07/03/19

Safeguarding Checklist Guidance (The North)

This guidance relates to the checklist that **all** organisations funded by Foras na Gaeilge and who provide activities/services that are defined as regulated activities in the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 **must** complete. You can find a description of regulated activities here: https://www.nidirect.gov.uk/articles/regulated-activity-vulnerable-groups.

If your organisation **does** provide regulated activities you **must** complete the checklist. If you answer **No** to any of the questions:

- Please indicate what corrective actions you are undertaking and indicate a time frame for compliance.
  or
- Provide an explanation in the comment section of the checklist for why it is not in place or necessary for your organisation.

If your organisation decides that it **does not** provide regulated activities you must inform Foras na Gaeilge in writing and you are **not** required to complete this checklist.

Foras na Gaeilge may withdraw funding from organisations which are not compliant with this Safeguarding checklist (or taking satisfactory steps towards being compliant).

Foras na Gaeilge do **not** require a copy of your organisation's Safeguarding Policy or evidence of compliance but we do require a signed copy of this checklist.

The terms 'Safeguarding Policy' and 'Child Protection and Welfare Policy' are commonly used, however when referring to safeguarding in the North children and adults at risk are included in this definition. Therefore for consistency we will use the term Safeguarding Policy in this document.

	Question	Type of evidence	Guidance
1.	**Does your organisation have a safeguarding statement agreed by management?**	• Copy of statement • Statement promoted to stakeholders • Promoted on web site	See the following documents: • https://www.volunteernow.co.uk/publication/keeping-children-safe-our-duty-to-care/ (Section 1) • https://www.volunteernow.co.uk/publication/keeping-adults-safe-a-shared-responsibility/ (Section 1) • It is advised that a copy of the safeguarding policy is made available on the organisations' website and social media platforms.
2.	**Does your organisation have written procedures for recruitment and selection of staff and volunteers?**	• Written job description • Written application form to include request for references and self declaration	See the following document: • https://www.volunteernow.co.uk/publication/keeping-children-safe-our-duty-to-care/ (Section 2) • https://www.volunteernow.co.uk/publication/keeping-adults-safe-

		• Record of interview • Follow-up on written references	a-shared-responsibility/ (Section 2)
3.	**Are all staff and volunteer appointments subject to safeguarding checks and are these properly recorded?**	• Access NI reference check recorded • Written list of roles that are "regulated" within the organisation • Proof of ID request	See the following documents: • https://www.volunteernow.co.uk/publication/keeping-children-safe-our-duty-to-care/ (Section 2) • https://www.volunteernow.co.uk/publication/keeping-adults-safe-a-shared-responsibility/ (Section 2) • https://www.volunteernow.co.uk/publication/accessni-what-you-need-to-know/
4.	**Does your organisation provide Safeguarding training for Designated Safeguarding Officer, staff and volunteers?**	• Written list of information provided to staff on induction • Copy of letters/memos/certificate outlining safeguarding training provided to staff • Database of those trained • Learning outcomes from safeguarding training	See the following documents: • https://www.volunteernow.co.uk/publication/keeping-children-safe-our-duty-to-care/ (Section 3) • https://www.volunteernow.co.uk/publication/keeping-adults-safe-a-shared-responsibility/ (Section 3)
5.	**Does your organisation regularly re-evaluate and update your safeguarding training?**	• Copy of letters/memos/certificate outlining Safeguarding training provided to staff	See the following documents: • https://www.volunteernow.co.uk/publication/keeping-children-safe-our-duty-to-care/ (Section 3) • https://www.volunteernow.co.uk/publication/keeping-adults-safe-a-shared-responsibility/ (Section 3) • It is recommended that a copy of letters/memos/certificates outlining Safeguarding training provided to staff are kept and updated as necessary.
6.	**Does your organisation have written procedures for reporting safeguarding concerns, disclosures and allegations?**	• Written procedures for reporting concerns to Designated Safeguarding Officer and statutory services • Pro formas/written guidance	See the following documents: • https://www.volunteernow.co.uk/publication/keeping-children-safe-our-duty-to-care/ (Section 4) • https://www.volunteernow.co.uk/publication/keeping-adults-safe-a-shared-responsibility/ (Section 4)
7.	**Are the procedures for reporting concerns communicated to staff and volunteers?**	• Have all staff/volunteers received safeguarding and child protection training and written reporting procedures?	See the following documents: • https://www.volunteernow.co.uk/publication/keeping-children-safe-our-duty-to-care/ (Section 4

			& 6) • https://www.volunteernow.co.uk/publication/keeping-adults-safe-a-shared-responsibility/ (Section 4 & 6)
8.	**Does your organisation have an open complaints process that includes guidelines on a disciplinary process?**	• Copy of complaints, disciplinary and appeals process. • Is this clearly communicated to stakeholders? How? • Whistle blowing policy	See the following documents: • https://www.volunteernow.co.uk/publication/keeping-children-safe-our-duty-to-care/ (Section 4 & 6) • https://www.volunteernow.co.uk/publication/keeping-adults-safe-a-shared-responsibility/ (Section 4 & 6)
9.	**Does your organisation have written procedures for Designated Safeguarding Officers?**	• Written documents stating the name and up to date contact details of Designated Safeguarding Officers	See the following documents: • https://www.volunteernow.co.uk/publication/keeping-children-safe-our-duty-to-care/ (Section 4) • https://www.volunteernow.co.uk/publication/keeping-adults-safe-a-shared-responsibility/ (Section 4)
10.	**Are the contact details of Designated Safeguarding Officers communicated to staff/ volunteers?**	• Are staff, members and volunteers aware of who to contact and how?	See the following documents: • https://www.volunteernow.co.uk/publication/keeping-children-safe-our-duty-to-care/ (Section 4) • https://www.volunteernow.co.uk/publication/keeping-adults-safe-a-shared-responsibility/ (Section 4)
11.	**Do you have a written Code of Behaviour?**	• Written Code of Behaviour • Is this clearly communicated to all stakeholders?	See the following documents: • https://www.volunteernow.co.uk/publication/keeping-children-safe-our-duty-to-care/ (Section 5) • https://www.volunteernow.co.uk/publication/keeping-adults-safe-a-shared-responsibility/ (Section 4)
12.	**Do you have a written Safeguarding policy, endorsed and approved by Management Board?**	• Written Policy Statement	See the following documents: • https://www.volunteernow.co.uk/publication/keeping-children-safe-our-duty-to-care/ (Section 1) • https://www.volunteernow.co.uk/publication/keeping-adults-safe-a-shared-responsibility/ (Section 1)
13.	**Does your policy cover the safeguarding risks associated with the internet and social media?**	• Written Policy Statement	See the following documents: • https://www.volunteernow.co.uk/publication/keeping-children-safe-our-duty-to-care/ (Section 5) • https://www.volunteernow.co.uk/publication/keeping-adults-safe-a-shared-responsibility/ (Section 8)
14.	**Do you communicate your Safeguarding policy statement**	• Are all staff/volunteers/children/adu	See the following documents: • https://www.volunteernow.co.uk

	to staff/volunteers /children/ young people/ adults at risk and parents?	Its at risk and parents able to view a copy or do they know where to access the policy?	• /publication/keeping-children-safe-our-duty-to-care/ (Section 6) • https://www.volunteernow.co.uk/publication/keeping-adults-safe-a-shared-responsibility/ (Section 6)
15.	**Do you have a process of notifying any funding organisation of allegations of abuse?**	• Written procedure • Record of notifications made to funding organisation	It is necessary to include a process where the designated safeguarding officer or the deputy designated safeguarding officer reports to Foras na Gaeilge immediately any instances of abuse or allegations of abuse that have occurred within your organisation. Foras na Gaeilge do **not** need to know any details relating to the safeguarding issue but do need to be informed that an instance or allegation has occurred.