

## Safeguarding for Supplementary Schools

All round checklist on safeguarding

	Does your group have...	Yes	No	Action needed and when
A	A child protection policy and a procedure for what to do if there are concerns about a child's welfare			
B	A named person for dealing with concerns or allegations of abuse and step-by-step guidance on what action to take			
C	A rigorous recruitment and selection process for paid staff and volunteers who work with children			
D	A written code of behaviour which outlines good practice when working with children			
E	A training plan and regular opportunities for all those in contact with children to learn about child protection and about health & safety			
F	A whistle-blowing policy. This is an open and well-publicised way for adults and young people to voice any concerns about abusive or unethical behaviour			
G	Information for young people and for parents or carers about the child protection policy and where to go for help			
H	A protective culture that puts children's interests first – children must feel confident that if they have concerns someone will listen and take them seriously			
I	Guidance on taking children away on trips and on internet use: new technology safety, guidance on use of photographs, video, digital equipment and websites, including chatrooms			
J	Policies on bullying and on health and safety. You will need process for dealing with complaints and for taking disciplinary action where necessary			