

Safeguarding Checklist



Employees, Contractors and Volunteers Feedback

This checklist is designed to help you obtain feedback from your staff as to the effectiveness and understanding of your Safeguarding policy and procedures by your Employees, Contractors and Volunteers.

This is to be given to staff to complete.

Name	Date Completed			
		Yes	No	Comments
Were you provided with induction on your organisation's safeguarding policies and procedures when commencing employment?				
Have you been provided ongoing training on your organisation's safeguarding policies and procedures?				
Have you been provided ongoing training to identify the signs of abuse?				
Are people in your organisation empowered and trained to raise any concerns they may have about inappropriate behaviour of others?				
Are you aware of the signs of grooming behaviour and how to identify a potential abuser?				
Are you aware of mandatory reporting and voluntary reporting requirements?				
Are you aware of what to do and who to contact if you suspect abuse or receive a report of abuse or neglect to someone in your care?				

This checklist may assist you to monitor the develop and maintain of your *Safeguarding Policies and Procedures*.

Note: This checklist is not exhaustive. It is a guide only and your organisation's specific context should always be taken into account.

Note: Please contact your insurance broker for full information on your Safeguarding insurance coverage.