**Safeguarding brief audit**

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| **Brief Safeguarding audit tool**  Read through the following statements and rate your organisations current position in terms of  Green: area fully in place and functioning well  Amber: area needs some work/ improvement / partially in place  Red: area not yet in place / action required | **Green**  **Tick if in place** | **Amber**  **Note further actions required**  **Including by who and by when** | **Red**  **Note urgent action required**  **Including by who and by when** |
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| Your organisation has got a written child and / or vulnerable adults safeguarding policy, approved by the relevant management body |  |  |  |
| The organisation has a designated safeguarding lead in place and is named in your policy with contact details provided |  |  |  |
| The policy includes contact details for your local safeguarding board |  |  |  |
| Your organisation has a clear process in place to communicate your safeguarding policy with staff, volunteers and members |  |  |  |
| The policy addresses safeguarding children and / or vulnerable adults from harm through misconduct by staff, volunteers and others, from poor practice, and from its operational activities where these may harm members or put them at risk due to poor design and/or delivery. |  |  |  |
| There are written guidelines for behaviour (Code of Conduct) that provides guidance on appropriate/expected standards of behaviour of staff and volunteers |  |  |  |
| Recruitment processes have clear safeguarding checks in place. |  |  |  |
| There are written guidelines regarding e-safety |  |  |  |
| All members of staff and volunteers have received training on safeguarding. |  |  |  |
| There is an appropriate process for reporting and responding to safeguarding incidents and concerns |  |  |  |
| Safeguards are integrated with and actively managed into existing business processes and systems (strategic planning, budgeting, recruitment, programme cycle management, performance management, procurement, etc.) to ensure safeguarding is a feature of all key aspects of operations |  |  |  |
| The organisation monitors and reviews its safeguarding measures and policy |  |  |  |