**Safeguarding Compliance Checklist**

**Date of completion: …Thursday 10th February 2022………………………………………………………………………………………………….**

**Person undertaking the check: …Shez Hopkins………… Role: ……Project Manager………………………………………………**

The following checklist is based on legal requirements for organisations working with children and young people to ensure safeguarding and child protection are at the forefront and underpin all systems, processes and policies. The checklist aims to support both Directors and those responsible for the day to day management of Level Two to assess the extent that a culture of safeguarding is embedded within their setting and identify areas for improvement.

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| **Key Point** | **Further Guidance**  | **Evidence of compliance** | **Action** |
| 1. Level Two has developed a safeguarding and child protection policy which is reviewed annually and conforms to statutory requirements and NSCP procedures. The policy is clearly dated, highlighting the timescale for review.
 |  | Date policy was last reviewedFeb 2022 | Approved by Trustees 15/0/2022 | Continue to have Safeguarding as a standing item on monthlyTeam & Trustee meeting agendas. |
| 1. The policy is publicly available via website or other means and stakeholders are made aware of Level Two’s statutory responsibilities in accordance with the policy.
 |  |  |  | Update most recent revied Policy to Website |
| 1. The following has been provided to all staff, volunteers, directors at induction:
* A copy of the policy
* Part One of *Keeping Children Safe in Education,* DfE 2021
* KCSIE for management and directors in entirety
* A staff code of conduct
* Information regarding the role and identity of the Designated Safeguarding Lead and deputies.
 | Safeguarding training and induction record |  | Supervision | Send staff & Trustees KCSIE |
| 1. All staff, volunteers have read Part 1 of KCSIE when updated annually. Management and directors read in entirety.
 | *Keeping Children Safe in Education* DfE  | Record of staff confirmation |  | Log email responses to having read this |
| 1. All staff, directors have undertaken appropriate training about their role and responsibility and refresher training at the required intervals.
 |  | Dates of trainingTraining schedule |  |  |
| 1. In addition to required training, all staff receive regular safeguarding updates to provide them with the relevant skills and knowledge to safeguard children.
 |  | Training log |  |  |
| 1. The manager and at least one director have completed safer recruitment training.
 |  | Training logCertification  |  | Book a Trustee on the Safer recruitment Training.?? Shez refresher |
| 1. Level Two operates safter recruitment procedures and makes sure that all appropriate checks are carried out on new staff and volunteers who will work with children including all relevant Disclosure and Barring checks
 |  |  |  |  |
| 1. All safer recruitment checks are evidenced in the SCR and this is checked regularly for accuracy.
 |  | Records of review of SCR  |  |  |
| 1. Procedures are in place for dealing with allegations of abuse against members of staff, volunteers and directors that comply with national guidance.
 |  |  |  |  |
| 1. Record keeping of any concerns or allegations against members of staff and volunteers.
 |  |  |  |  |
| 1. Records are reviewed for potential patterns of concerning behaviour and appropriate action is undertaken.
 |  |  |  |  |
| 1. A member of management has been appointed to the role of designated safeguarding lead and child protection, including online safety.
 |  | Review of roleDate of training |  |  |
| 1. There is an alternative person/s to fulfil the role in the DSL’s absence.
 |  |  |  |  |
| 1. Staff have received Prevent awareness training and Level Two has appropriate arrangements in place to prevent children and young people being drawn into terrorism in line with the Prevent Duty
 | *Revised Prevent Duty Guidance: for England and Wales, HM Government (updated April 2021)* | Training logPolicyRisk assessment and partnership working |  |  |
| 1. Level Two has robust systems for recording and responding to safeguarding concerns. These systems are monitored and evidence of quality assurance activities by the safeguarding lead.
 |  | Evidence in central spreadsheet. |  |  |
| 1. Level Two implements a whole organisational approach to tackling sexual violence and harassment between children that ensures a culture of acceptable behaviour, a safe environment and does not minimise abuse and abusive behaviours.
 |  | Evidence of trainingRisk assessmentsReview of reports made by children/young people |  |  |
| 1. Level Two has a whole setting approach to online safety.
 |  |  |  |  |
| 1. The board of directors regularly receives a report outlining how the organization is fulfilling the statutory requirements for safeguarding; these reports and any identified actions are clearly referenced in the minutes of meetings.
 |  | Minutes from board meetings |  |  |
| 1. Level Two encourages a culture of listening to children and young people and taking into account their wishes and feelings
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| 1. The board of directors ensures there are clear systems and processes in place for identifying possible mental health problems, including referral and accountability systems.
 |  | Evidence of staff trainingEvidence of referralsEvidence of improved wellbeing and mental health of service users, particularly vulnerable young people |  |  |