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**Safeguarding Practices & Standards Check List (Tier 2)**

**(Work to be contracted takes place in, or overlooks, an area which children and young people or vulnerable adults regularly use)**

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.

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| **Organisation/Company Name:** |
| **Criteria** | **Please ✓ as appropriate** |
| **YES** | **NO** | **Planned date** |
| Has the contractor provided written evidence to show how they comply with safeguarding requirements? |  |  |  |
| Is there an identified individual to whom concerns are reported (which may be a DSO from an appropriate department at CBC if no other can be identified) who knows what action may or should be taken when concerns are raised? |  |  |  |
| Is there evidence of staff awareness of responsibilities to report concerns through supervision/training/induction materials? |  |  |  |
| Does the recruitment process include appropriate checks where staff are engaged in works where there are safeguarding considerations? |  |  |  |
| Are there complaints and disciplinary procedures to manage concerns about the behaviour of staff? |  |  |  |

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:**