

Safeguarding Checklist



Reporting, Response and Record Keeping

This checklist is designed to help you obtain feedback as to the effectiveness and understanding of your organisations Safeguarding reporting and management of safeguarding incidents procedure.

Name			Date Completed		
	Yes	No	Comments		
Does your organisation have a culture that supports the reporting of abuse or reasonable suspicion of abuse?					
Does your organisation have processes in place for reporting abuse or reasonable suspicion of abuse?					
Do your processes ensure immediate and appropriate responses to reports of abuse or reasonable suspicion of abuse?					
Are your processes clear about who abuse or reasonable suspicion of abuse must be reported to?					
Do you have an electronic system into which reports of abuse or reasonable suspicion of abuse can be entered, records are kept and reports can be generated?					
Does your system provide for maintaining historical records on reports of abuse that can be easily accessible?					
Is there a specific person/people and/or roles responsible for the administration and management of your processes/systems for reporting abuse or reasonable suspicion of abuse?					
Do your processes/systems include regular reporting to your board and executive on reports of abuse and reasonable suspicion of abuse?					
Do your processes/systems include regular reporting to your board and executive outlining the status (i.e. open, closed pending) of any reports of abuse?					

This checklist may assist you to monitor the development of your organisation's *Safeguarding Policies and Procedures*.

Note: This checklist is not exhaustive. It is a guide only and your organisation's specific context should always be taken into account.

Note: Please contact your insurance broker for full information on your Safeguarding insurance coverage.