

APPENDIX A - BARNET SAFEGUARDING CHECKLIST

PROTECTING CHILDREN AND VULNERABLE ADULTS FROM HARM

A safe organisation - ensures that its governing body, all of its employees, commissioned or contracted services and volunteers are aware of their responsibilities to safeguard children and vulnerable adults.

This is done through:

- safe recruitment and selection practice (including rigorous checking of applications, references and CRB checks) and training of those who recruit staff to work with children or vulnerable adults.
- clear expectations on staff with regard to personal conduct and promoting the well being of children and adult service users.
- good induction systems and ongoing training for staff and volunteers in expected standards in safeguarding, including where the primary service users are adults who are parents.
- clear access to guidance and procedures concerning safeguarding children and adults and awareness of local systems to refer concerns.
- listening to the concerns of children, their parents and vulnerable adults with an open mind and promoting a culture of safeguarding as paramount.
- good supervision of staff and volunteers.
- clear and accessible complaints and 'whistle blowing' procedures.
- adherence to procedures for investigating allegations of harm by persons in positions of trust through the council's designated officer .
- good record keeping including decision making about any concerns or allegations.
- a formal and independent review process to learn from serious incidents with regard to abuse of children or adults by those in a position of trust.
- regular audits of the above to ensure compliance.
- leadership/accountability in a named senior manager and clear access to specialist advice about safeguarding children and adults.