Safeguarding Checklist

Code of Conduct

This checklist is designed to help you obtain feedback as to the effectiveness and understanding of you Safeguarding code of conduct for your employees, contractors and volunteers.

Name		Date Completed	

	Yes	No	Comments
Does your organisation have a Code Of Conduct that sets out clear expectations of appropriate behaviour for all staff?			
Do you have an ongoing training program that ensures staff are aware of the expectations and behaviours outlined in the Code of Conduct?			
If so, does it include:			
Approval and sign off by your board and executive?			
Sign off by your employees, contractors or volunteers?			
Clear and specific standards of conduct for working with people your organisation provides cares for?			
Clear expectations of employees, contractors, volunteers, clients and client families?			
Clear expectations of appropriate relationships with people in care for employees, contractors, volunteers, clients and client families?			
Processes and procedures on how employees, contractors, and volunteers should appropriately respond to and report any safeguarding risks?			
Information for clients and client families regarding reporting any safeguarding risks to your organisation?			
Instructions on how to deal with conduct that is not consistent with the organisation's Code of Conduct and/or safeguarding policies and procedures?			

This checklist may assist you to monitor the development of your organisation's *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.