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| **Safe After School: Safeguarding Checklist** | | | |
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| The Safe After School booklet includes guidance on this checklist | | | |
| **Name of club/provision:** | | | |
| **Type of provision** (e.g. pizza making with children, private tutor): | | | |
| **Completed by:** | | | |
| **Position in organisation:** | | | |
| **Date checklist completed:** | | | |
|  | | | |
| Policies and Procedures | **Yes** | **No** | **Work in progress** |
| Does your organisation have a safeguarding policy? |  |  |  |
| Does the safeguarding policy explain how you keep children safe? |  |  |  |
| Have you identified a named person with responsibility for safeguarding? |  |  |  |
| Does your safeguarding policy include the name and contact details of person with responsibility for safeguarding? |  |  |  |
| Do you have emergency procedures in place?  (for example emergency contact details for child, and fire procedures). |  |  |  |
| Do your staff/volunteers/trustees have access to policies and procedures e.g. safeguarding, health and safety? |  |  |  |
| Do your staff/volunteers/trustees know the name of the person who takes the lead responsibility for safeguarding, how and when to contact them?  Check: How are they made aware of this? |  |  |  |
| Do you have a clear DBS check if eligible? |  |  |  |
| Do your staff/volunteers have clear DBS checks if eligible? |  |  |  |
| Are you aware of the procedure to follow in the case of any allegation of abuse or misconduct - against you or staff/volunteers? |  |  |  |
| Is there a code of conduct in place for staff/volunteers and those who use your provision? |  |  |  |
| Recruitment |  | | |
| **Yes** | **No** | **Work in progress** |
| Are recruitment and selection procedures for both paid staff and volunteers are designed to screen out and discourage those who are not suitable from joining your organisation. (See ‘Safer Recruitment’ in the Safe After School booklet for further information) |  |  |  |
| Awareness and Training |  | | |
| **Yes** | **No** | **Work in progress** |
| Have you completed any recent safeguarding training? (within the last 3 years) |  |  |  |
| Are new staff/volunteers provided with basic safeguarding information as part of their welcome/induction? |  |  |  |
| Are all staff/volunteers aware of their duty to safeguard and protect children?  Check: How are they made aware of this? |  |  |  |
| Have you, or the lead within your organisation, attended Allegations Management training? |  |  |  |
| Have you, or the lead within your organisation, attended Safer Working Practice training? |  |  |  |
| Recording and information sharing |  | | |
| **Yes** | **No** | **Work in progress** |
| Are you aware of your responsibilities around information sharing and confidentiality within the context of safeguarding? |  |  |  |
| Are staff/volunteers aware of their responsibilities around information sharing and confidentiality within the context of safeguarding? |  |  |  |
| Are parents/carers/children/young people advised from first attendance (e.g. by leaflet or letter) about your organisation’s commitment to safeguarding? |  |  |  |