

Safeguarding Policy Checklist

1 Mandatory requirements

All organisations applying to Richmond Foundation for grant funding must have a safeguarding policy that is dated and is reviewed annually. In line with Charity Commission guidance, Safeguarding Policies and Procedures should be [‘reviewed as necessary, always following a serious incident and at least once a year.’](#) Your safeguarding policy should therefore clearly state the date of the last review (within the last 12 months), that it is reviewed at least annually and the date of the next review.

The safeguarding policy **must** include:

- A recruitment procedure
- Reference to when a DBS search disclosure/check is required for representatives of the organisation
- A named designated safeguarding officer for the organisation (with their contact details)
- An outline of reporting/disclosure policies and escalation, with LB Richmond contacts and referral routes (including managing allegations against staff and volunteers)

If any of these minimum requirements are not in place, a condition will be added to any grant awarded by the Richmond Foundation and no funding can be paid until this condition has been met.

2 Best practice

2.1 What safeguarding policies should include

Your safeguarding policy should be able to be easily understood by anyone, either within your organisation or outside of your organisation. Even a quick review of this policy should be sufficient for the reader to be clear what actions need to be taken if there is a safeguarding issue. To be able to understand what needs to be done in the event of a safeguarding issue, safeguarding policies should include:

- **Purpose** outlines the organisation, its purpose and function and sets out the organisation's overarching commitment to keeping children and/or adults at risk safe

- **Scope of the policy** - outlines who the policy applies to and a definition of this group – e.g. adults at risk and/or children below 18
- **Context** a brief statement of the main legislation and guidance that supports the policy statement. If dealing with children, The Children’s Act should be referenced as a minimum.
- **Policy statement** sets out the organisation’s beliefs about the importance of child protection and/or adult safeguarding and how the organisation will keep children and/or adults at risk safe
- **Supporting policies/procedures** aligned policies and procedures which outline what will happen if a safeguarding incident is raised
- **Contact details** designated safeguarding lead as a minimum, but a deputy safeguarding lead or lead trustee board member for good practice – and should outline their roles and responsibilities

2.2 Supporting policies/procedures

These supporting policies/procedures should be included as subsections, or referenced within Safeguarding Policies:

- Recruitment and selection of staff and volunteers’ process
- Legislative definitions
- Key organisations for support
- Induction training, supervision and support
- Equity, diversity and inclusion (EDI), or equal opportunity policy (EOP) linked to recruitment and selection, and managing concerns
- Record retention and storage in line with the Data Protection Act
- Policies linked to safeguarding: health and safety, whistleblowing, complaints, anti-bullying, online safety
- Sharing information and good practice with children & young people and adults through website, leaflets, etc.

2.3 Specifically for children and young people

- Photography and image sharing guidance
- Online safety
- Behaviour codes for children and young people
- Adult to children supervision ratios

3 Further guidance

Child safeguarding

- [Safeguarding Children Tips for the Voluntary Sector](#), Kingston and Richmond Safeguarding Children Partnership
- [Richmond CVS Child Safeguarding Information and Resources](#)
- [Kingston and Richmond Safeguarding Children Partnership](#)
- [Kingston and Richmond Safeguarding Children Partnership](#) free training offer
- [NSPCC guidance](#) on developing a safeguarding policy and procedures
- [NSPCC guidance on safeguarding children who come from Black, Asian and minoritised ethnic communities and intersectionality](#)

Adult safeguarding

- [Richmond and Wandsworth Adult Safeguarding Board](#)
- [Community resources - Richmond and Wandsworth Safeguarding Adults Board](#)
- [Richmond and Wandsworth adult safeguarding training](#)
- [London Multi-Agency Adult Safeguarding Policy and Procedures](#)

General safeguarding

- [Richmond Foundation Safeguarding Policy](#)
- [NCVO resources and guides](#) to help organisations do safeguarding well
- [Ann Craft Trust](#) resources to assist organisations in achieving best practice in safeguarding
- Charity Commission [resources](#) highlighting Trustee safeguarding responsibilities
- [Eligibility guidance for standard DBS checks](#)
- Guidance on the legal duty to refer [Making barring referrals to the DBS](#)

4 Useful numbers

- If a child or adult at risk is in immediate danger you should always ring 999

Children

- Kingston and Richmond Single Point of Access: 020 8547 5008 (8am to 5:15 Mon-Thurs, and 8am to 5pm Friday) or out of hours on 020 8770 5000. [Online referral form](#)
- Local Authority Designated Officer: 07774 332675 or lado@achievingforchildren.org.uk This is not a 24-hour service so if immediate concern ring 999 or report using the Single Point of Access out of hours service.

Adults at risk:

- LB Richmond Adult Social Care: 020 8891 7971 (9am to 5pm Mon-Fri) or out of hours on 020 8744 2442 socialservices@richmond.gov.uk and/or complete this form [Report Adult Abuse - London Borough of Richmond upon Thames](#)

Acknowledgements: Please note this checklist was adapted from London Community Foundation's Safeguarding Policy Checklist