

All organisations need to have the following elements to fulfil their basic Safeguarding Children responsibilities:

- 1. Write and agree a Safeguarding Children Policy and Procedures** that works for your organisation and the children, young people and families you support. Discuss this at a meeting of your management committee or board of directors – Make sure that all management committee members / directors / trustees are aware of the policy, have discussed it, had time to comment on it and understand their responsibilities.

WVSC has a policy template for both safeguarding children and safeguarding adults. This can be shared with any organisation that wants to review its safeguarding arrangements. Just get in touch with any of the contacts above.

The safeguarding procedures need to make it clear to everyone in the organisation / group:

- how they can recognise abuse
 - how they should respond to allegations or concerns about abuse
 - how they should record concerns and make appropriate referrals
 - how they can help to create a safe environment in their work with children
 - what behaviour towards children is acceptable and unacceptable in their role as volunteer or employee
 - how they should behave in a range of everyday situations
- 2. Appoint a Named Safeguarding Lead and a deputy** in case the Named Safeguarding Lead cannot be contacted (e.g. on holiday) or is alleged to have been involved in any abuse.
 - 3. Publicise the name and role of the Named Safeguarding Lead**
 - 4. Put Safer Recruitment procedures in place** for recruiting volunteers and employees
 - 5. Raise awareness of the policy and procedures** with volunteers and employees, management committee members & trustees
 - 6. Create a code of conduct** for volunteers and employees including social media
 - 7. Provide safeguarding training** to help employees and volunteers understand what it means for them and their work with children
 - 8. Make sure all volunteers and employees** are aware of the Multi-Agency Safeguarding Hub (MASH) where all concerns are assigned appropriate support
 - 9. Understand and publicise the role of the Local Authority Designated Officer (LADO).** [Click here to view managing allegations against employees and volunteers page.](#)
 - 10. Make sure you have safe and secure ways of storing and sharing personal information** – GDPR/data protection

All organisations need to have the following elements to fulfil their basic Safeguarding Children responsibilities:

11. Make sure that a risk assessment is carried out on all activities

12. Create or review other policies that you will need to make your Safeguarding Children Policy work:

- Need to make sure you have an equality and diversity policy in place
- Create a Whistle Blowing Policy
- Create a Confidentiality Policy

13. Set a review date