

# Safeguarding Checklist — Reporting, Response and Record Keeping

*This checklist is designed to assist you in understanding how your organisations responds to and manages all safeguarding incidents. This is not an exhaustive list. A 'No' response to any question indicates that further planning and investigation is required to effectively manage associated risk.*

Person Completing the Checklist \_\_\_\_\_

Date completed \_\_\_\_\_

Safeguarding Policy and Procedure						
	Yes	No	NA	Actions if answered No	Who	By When
Do you have a safeguarding officer responsible for overseeing the safeguarding program and reporting process?						
Do you have an incident reporting system that includes reporting of safeguarding incidents?						
Do you have a process for reporting abuse or reasonable suspicion of abuse?						
Does your reporting process specify whom to contact when reporting abuse or suspected abuse?						

Does your reporting process ensure immediate and appropriate responses to reports of abuse or reasonable suspicion of abuse?						
Does your reporting process include both internal reporting and mandatory reporting obligations?						
Does your reporting system differentiate between incidents, near misses and mandatory reporting incidents?						
Does your reporting system maintain historical records of safeguarding incidents?						
Do you provide regular reports to your governing body (e.g., board) and executive team on incidents of abuse, suspected abuse, and their status (e.g., open, closed, pending)?						
Does the governing body (e.g. Board) and executive review safeguarding incidents, complaints and incident trends at least twice a year?						
Do you have protections in place for whistle-blowers?						
Do staff, volunteers, contractors, and consultants receive training on reporting safeguarding-related incidents and near misses?						
Do you provide guidance to visitors, clients, and their families on how to report a safeguarding incident?						
Are the safeguarding and incident reporting procedures accessible on your intranet, internet or in staff rooms or reception areas?						

Is safeguarding reporting confidential?						
Is support provided to victims and their family involved in the incident of abuse or suspicion of abuse?						
Is the incident reporting process available in easy read formats, taking into account different language and reading abilities?						

**Note:** Please contact your insurance broker for full information regarding your Safeguarding insurance coverage.