

# Safeguarding checklist



## My charity has:

- A documented safeguarding risk assessment (including for specific programs processes or events if necessary).
- A register of its legal obligations for safeguarding and Workplace Health and Safety in all the jurisdictions in which it operates - state, federal and international.
- An action plan that shows how your organisation will manage safeguarding.
- A clear safeguarding policy.
- A code of conduct in which safeguarding has been considered.
- Policies, procedures and systems that introduce controls to reduce the likelihood and consequence of incidents.
- A way for people to provide feedback, raise grievances or report suspected or actual safeguarding incidents - both openly and confidentially.
- Awareness-raising measures to ensure that people in the charity understand the charity's risks, the charity's expectations, and their responsibilities as individuals.
- A positive working culture towards safeguarding.
- An incident response plan.
- A way to monitor and review the effectiveness and proportionality of the safeguarding policies, procedures and systems.

Charity name:

Completed by:

Position:

Date:

Signed: