



Local Safeguarding
Children Partnership

Hammersmith & Fulham | Kensington and Chelsea | Westminster

Safer Organisation Checklist

1. Safeguarding policy includes clear reference on how to report allegations and concerns and up to date contact details for the designated lead in your organisation and LADO in the Local Authority
2. Clear record held by your organisation when the LADO has been consulted or referral to LADO made
3. All new staff/ volunteers, including agency / supply staff are given the organisations safeguarding policy when they commence and given the name and contact details of the designated safeguarding lead and introduced
4. Safeguarding reinforced during induction and probation period
5. Staff understand **'it could happen here'** and are encouraged to challenge and report behaviour which causes them concern
6. All staff have access to safeguarding training which includes details of the modus operandi of abusers
7. Code of conduct refers to safeguarding and safe working practice
8. Staff are aware of and understand appropriate professional standards and how these apply
9. Staff understand their own professional accountability and accountability within the organisation
10. Disciplinary procedures refer specifically to action to be taken when safeguarding concerns are raised
11. It is a contractual requirement that staff report to their managers any occasion when they come to the attention of police or children's services

12. Human Resources providers and unions have safeguarding training and understand how safeguarding concerns impact on their procedures
13. Arrangements are in place to risk assess and record any decisions made re any 'live' information returned on DBS checks
14. Staff have access to and understand the whistle blowing process
15. The organisation has a safe recruitment policy and managers included in recruitment have access to safe recruitment training
16. Concerns and allegations are reported to a single point of contact (designated person) and there is a robust system for recording (including low level concerns) and reviewing
17. Concerns and allegations are jointly reviewed and evaluated with designated person
18. Handover arrangements are in place when there is a change in designated person, and these are recorded
19. There is a cross reference between complaints, concerns and whistleblowing
20. Reference policy requires references signed off at head of service level
21. It is an explicit requirement that agencies commissioned to provide staff and services employ similarly robust safeguarding policies and procedures including safer recruitment and induction in regard to their staff and this is evidenced in contractual arrangements.

Contact details:

(For RBKC and WCC) Aqualma Daniel, Child Protection Adviser

Contact - adaniel@westminster.gov.uk

TEL: 078 7048 1712 - ask for Aqualma Daniel or one of the Child Protection Advisors on Duty.

(For LBHF) Megan Brown – Safer Organisations, Safeguarding in Education Officer and Local Authority Designated Officer (LADO)

Contact: Megan.Brown@lbhf.gov.uk

TEL: 020 8753 5125 – ask for Megan Brown or one of the Child Protection Advisors on Duty.