**Safeguarding Checklist**

**for**

**Police and Crime Commissioner**

**Grants**

**2023**

**I declare that to the best of my knowledge the answers submitted in this safeguarding checklist and all supporting documents are correct.**

|  |  |
| --- | --- |
| Organisation Name: |  |
| Completed by: |  |
| Signed (please attach an electronic signature): |  |
| Date: |  |

**We do not require copies of your policies unless we specifically contact you and request them**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question** | **Yes** | **No** | **Types of Evidence** | **Comments** |
| **SAFEGUARDING:** | | | | |
| All staff and volunteers who are involved in the direct delivery of services to children/young people and vulnerable adults should understand and recognise issues relating to safeguarding in line with legislation and best practice. | | | | |
| Does your organisation have a safeguarding policy either for children/young people or vulnerable adults? (delete as appropriate) |  |  | Copy of safeguarding policy |  |
| Does your organisation have a safeguard lead? |  |  | Details of safeguarding lead(s) |  |
| Do all your staff and volunteers (if applicable) know who the safeguarding lead is and how to contact them? |  |  | Evidence staff/volunteers know who safeguarding lead(s) is/are and how to contact them |  |
| Are staff and volunteers aware of their safeguarding responsibilities? |  |  | Details of staff/volunteer training |  |
| Are staff and volunteers aware of procedures to report concerns, disclosure or allegations from children/ young people and vulnerable adults? |  |  | Details of staff/ volunteer training |  |
| Are staff aware of procedures to report unsafe working conditions & practices and maltreatment of workers? |  |  | Details of staff/ volunteer training |  |
| Are checks completed in your supply chains to demonstrate viable measures in identifying, preventing and mitigating incidences of modern slavery have taken place? |  |  | Details of staff/ volunteer training |  |
| Is your organisation covered by Section 54 of the Modern Slavery Act and if so are you self-certifying and compliant with the Act’s requirements (please provide a link to your Modern Slavery Statement in the comments box). |  |  | This is only applicable for commercial businesses with a global turnover of over £36 million |  |
|  | | | | |
| **RECRUITMENT** | | | | |
| Your organisation should have in place arrangements for safer recruitment and supervision of staff and volunteers, together with arrangements for the continuing skills development and training of staff and volunteers | | | | |
| Do you undertake and maintain current Disclosure Barring System (DBS) checks on staff/volunteers/ contractors who will be delivering frontline services with either children/young people or vulnerable adults? |  |  | Details of DBS checks are undertaken and maintained |  |
| Are new and existing staff provided with safeguarding training (including refresher training)? |  |  | Details of safeguarding training |  |
|  | | | | |
| **Question** | **Yes** | **No** | **Types of Evidence** | **Comments** |
| **DATA HANDLING** | | | | |
| Does the nature of the work you are undertaking with children, young people or vulnerable adults mean that you will have to manage information that contains sensitive personal details referred to as ‘special category of personal data’ in the GDPR? |  |  |  |  |
| Does your organisation comply with the principles of the General Data Protection Regulation and Data Protection Act 2018? |  |  |  |  |
| Does your organisation have policies and procedures in place that secure against the inappropriate loss or destruction of personal information supplied via the grant application and/or grant agreement, including a secure means of transferring information in and out of organisations? |  |  | Copy of data protection policy |  |
| Does your organisation have a policy and procedure in place for data breach/ incident reporting? |  |  | Copy of Data Breach Policy |  |
| Have your staff received data protection training and is this reviewed regularly? |  |  | A schedule of training |  |
| Is data disposed of as prescribed within the Data Protection Act 2018? |  |  | Copy of data protection policy |  |
| If you have changed the format of your service delivery due to COVID-19 restrictions:  Have you updated your policies and procedures to reflect the new working arrangements?  Have you provided guidance to your staff to ensure the processing of personal data remains secure when working remotely, using new devices or platforms? |  |  | Copy of updated policy or procedure and guidance to staff |  |