**VCS Safeguarding Checklist**

**Details of Individual Completing Assessment**

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| --- | --- |
| **Name** |  |
| **Job Title/Position** |  |
| **Organisation**  |  |
| **Contact Details** | **Tel:****Email**: |
| **Number of Paid Staff in Organisation/ Number of Volunteers** |  |
| **Annual Financial Turnover** |  |
| **Date Completed** |  |

‘**The Working Together to Safeguard Children’ (2018)** underlines the responsibilities of the voluntary sector as being consistent with [Charity Commission Laws](https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities); it places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to promote the welfare of children. Voluntary organisations play an important role in delivering services to children. Therefore, it is essential that BSCP provide any assistance necessary in ensuring that the voluntary sector is covering the key requirements of safeguarding. This assistance can include, but is not exclusive to: provision of policy/protocol toolkit, one-to-one policy writing sessions, MASH awareness sessions and safeguarding training.

This ‘VCS Safeguarding Checklist’ is a self-assessment tool for VCS organisations to determine their current capability to safeguarding their children effectively. In facilitating this checklist, the BSCP aims to improve the capability of organisations that indicate their need for assistance and encourage continued improvement in safeguarding across the borough.

**N.B. All information collected will be held confidentially.**

To complete this form, please rate your organisation using the BRAG rating scheme for each section outlined.

\*Organisations should provide evidence of the criteria within the themes. This can include links to published documents as well as examples of documentation such as impact assessments and training programmes ***(For example, copies of safeguarding policies, feedback forms. However many of these questions require simple responses, such as identification of the safeguarding lead).*** If you have rated yourself as amber or red for any section, please indicate what actions/plans are in place to rectify these. **(*E.g.: health and safety policy being developed by September 2018)***

**BRAG rating guidelines:**

Blue – All criteria have been met; no immediate concern. Score: 100%

Green – More than half of the criteria met; Low-risk 51-99%

Amber – up to half of the criteria has been met; some concern. Score: 26-50%

Red – less than a quarter of the criteria have been met, immediate action to be taken. Score: 0-25%

Please complete this form and return to: terri.graham@barnet.gov.uk

For all **OTHER** queries, contact Leanne Levers, Safeguarding Business Manager at**:**

Leanne.levers@barnet.gov.uk **or** 020 8359 4978

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| This template will help you to record the evidence you have which demonstrates how you meet Safeguarding standards**Your evidence should be recent and accessible.**  |

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| --- | --- | --- | --- | --- |
| Standard | Main Feature of Safeguarding Arrangements | Suggested Evidence | BRAG Rating | Action Required |
| 1. | **There is a named Safeguarding Lead with clear roles and responsibilities in the safeguarding of children** | * Copy of safeguarding policy includes two named leads; one board member and one operational member of staff
* Your organisation has a named Trustee who is the safeguarding lead, with a defined role and responsibilities for safeguarding children.
* Where possible, please provide photographic evidence
* Your policy is reviewed annually
 | [ ]  | [ ]  | [ ]  | [ ]  |  |
| 2 | **Do you have written children safeguarding policies in place? How often are these policies updated? Are they readily accessible to all staff members?** | * Copies of safeguarding policies that are tailored to the needs of the organisation
* Last date policy was updated
* equality and diversity policy
* Health and Safety Policy
* Employer’s liability insurance
* Public liability insurance certificate
* Staff and volunteers have read and understand your safeguarding policy and procedures
* Contracts/Induction Forms signed by staff
* Online policies
* Evidence of safeguarding policies being implemented in practice
 | [ ]  | [ ]  | [ ]  | [ ]  |  |
| 3 | **How do you demonstrate that you are committed to developing a culture of listening to children?** | * Different methods of communication are available to children to express their views, such as circle time/focus groups
* Children & Young people are engaged in the development and delivery of their services.
* Children & Young people receive timely feedback
* Engagement in local children’s networks such as 0-19 Hubs
* Children are aware of the safeguarding standards and how to make a complaint
 | [ ]  | [ ]  | [ ]  | [ ]  |  |
| 4 | **Information Sharing Agreements** | * Does the practice have a signed information sharing agreement with agencies such as Single Point of Entry (SPOE), Multi-Agency Safeguarding Hub (MASH) and Early Help?
* Do staff know how to make a referral/ familiar with the referral pathways?
 | [ ]  | [ ]  | [ ]  | [ ]  |  |
| 5 |

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| **Do you have recruitment protocols that consider the safeguarding of children?** |
|  |  |

 | * The organisation needs a system in place to ensure DBS checks are up-to-date and at the appropriate level
* Safer recruitment and selection procedures in place, including volunteers
* Hiring policy/protocol in place
 | [ ]  | [ ]  | [ ]  | [ ]  |  |
| 6 | **Have all your staff received safeguarding training?** | * Clear induction process that addresses safeguarding is in place for all staff and volunteers
* Staff receives approved safeguarding training annually
* Level of safeguarding training received
* Source of training
* Relevant training such as first aid
* Indicate percentage of staff has received training (Record kept of all training received)
 | [ ]  | [ ]  | [ ]  | [ ]  |  |
| 7 | **Are all paid staff given supervision by their line manager or trustee and provided all volunteers with regular support sessions, this could include one to one or group support, mentoring or shadowing opportunities.**  | * Supervision and line management support in place, particularly for staff subject to an allegation
* Do staff know whom to contact for ad hoc safeguarding supervision?
* Staff have access to support independent of your organisation.
* Safeguarding is a part of meeting agendas
 | [ ]  | [ ]  | [ ]  | [ ]  |  |
| 8 | **Are disciplinary and grievance procedures for all paid staff in place to enable volunteers and service users to raise concerns regarding the organisation and for the organisation to address any concerns regarding volunteers or staff** | * Procedures in place for staff to raise concerns and can be supported in their safeguarding roles
 | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Evidence record approved by (manager or trustee): ............................................................................................................................................................Date Agreed:  |  |  |

***Source****: This document has been created in collaboration with the Voluntary Sector. A range of organisations from the VCS were consulted throughout the development of this document.*