



CHECKLIST TEMPLATE

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.

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 who work directly with children, as well as governors or proprietors, have read Working Together to Safeguard Children and Keeping Children Safe in Education Part 1.		
Staff who do not work directly with children have read a condensed version of Keeping Children Safe in Education Part 1 (Annex A).		

Policies

	Yes / No	Notes / Actions
The School Child Protection Safeguarding Policy has been reviewed and updated in the past year and is up to date.		
The up-to-date Child Protection & Safeguarding Policy is available on the school website.		
The school behaviour policy and any procedures or systems are up to date with Keeping Children Safe in Education 2021.		
A Safer Recruitment Policy (Statement) is available on the school website.		
A Staff Discipline, Code of Conduct, and Grievance Policy is available to all staff.		
A Managing Allegations (including low-level concerns) against Staff Policy is available to all staff.		

Designated Safeguarding Lead requirements

	Yes / No	Further details	Notes / Actions
A Designated Safeguarding Lead(s) has been appointed and their details are readily available to everyone.		Name(s):	
A Deputy Designated Safeguarding Lead(s) has been appointed.		Name(s):	
The Designated Safeguarding Lead (DSL) has a job description for their role.		Where can it be found?:	
There are adequate cover arrangements in place for when the DSL is absent/out of hours.		Where can these be found?:	
The Designated Safeguarding Lead 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 Looked After Children.		Name(s):	
The school has a Senior Mental Health Lead.		Name(s):	
A designated teacher(s) has been appointed for the responsibility of the Prevent Duty (usually the DSL).		Name(s):	
All staff are aware and able to integrate safeguarding and online safety into the curriculum.			
The school has a link governor for safeguarding, and the governing body are aware of all their responsibilities.		Name(s):	
All staff, volunteers, and governors have a clear and up-to-date DBS check.		Last checked:	
The school's Single Central Record is up to date at all times.			
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, governors, and volunteers is available.		
The Designated Safeguarding Lead has had their initial training and this is updated annually.		
All staff have undergone child protection training, including online safety 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 significant harm (and know about child protection procedures).		
At least one person on every interview panel has received safer recruitment training.		