

## All round checklist

Here is a checklist of the main safeguards to have in place. You may have other essential safeguards specific to your group or activity. You can add them in the space below. Think about the safeguarding issues that might come up because of the types of children you have contact with, or the types of activities they are involved in.

Does your group have?	Yes	No	Action needed and when?
<ul style="list-style-type: none"> <li>A child protection policy and a procedure for what to do if there are concerns about a child's welfare.</li> </ul>			
<ul style="list-style-type: none"> <li>A named person for dealing with concerns or allegations of abuse and step-by-step guidance on what action to take.</li> </ul>			
<ul style="list-style-type: none"> <li>A rigorous recruitment and selection process for paid staff and volunteers who work with children.</li> </ul>			
<ul style="list-style-type: none"> <li>A written code of behaviour which outlines good practice when working with children.</li> </ul>			
<ul style="list-style-type: none"> <li>A training plan and regular opportunities for all those in contact with children to learn about child protection and about health and safety.</li> </ul>			
<ul style="list-style-type: none"> <li>A whistle-blowing policy. This is an open and well-publicised way for adults and young people to voice any concerns about abusive or unethical behaviour.</li> </ul>			
<ul style="list-style-type: none"> <li>Information for young people and for parents or carers about the child protection policy and where to go for help.</li> </ul>			
<ul style="list-style-type: none"> <li>A protective culture that puts children's interests first – children must feel confident that if they have concerns someone will listen and take them seriously.</li> </ul>			
<ul style="list-style-type: none"> <li>Guidance on taking children away on trips and on internet use: new technology safety, guidance on use of photographs, video, digital equipment and websites, including chatrooms.</li> </ul>			
<ul style="list-style-type: none"> <li>Policies on bullying and on health and safety. You will need processes for dealing with complaints and for taking disciplinary action where necessary.</li> </ul>			