

Safeguarding Checklist — Policies and Procedures

This checklist is designed to assist you in developing, reviewing, or updating your organisation's safeguarding policy and procedure, ensuring that everyone involved in your organisation is informed and aware of the procedures and practices in place to protect children, young people and vulnerable people from harm, abuse, neglect, or exploitation.
This is not an exhaustive list. A 'No' response to any question indicates that further planning and investigation is required to effectively manage associated risk.

Person Completing the Checklist

Date completed

Safeguarding Policy and Procedure						
	Yes	No	NA	Actions if answered No	Who	By When
Does your organisation have a safeguarding policy that sets out the procedures and practices to protect children, young people and vulnerable people from harm, abuse, neglect, or exploitation?						
Is the Safeguarding Policy and Procedure approved and authorised by the relevant governing body (e.g. board) and executive?						
Is the Safeguarding policy and Procedure reviewed, updated and approved/endorsed at least every two years or following a reported incident or after legislative changes?						

Does the Safeguarding Policy contains a clear statement of the organisation's zero tolerance of physical and sexual abuse and adherence to safeguarding policies is a requirement for governing body (e.g. board), members, staff, volunteers and contractors?						
Does your Safeguarding Policy provide guidance on safeguarding roles, responsibilities and accountabilities of the governing body (e.g. board) members, staff, volunteers and contractors?						
Does the Safeguarding Policy include definitions and signs of abuse, grooming, neglect, reasonable belief and mandatory reporting?						
Is the Safeguarding Policy and Procedure written clearly for the governing body (e.g., board) members, staff, volunteers, contractors, children, young people, and vulnerable people and their families to understand and apply?						
Is the Safeguarding Policy accessible to all governing body (e.g. board) members, staff, volunteers, contractors, visitor and clients and their families on the organisations Intranet or Internet (or other areas of the organisation e.g. Staff rooms or reception)?						
Does the safeguarding Policy include guidance on online and social media policies and practices?						

Does the Safeguarding policy include a risk assessment process for specific programs or events that involve children, young people and vulnerable people?						
Does the Safeguarding Policy and Procedure include the organisations incident reporting procedure, outlining how to report an incident, near miss, concern, complaint or disclosure of abuse?						
Does the Safeguarding Policy include obligations under Mandatory Reporting and Reportable Conduct schemes in the jurisdictions in which you operate?						
Does the Safeguarding Policy include responsibilities and procedures for responding to and investigating safeguarding related incidents, near misses, concerns, complaints or disclosures?						
Does the Safeguarding Policy include reporting procedures to your insurance broker and insurer?						
Does the Safeguarding Policy include a process for governing body (e.g. board) members, staff, volunteers and contractors to provide feedback, raise grievances or report suspected or actual abuse?						
Does the Safeguarding Policy outline the organisation's recruitment, screening, selection and supervision processes?						
Is Safeguarding training requirements for all governing body (e.g. board), staff, volunteers and contractors outlined within the safeguarding Policy?						

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

