



Safeguarding & Child Protection Policy Checklist

This checklist is provided by Gateshead Safeguarding Children Partnership to help organisations, whose work brings them into contact with children, young people and families, draft and/or review their Safeguarding & Child Protection Policy.

The checklist provides a framework which reflects the key features of effective arrangements to safeguard and promote the welfare of children which all agencies will need to take account of.¹

“The support and protection of children cannot be achieved by a single agency... Every Service has to play its part. All staff must have placed upon them the clear expectation that their primary responsibility is to the child and his or her family.”²

A clear Safeguarding and Child Protection Policy which applies to all workers, including paid staff and volunteers is a part of the duty placed on organisations, and it is the responsibility of senior staff and trustees/committee members to ensure such a policy is in place and implemented. A clear policy and procedure provides a framework of operation which helps protect the users of an organisation as well as the organisations staff.

The checklist outlines the essential elements which should be included in an organisations policy statement along with key features of a robust organisational procedure. The checklist also lists some optional elements which may be covered within an organisations policy and procedure dependent upon the nature of their work and activities.

¹ Statutory guidance on making arrangements under section 11 of the Children Act 2004

² Lord Laming in the Victoria Climbié Inquiry Report, paragraphs 17.92 and 17.93

Policy Document - Essential Requirements	Please ✓
Identifies the name of the organisation and its objectives or activities.	
States the particular circumstances of the organisation.	
Recognises the organisation’s responsibility in Safeguarding Children, setting out the role of the Designated Safeguarding Lead (DSL)	
Refers to principles, legislation and guidance that underpin the policy, especially North and South of Tyne Safeguarding Children Partnership Procedures , Working together to safeguard children (2018) and “What To Do If You’re Worried a Child Is Being Abused”	
<p>The policy should:</p> <ul style="list-style-type: none"> Define the four types of abuse (emotional, sexual, physical and neglect), with a list of signs/symptoms of how to recognise them. <p><i>A good policy will also:</i></p> <ul style="list-style-type: none"> <i>include signs and symptoms of CSE and FGM and refer to the mandatory duty to refer disclosures to the police for FGM</i> <i>refer to so-called ‘Honour-based’ Violence</i> <i>include duties under the Counter Terrorism and Security Act 2015 (The Prevent Duty)</i> <i>reflect the fact that children with special educational needs and disabilities can face additional safeguarding challenges</i> 	
States who policy applies to – staff (including agency workers), volunteers, trustees, sub-contractors, work placements etc	
States clearly the duty of paid workers and volunteers to safeguard and protect	
Clarifies that the policy and procedures apply to all children and young people regardless of gender, ethnicity, disability, sexuality or religion	
States that all users will be informed of child protection policies and procedures	
Includes the designated child protection representative’s name and contact information, including lines of accountability within the organisation.	
<p>Describes wider policy and practice framework, including:</p> <ul style="list-style-type: none"> Recruitment Health and safety Code of behaviour/conduct Whistle blowing 	
Defines how the policy and procedure guidance will be monitored and reviewed - in line with developments in child protection and at a minimum annually	
Procedure – Essential Requirements	

Action to be taken where there are concerns about a child; including reporting to designated person, lines of accountability and when and how to contact children's services	
Guidance on how to respond to a person disclosing abuse	
Action to be taken when dealing with allegations against staff and volunteers including how to refer to the Local Authority Designated Officer (LADO) and Disclosure & Barring Service requirements	
Clear guidelines for recording concerns re the welfare or protection of a child, the organisation's response and reasons, use of any standard reporting form. An up to date list of relevant names and contact details should be included in the policy	
Maintaining confidential records of concern and information sharing arrangements	
Procedures for recruitment and selection of staff and volunteers including safeguarding checks (ISA, CRB) for those working with children and young people, or cross-referenced to recruitment policy	
Procedures for recruitment and selection of staff and volunteers including safeguarding checks (ISA, DBS) for those working with children and young people, or cross-referenced to recruitment policy	
Operational procedures in relation to the organisation's duty of care to children and young people and cross reference to wider policy – disciplinary, complaints	
Outline of requirements/arrangements for staff including induction, training, monitoring, and supervision.	
Provides contact details for local support and resources, including police, children's services	
Access to support for: <ul style="list-style-type: none"> • Those experiencing abuse • Alleged perpetrators of abuse • Those involved in reporting incidents 	
Optional	
Guidance related to specific activity, including: <ol style="list-style-type: none"> a. Trips away from home b. Working with children and young people with disabilities c. Groups of parents and children d. Working with older young people e. Children and young people only groups. f. Use of the internet. 	

For more information visit www.gatesheadsafeguarding.org.uk or access [GSCP procedures manual](#)