Appendix 3
Safer Recruitment and Safeguarding Audit Tool

Adapted from *A Quality Framework for Protecting Vulnerable Adults from Abuse and Neglect* in 'Safer Practice, Safer Learning' by NIACE

Key: ✓ **We do this effectively**   **X We do not do this effectively**   **? Not sure whether we do this or it needs improving**

Theme	To what extent do we or have we:	Rating ✓ X ?	What does it look like in practice?	Action we need to take
Accountability, roles and responsibility	• **Allocated senior management responsibility for safeguarding**			
	• **Allocated responsibility for safeguarding at board/ trustee level**			
	• **Appointed a Designated Person/ people with responsibility for safeguarding**			

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Adapted from *A Quality Framework for Protecting Vulnerable Adults from Abuse and Neglect* in 'Safer Practice, Safer Learning' by NIACE

	To what extent do we or have we:	Rating ✓ X ?	What does it look like in practice?	Action we need to take
	• **Ensure widespread understanding of who has responsibility for each stage of safer recruitment and safeguarding**			
Rights and values	• **Produced a clear statement of corporate values relating to freedom from abuse and harm**			
	• **Reflected these values in participant and staff codes of conduct & charters**			

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	To what extent do we or have we:	Rating ✓ X ?	What does it look like in practice?	Action we need to take
Rights and values	• **Ensure all staff and participants understand their specific rights & responsibilities in relation to safeguarding**			
	• **Ensure a clear linkage between safer recruitment, safeguarding and equality and diversity**			

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	To what extent do we or have we:	Rating ✓ X ?	What does it look like in practice?	Action we need to take
Policy and procedures	• **Develop a widely accessible and understood policy for safer recruitment and safeguarding participants that is regularly reviewed and improved**			
	• **Developed a policy that takes a whole-organisation approach**			

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	To what extent do we or have we:	Rating ✓ X ?	What does it look like in practice?	Action we need to take
Policy and procedures	• **Ensure clear linkage with other relevant policies, including equality & diversity, IT protocols, HR, anti-bullying/ harassment, discipline etc**			
	• **Established a policy that clearly states zero tolerance of abuse and other harmful behaviour**			

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	To what extent do we or have we:	Rating ✓ X ?	What does it look like in practice?	Action we need to take
Policy and procedures	• Establish an easy to use procedure for reporting breaches of policy and causes for concern			
	• Measure the impact policy of the policy			
	• Ensure the scope of the policy includes permanent and established, full time and fractional staff, volunteers and partners			

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	To what extent do we or have we:	Rating ✓ X ?	What does it look like in practice?	Action we need to take
Policy and procedures	• **Ensure that the policy covers all work of the organisation, including recruitment, training and customer service**			
	• **Develop a policy and approach that ensures the availability of appropriate support for those who have been abused**			

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	To what extent do we or have we:	Rating ✓ X ?	What does it look like in practice?	Action we need to take
Customer involvement	• **Consult and involve participants in the development of safeguarding policy and procedures**			
	• **Consult and involve participants in the development and design of promotional materials on safeguarding**			

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Adapted from *A Quality Framework for Protecting Vulnerable Adults from Abuse and Neglect* in 'Safer Practice, Safer Learning' by NIACE

	To what extent do we or have we:	Rating ✓ X ?	What does it look like in practice?	Action we need to take
Safer recruitment of staff and volunteers	• **Review and improved all recruitment procedures to ensure safer recruitment**			
	• **Use safer recruitment procedures when recruiting all staff including volunteers, support staff and peripatetic staff**			
	• **Provide training on safer recruitment for all HR staff**			

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	To what extent do we or have we:	Rating ✓ X ?	What does it look like in practice?	Action we need to take
Safer recruitment of staff and volunteers	• **Provide training on safer recruitment for all staff involved in making staff appointments**			
	• **Make available refresher training on safer recruitment to all staff involved in making staff appointments**			
	• **Include reference to importance of safeguarding culture in all job descriptions and person specifications**			

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	To what extent do we or have we:	Rating ✓ X ?	What does it look like in practice?	Action we need to take
Staff involvement and development	• **Ensure that safeguarding issues are tested at interview**			
	• **Consult and involve staff in the development of safeguarding policy and procedures**			
	• **Include safeguarding in induction training for all**			

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	To what extent do we or have we:	Rating ✓ X ?	What does it look like in practice?	Action we need to take
Staff involvement and development	• **Ensure all staff have training in safeguarding including senior managers, support staff, contractors and volunteers**			
	• **Provide specialist training for all those that need it**			
	• **Train all board members/ trustees**			

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	To what extent do we or have we:	Rating ✓ X ?	What does it look like in practice?	Action we need to take
	• Provide refresher training for all on safeguarding			
Customer service	• Ensure that all participants understand how safeguarding works			
	• Embed safeguarding, including the rights and responsibilities of participants, into all relevant general and specific communication with participants			

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	To what extent do we or have we:	Rating ✓ X ?	What does it look like in practice?	Action we need to take
Partnership	• **Work with local Safeguarding Children Boards or Safeguarding Adult Boards**			
	• **Identify all potential relevant partnerships and consider safeguarding issues**			
	• **Work collaboratively with neighbouring organisations**			

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	To what extent do we or have we:	Rating ✓ X ?	What does it look like in practice?	Action we need to take
	• **Work with local organisations that can provide advice and support on safeguarding issues**			