

Safeguarding Checklist – Code of Conduct

*This checklist is designed to help develop, review, and update your organisation's Code of Conduct ensuring that everyone is informed and aware of their responsibilities to protect and care for children, young people and vulnerable people.
This is not an exhaustive list. A 'No' response to any question indicates that further planning and investigation is required to effectively manage risk.*

Person Completing the Checklist

Date completed

CODE OF CONDUCT						
	Yes	No	NA	Actions if answered No	Who	By When
Does your organisation have a Code Of Conduct that clearly sets out 'acceptable' and 'unacceptable behaviour' for all governing body (e.g. board) members, staff, volunteers and contractors?						
Is the Code of Conduct approved and signed off by the governing body (e.g. board) and executive?						
Does your Code of Conduct state the organisation's zero tolerance of physical and sexual abuse and required adherence to safeguarding policies for the governing body (e.g. board), staff, volunteers, and contractors?						

Does the Code of Conduct outline clear and specific standards of 'acceptable' and 'unacceptable' behaviours for working with children, young people and vulnerable people?						
Does the Code of Conduct classify Grooming behaviours, as outlined in the organisation's Safeguarding Policy, as 'not acceptable' behaviour?						
Does the Code of Conduct regard the prevention of sexual exploitation, abuse, and harassment as 'unacceptable' behaviours?						
Do you have a clear reporting and responding process for conduct that is inconsistent with or breaches the organisation's Code of Conduct and safeguarding policies and procedures?						
Does the Code of Conduct outline the consequences or disciplinary actions for breaching the code?						
Are all governing body (e.g. board) members, staff, volunteers, and contractors required to discuss and sign the Code of Conduct upon commencement to confirm their understanding of responsibilities?						
Do you provide ongoing training to educate the governing body (e.g., board), staff, volunteers, and contractors on the expectations and behaviours outlined in the Code of Conduct?						
Is the Code of Conduct available in easy read formats, taking into account different language and reading abilities?						

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