Abbeyfield School

# Safe Organisation Checklist

## Protecting children and vulnerable adults from harm

A safe organisation:

Ensures that it's governing body. All of its employees, commissioned or contracted agents and volunteers or adult participants are aware of their responsibilities to safeguard children and venerable adults.

This is done through:

- ✓ Safe recruitment/selection practice(including no only rigorous checking of applications, CVs, references and appropriate DBS checks) – including the training of those who recruit staff to work with children
- ✓ Good induction systems and ongoing training /updates for staff (others) in minimum standards in child protection
- ✓ Clear access to guidance/procedures for child protection and awareness of local protocols and systems for information sharing and referral
- ✓ Listening to the concerns of service users especially children and their parents with an open policy/culture of safeguarding children 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 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
- ✓ Regular audits of the above to ensure compliance
- ✓ Leadership/accountability in a named senior manager and clear access to specialist advice about child protection (externally if not available within the organisation)