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**Safeguarding Practices & Standards Check List (Tier 3)**

**(Work to be contracted does not involve direct contact with children, young people or vulnerable adults or in areas that overlook places that they regularly use but does involve access to data about them)**

This Safeguarding Checklist must be completed by the CBC Contract manager. Assistance is available from a CBC Designated Safeguarding Officer; usually the Children, Families and Partnerships Manager, and a DSO should sign off the checks undertaken. All criteria must be in place and a copy of this signed checklist completed and returned to the Lead Professional for Safeguarding at CBC along with a copy to be filed with the contract documents.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation/Company Name:** | | | |
| **Criteria** | **Please ✓ as appropriate** | | |
| **YES** | **NO** | **Planned date** |
| Has the contractor provided written evidence to show how they comply with confidentiality requirements? |  |  |  |
| Does the recruitment process include appropriate checks where staff are engaged in works where there could be access to information regarding safeguarding concerns? |  |  |  |

As CBC officer responsible for the establishment and monitoring of this contractual arrangement I hereby sign to say that the information supplied within this checklist is accurate to the best of my knowledge.

**Name: Signed:**

**Position: Date:**

**Assisting**

**DSO name: Signed:**

**Position: Date:**