

SAFEGUARDING SELF AUDIT – QUICK CHECK

Policy	Yes	No
Does your organisation have a Safeguarding/child/adult protection policy?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Your Safeguarding officer	Yes	No
Have you assigned a named officer for Safeguarding/Child/Adult Protection?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Your procedures - all*- your staff, volunteers and trustees	Yes	No
Do all* discuss all safeguarding/protection concerns with the named Safeguarding Officer immediately?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Disclosure & Barring Service	Yes	No
Are you aware of your various legal duties under DBS (referrals, DBS checks eligibility etc)?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employment/Volunteering	Yes	No
Do you have policies and procedures in place to support good practice in recruitment, appointment and employment of all*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Training - all*- your staff, volunteers and trustees	Yes	No
Do all* with regular contact with children, young people and/or vulnerable adults undertake Basic Safeguarding training within 3-6 months of starting work or volunteering?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Information Storage and Sharing	Yes	No
Do you have policies and procedures in place to deal with confidential information, and know when such information may/should be shared?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Safeguarding Procedures for the Building	Yes	No
Do you know who is present and who has left the building, at any one time?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E-Safety	Yes	No
Do you have policies about using computers and internet access, for staff, volunteers, children and young people?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Answered NO? See our companion information sheets for further help and links

TSSW Safeguarding policy guidance;
 TSSW Safeguarding policy template
 TSSW Safeguarding in your organisation self audit tool

TSSW Safer recruitment
 TSSW Role of Safeguarding officer
 TSSW DBS factsheet

