# Organisation: Date:

**Name of Safeguarding Lead:**

**Name of Deputy Safeguarding Lead:**

**What do we need to develop regarding Policies and Procedures?**

Do we have a Safeguarding and Child Protection policy which includes;

Allegations against a member of staff? Signs and symptoms of abuse?

A record of concern form? LADO contact details?

Prevent Duty? FGM Duty?

**Actions:**

# Do we have a recently reviewed:

|  |  |  |  |
| --- | --- | --- | --- |
| **Policy** | **Yes** | **No** | **In progress** |
| Safer Recruitment policy |  |  |  |
| Behaviour policy |  |  |  |
| Health and Safety Policy including Medicines, fire and first aid |  |  |  |
| Code of staff conduct |  |  |  |
| Confidentiality policy |  |  |  |
| Equalities policy |  |  |  |
| Complaints policy |  |  |  |

Do we have a list of our policies and dates for renewal?

Do staff/volunteers sign to say they have read and understood each policy?

**Actions:**

# Staff Training:

Do we have a list of who has completed training? (Safeguarding every three years) What further training needs to take place?

**Actions:**

# Supervision:

Does our organisation have a supervision structure?

Do our team meetings and management meetings include a Safeguarding agenda item?

**Actions:**

# Induction and Probation Period:

Do we have an induction handbook?

Do our job roles include Safeguarding responsibilities?

**Actions:**

# Promoting safeguarding in your setting:

Do we display who the Safeguarding leads and first aiders are in our setting? Do we display the contact details for our local Social Services?

**Actions:**

# Further actions from today’s session:

**Actions:**