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**Safeguarding Policies & Procedures Checklist (Tier 1)**

**(Providers/Contractors with direct contact with vulnerable adults or children and young people)**

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** |
| **Does the organisation/Company have their own Safeguarding Policy & procedures?**  If Yes, see complete sections 1 to 6 below.  If No,  a. Have they provided written evidence to show compliance with, and promotion of, the principles contained in the CBC Safeguarding Policies and Procedures? This must include details of who their own Designated Safeguarding Officer/s are and details of where concerns would be reported to. Depending on the nature of the organisation, compliance with CBC policies may not be deemed sufficient to cover their safeguarding duties.  b. Have they presented evidence of their own safeguarding policy development plans? |  |  |  |
| 1. **Child / Adults Safeguarding Policy**     Does the organisation have a safeguarding policy that all involved in the activity are required to adhere to?  Is the policy publicised and promoted to all staff, volunteers and stakeholders? |  |  |  |
| **2. Child / Adults Safeguarding Procedures**  Do the procedures contain clear instructions on what to do in the event of concerns about the welfare or protection of a child, young person or vulnerable adult?  Are there clear guidelines for recording concerns about the welfare or protection of a child, young person or vulnerable adult, the organisation’s response and reasons?  Are there clear guidelines for reporting concerns where appropriate to external agencies such as Social Care or Police and partner agencies (This should include the contact details for the Local Authority Designated Officer - LADO)  Do the procedures contain clear instructions on what to do in the event of an allegation, incident or suspicion of abuse or poor practice.  Are there complaints and disciplinary procedures to manage concerns about the behaviour of staff, coaches, volunteers, etc? |  |  |  |
| **3. Prevention**  Has the organisation identified staff with designated responsibility for safeguarding and protecting children, young people and vulnerable adults? e.g. Designated Safeguarding Officer  Are there procedures for recruitment and selection of staff and volunteers including safeguarding checks (DBS) where appropriate for those working with children, young people and vulnerable adults?  Are there codes of conduct and ethics for staff, coaches, volunteers, and participants?  Are there operating procedures in relation to the organisation’s duty of care to children, young people and vulnerable adults in place where appropriate to the service being provided? For example:   * Emergency accident procedure * Transport/travel risk assessment * Transport registers (who is travelling in which vehicles?) * Activity risk assessment * Equipment/resource safety checks * Use of photographic images |  |  |  |
| 1. **Communication and Partnership**   Have all reasonable steps been taken to ensure that children, young people and vulnerable adults and carers are informed about the policy and procedures, and how they can raise concerns?  Are there processes for holding and sharing information? |  |  |  |
| 1. **Education and Training**   Are all those working with children, young people, vulnerable adults and those with responsibility for running activities appropriately trained in safeguarding and protecting children, young people and vulnerable adults?  Are coaches, staff and volunteers appropriately skilled and qualified to undertake their role in providing the activity? |  |  |  |
| 1. **Review and Monitoring**   Is it clear when and by whom the policy was formally adopted on behalf of the organisation?  Is it clear how, by whom and when the policy and its implementation will be monitored and reviewed? |  |  |  |

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:**