeguarding is routinely discussed with staff and volunteers through team meetings, and in supervision and performance management settings |  |  |  |

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| **Safer Recruitment** | | | |
| **Requirement** | **Useful links:** | **Children** | **Adults** |
| 1. We operate safer recruitment practice which ensures all staff and volunteers working with children, young people and adults have the appropriate level of DBS clearance and certification appropriate to their role, and have two satisfactory references | * [Disclosure and Barring Service Guidance and Factsheets](https://www.gov.uk/government/publications/safeguarding-factsheet-community-volunteers-during-covid-19-outbreak/safeguarding-and-dbs-factsheet-faqs) * [Community First Yorkshire DBS service](https://www.communityfirstyorkshire.org.uk/our-work/support-for-community-groups-organisations/get-a-dbs-check/) |  |  |
| 1. We have processes in place to make a referral to the Disclosure and Barring Service if we remove an individual (paid worker or unpaid volunteer) from Regulated Activity (or would have, had the person not left first) because the person poses a risk of harm to children, young people or adults. | * [Disclosure and Barring Service Guidance and Factsheets](https://www.gov.uk/government/publications/safeguarding-factsheet-community-volunteers-during-covid-19-outbreak/safeguarding-and-dbs-factsheet-faqs) |  |  |
| 1. **Children only**: Anyone who has contact with children but is not considered to be in “Regulated Activity” (i.e. a supervised volunteer) are asked to complete a self-declaration about previous convictions or disciplinary action in relation to any previous inappropriate behaviour towards children or young people. | * [Disclosure and Barring Service Regulated Activity with Children in England Guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739154/Regulated_Activity_with_Children_in_England.pdf) * [NSPCC self-disclosure template](https://learning.nspcc.org.uk/research-resources/templates/self-disclosure-forms) |  |  |
| 1. When a formal complaint about our handling of a concern, or an allegation against a member of staff has been made, we will undertake prompt, swift, proportionate, fair and blame-free investigations to establish the facts, as per our complaints policy. | * [GOV.uk complaints policy](https://www.gov.uk/government/publications/ssro-complaints-policy/complaints-policy) |  |  |

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| **Training** | | | |
| **Requirement** | **Useful links:** | **Children** | **Adults** |
| 1. All staff and volunteers have undertaken safeguarding training for children, young people and adults relevant to their role and responsibilities, and have regular opportunities to update their knowledge and understanding. | * [NYSCP Training](https://www.safeguardingchildren.co.uk/training-north-yorkshire/training-courses/) * [NYSAB Training](https://safeguardingadults.co.uk/learning-research/training-courses/) * [NCVO Safeguarding training](https://knowhow.ncvo.org.uk/safeguarding/checklists-training-and-other-support/training) * [NSPCC Learning](https://learning.nspcc.org.uk/training) * [Virtual college - safeguarding](https://www.virtual-college.co.uk/courses/search?categories_string_mv=Safeguarding) * [Advocacy alliance – safeguarding training and prevention](https://www.advocacyallianceyorkshire.org.uk/newpage) |  |  |
| 1. Staff and volunteers are trained to recognise people at risk who maybe experiencing hate crime, mate crime or could be vulnerable to radicalisation, extremism or other forms of grooming. | * [NYSCP / NYSAB Mate Crime One Minute Guide](https://www.safeguardingchildren.co.uk/professionals/one-minute-guides/mate-crime-one-minute-guide/)   **NYSAB Keeping Safe Books:**   * **Book 1 – What is Abuse** is about different types of abuse that can happen. [Click here to view Book 1](https://safeguardingadults.co.uk/wp-content/uploads/2021/07/Keeping-Safe-from-Abuse-Book-1-Final.docx) * **Book 2 – Speaking up about Abuse** is about telling someone about abuse that is happening. [Click here to view Book 2](https://safeguardingadults.co.uk/wp-content/uploads/2021/07/Keeping-Safe-from-Abuse-Book-2-Final.docx) * **Book 3 – Reporting Abuse** is about making a report to the North Yorkshire Safeguarding Adults Board. [Click here to view Book 3](https://safeguardingadults.co.uk/wp-content/uploads/2021/07/Keeping-Safe-from-Abuse-Book-3-Final.docx)   **NYSAB Keeping Safe Audio Guides**   * **Book 1 – What is Abuse** is about different types of abuse that can happen. [Click here to listen to Book 1](https://safeguardingadults.co.uk/wp-content/uploads/2021/02/01-NYSAB-Keeping-Safe-from-Abuse-2.m4a) * **Book 2 – Speaking up about Abuse** is about telling someone about abuse that is happening. [Click here to listen to Book 2](https://safeguardingadults.co.uk/wp-content/uploads/2021/02/01-NYSAB-Keeping-Safe-from-Abuse.m4a) * **Book 3 – Reporting Abuse** is about making a report to the North Yorkshire Safeguarding Adults Board. [Click here to listen to Book 3](https://safeguardingadults.co.uk/wp-content/uploads/2021/02/01-NYSAB-Keeping-Safe-from-Abuse-1.m4a) * [Ann Craft Trust](https://www.anncrafttrust.org/safeguarding-adults-training/all-safeguarding-adults-courses/) * [PACE Parents against child exploitation](https://paceuk.info/training/online-learning/keep-them-safe/) |  |  |
| 1. We record the safeguarding training we have provided, including the numbers trained and the type and level of training given. |  |  |  |

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| **Equality, inclusivity and a culture listening to children, young people and adults** | | | |
| **Requirement** | **Useful links:** | **Children** | **Adults** |
| 1. **Children Only:** Procedures are in place to seek the views of children and young people as appropriate and feedback is given to them on what has been said about their lives, and what is going to happen to them. |  |  |  |
| 1. **Adults Only:** In line with Making Safeguarding Personal (MSP), the person is consulted when a safeguarding concern is raised, about what they would like to achieve through safeguarding to help them feel safer and consulted to check that their outcome(s) has been achieved. | * [Making Safeguarding Personal](https://safeguardingadults.co.uk/keeping-safe/making-safeguarding-personal/) |  |  |
| 1. Consideration is given to languages and/or use of non-verbal communication, different ways of communicating, and to make services accessible when working with children, young people or adults. |  |  |  |

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| **Information Management and Sharing** | | | |
| **Requirement** | **Useful links:** | **Children** | **Adults** |
| 1. Records relating to all children, young people and adults, are stored securely and safely in line with organisational polices. | * [NCVO – storing and sharing safeguarding information](https://knowhow.ncvo.org.uk/safeguarding/checklists-training-and-other-support/specialist-guides/a-designated-safeguarding-leads-handbook/storing-and-sharing-safeguarding-information) |  |  |
| 1. The organisation shares relevant information relating to the safeguarding of children, young people and adults, in a secure and timely manner. | * [NYSCP Information Sharing One Minute Guide](https://www.safeguardingchildren.co.uk/professionals/one-minute-guides/information-sharing-one-minute-guide/) * [NYSCP / NYSAB Intelligence Sharing](https://www.safeguardingchildren.co.uk/professionals/one-minute-guides/intelligence-sharing/) |  |  |
| 1. Staff and volunteers understand when to share information in a legal and ethical manner if they have concerns that a child, young person or adult is experiencing or is at risk of abuse, neglect or exploitation. | * [NYSCP Information Sharing One Minute Guide](https://www.safeguardingchildren.co.uk/professionals/one-minute-guides/information-sharing-one-minute-guide/) * [NYSCP / NYSAB Intelligence Sharing](https://www.safeguardingchildren.co.uk/professionals/one-minute-guides/intelligence-sharing/) |  |  |

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| **Development of Services** | | | |
| **Requirement** | **Useful links:** | **Children** | **Adults** |
| 1. Safeguarding is integrated into service development processes and the design of new projects | |  |  |

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| **What is working well?** | **What areas need development?** | **Outline any specific actions identified to improve safeguarding within your organisation** |
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