

# Safeguarding Policy Checklist

## 1 Mandatory requirements

All organisations applying to RPLC for grant funding must have a safeguarding policy that is dated and has been reviewed within the last two years.

The safeguarding policy **MUST** include:

- A recruitment procedure
- Reference to when a DBS search disclosure/check is required for representatives of the organisation
- A named designated safeguarding officer for the organisation (with their contact details)
- An outline of reporting/disclosure policies and escalation, with LB Richmond contacts and referral routes (including managing allegations against staff and volunteers)

If any of these minimum requirements are not in place, a condition will be added to any grant awarded by RPLC and no funding can be paid until this condition has been met.

## 2 Best practice

### 2.1 What safeguarding policies should include

Your safeguarding policy should be able to be easily understood by anyone, either within your organisation or outside of your organisation. Even a quick review of this policy should be sufficient for the reader to be clear what actions need to be taken if there is a safeguarding issue. To be able to understand what needs to be done in the event of a safeguarding issue, safeguarding policies should include:

- **Purpose** outlines the organisation, its purpose and function and sets out the organisation's overarching commitment to keeping children and/or adults at risk safe
- **Scope of the policy** - outlines who the policy applies to and a definition of this group – e.g. adults at risk and/or children below 18
- **Context** a brief statement of the main legislation and guidance that supports the policy statement. If dealing with children, The Children's Act should be referenced as a minimum.
- **Policy statement** sets out the organisation's beliefs about the importance of child protection and/or adult safeguarding and how the organisation will keep children and/or adults at risk safe
- **Supporting policies/procedures** aligned policies and procedures which outline what will happen if a safeguarding incident is raised

- **Contact details** designated safeguarding lead as a minimum, but a deputy safeguarding lead or lead trustee board member for good practice – and should outline their roles and responsibilities

## 2.2 Supporting policies/procedures

These supporting policies/procedures should be included as subsections, or referenced within Safeguarding Policies:

- Recruitment and selection of staff and volunteers' process
- Legislative definitions
- Key organisations for support
- Induction training, supervision and support
- Equity, diversity and inclusion (EDI), or equal opportunity policy (EOP) linked to recruitment and selection, and managing concerns
- Record retention and storage in line with the Data Protection Act
- Policies linked to safeguarding: health and safety, whistleblowing, complaints, anti-bullying, online safety
- Sharing information and good practice with children & young people and adults through website, leaflets, etc.

## 2.3 Specifically for children and young people

- Photography and image sharing guidance
- Online safety
- Behaviour codes for children and young people
- Adult to children supervision ratios

# 3 Further guidance

## Child safeguarding

- [Richmond CVS Child Safeguarding Information and Resources](#)
- [Kingston and Richmond Safeguarding Children Partnership](#)
- [Kingston and Richmond Safeguarding Children Partnership free training offer](#)
- [NSPCC guidance](#) on developing a safeguarding policy and procedures

## Adult safeguarding

- [Richmond and Wandsworth Adult Safeguarding Board](#)
- [Community resources - Richmond and Wandsworth Safeguarding Adults Board \(sabrichmondandwandsworth.org.uk\)](#)
- [Richmond and Wandsworth adult safeguarding training](#)
- [London Multi-Agency Adult Safeguarding Policy and Procedures](#)

## General safeguarding

- [NCVO resources and guides](#) to help organisations do safeguarding well

- [Ann Craft Trust](#) resources to assist organisations in achieving best practice in safeguarding
- Charity Commission [resources](#) highlighting Trustee safeguarding responsibilities
- [Eligibility guidance for standard DBS checks](#)
- Guidance on the legal duty to refer [Making barring referrals to the DBS - GOV.UK](#)  
[\(www.gov.uk\)](http://www.gov.uk)

Acknowledgements: Please note this checklist was adapted from London Community Foundation's Safeguarding Policy Checklist