

# SAFEGUARDING CHECKLIST FOR SCHOOLS.

This checklist provides a brief overview of the safeguarding requirements that must be satisfied in a school environment. Use this checklist to identify any gaps in your safeguarding procedures and tick off the requirements as appropriate.

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## ▶ Guidance and Documentation

	Yes / No	Notes / Actions
Working Together to Safeguard Children and Keeping Children Safe in Education are available to all staff (e.g. intranet, staff handbook)		
All staff have read Working Together to Safeguard Children and Keeping Children Safe in Education		

## ▶ Policies

	Yes / No	Notes / Actions
The <b>School Safeguarding Policy</b> has been reviewed and updated (where necessary) in the past year		
An up-to-date Safeguarding Policy is available on the school website		
A <b>Safer Recruitment Policy Statement</b> is available on the school website		
A <b>Staff Discipline, Conduct, and Grievance Policy</b> is available to all staff		
A <b>Managing Allegations against Staff Policy</b> is available to all staff		
A <b>Managing Allegations against Pupils Policy</b> is available to all staff		

## ▶ Designated Safeguarding Officer Requirements

	Yes / No	Further Details	Notes / Actions
A Designated Safeguarding Officer(s) has been appointed		Name(s):	
A Deputy Designated Safeguarding Officer(s) has been appointed		Name(s):	
The Designated Safeguarding Officer (DSO) has a job description for their role		Where can it be found?	
There are adequate cover arrangements in place for when the DSO is absent/out of hours		Where can these be found?	
The Designated Safeguarding Officer has everything they need to perform their job effectively, including time and resources		What resources are available?	

## ▶ Staff Responsibilities

	Yes / No	Further Details	Notes / Actions
A designated teacher(s) has been appointed for <b>Looked After Children</b>		Name(s)	
A designated teacher(s) has been appointed for the responsibility of the <b>Prevent Duty</b>		Name(s)	
All staff, volunteers, and governors have a clear and up-to-date DBS check		Last checked:	
All child protection concerns are written up and kept confidentially, separate to other files		Location of records:	

## ▶ Training

	Yes / No	Notes / Actions
An up-to-date training record for all staff and volunteers is available		
The Designated Safeguarding Officer has had their initial training and refresher training (if applicable)		
All staff have undergone child protection training within the last year		
All staff can identify children who would benefit from Early Help		
All staff understand the difference between a concern and risk of harm		
At least one person on every interview panel has received safer recruitment training		