

# Checklist for Child Protection Policies

This is adapted from the Peabody Trust checklist that grant officers use when receiving child protection policies from applicants to the Local Network Fund.

**The checklist provides guidance on what items should be covered within your policy.**

It should include the following:

- A **policy statement** – why it's important, who it refers to and how it will be implemented, including informing children of their rights and what they should do if they have any concerns.
- That (if appropriate) all workers and volunteers are **Criminal Records Bureau checked** before employment.
- Reference to your **safe recruitment procedure** for your organisation including using application forms, asking on the form about past convictions and pending cases, taking up references, following up employment histories, interviews with trained panels etc.
- **Training** for workers and volunteers in child protection issues, the types of abuse, how to put the policy into practice, what to do if there are any concerns, health and safety procedures.
- Details of **supervision procedures** and reviews for all staff.
- Details of a **code of behaviour** that has been drawn up and adopted for volunteers and workers.
- Confirmation that projects are **adequately supervised** as suitable for activities, taking into account visitors and guests and any necessary consent required from parents/carers.
- A section clarifying and defining the **four types of abuse** (emotional, sexual, physical and neglect) with a **list of signs/symptoms** of how to recognise them. It is very important to include this in the policy so that it can work as a point of advice and reference for all workers and volunteers.
- Guidance on **how to respond** to a person disclosing abuse.

- **Reporting procedure details** including any standard reporting forms and when and how to contact social services.
- Details of your **whistle blowing procedures** outlining the procedures for staff and volunteers to share in confidence any concerns they may have about another member of staff or volunteer.
- Details of how a safe environment has been provided for all involved in the project, such as consideration of the premises, equipment, transport arrangements, with links to your **health and safety policy** and procedures.
- Confirmation that adequate and relevant **insurance** is in place.
- The name and contact details of your **designated person** for implementing the policy and a nominated deputy.
- **Contact details for local support services** including police, social services and the NSPCC Child Protection Helpline.
- Confirmation on how and when the policy is to be **reviewed** in line with developments in child protection.
- The policy should be **signed by the Chair** of your Management Committee **and the designated Child Protection Officer** to show it has been adopted by your organisation.

**PEACe, August 2006**

**LVSC's Personnel, Employment Advice and Conciliation Service**

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