

Safer Organisations Checklist

1. Safeguarding policy includes clear reference on how to report allegations and concerns and up to date contact details for the designated lead in your organisation and LADO in the Local Authority
2. Clear record held by your organisation when the LADO has been consulted or referral to LADO made
3. All new staff/ volunteers, including agency / supply staff are given the organisation's safeguarding policy when they commence and given the name and contact details of the designated safeguarding lead and introduced
4. Safeguarding reinforced during induction and probation period
5. Staff understand **'it could happen here'** and are encouraged to challenge and report behaviour which causes them concern
6. All staff have access to safeguarding training which includes details of the modus operandi of abusers
7. Code of conduct refers to safeguarding and safe working practice
8. Staff are aware of and understand appropriate professional standards and how these apply
9. Staff understand their own professional accountability and accountability within the organisation
10. Disciplinary procedures refer specifically to action to be taken when safeguarding concerns are raised
11. It is a contractual requirement that staff report to their managers any occasion when they come to the attention of police or children's services
12. Human Resources providers and unions have safeguarding training and understand how safeguarding concerns impact on their procedures
13. Arrangements are in place to risk assess and record any decisions made regarding any 'live' information returned on DBS checks
14. Staff have access to and understand the whistle blowing process

15. The organisation has a safe recruitment policy and managers included in recruitment have access to safe recruitment training
16. Concerns and allegations are reported to a single point of contact (designated person) and there is a robust system for recording (including low level concerns) and reviewing
17. Concerns and allegations are jointly reviewed and evaluated with designated person
18. Handover arrangements are in place when there is a change in designated person, and these are recorded
19. There is a cross reference between complaints, concerns and whistleblowing
20. Reference policy requires references signed off at head of service level
21. It is an explicit requirement that agencies commissioned to provide staff and services employ similarly robust safeguarding policies and procedures including safer recruitment and induction in regard to their staff and this is evidenced in contractual arrangements.

Contact Details:

Each borough runs a duty LADO service, where an experienced Child Protection Advisor will provide LADO advice / guidance and we aim to respond to queries within 24 hours.

Royal Borough of Kensington and Chelsea

Please call Tel: 0207 361 2120 and ask to speak with the RBKC Duty LADO
Email kclado.enquiries@rbkc.gov.uk

City of Westminster

Please call Tel: 020 7641 7668 and ask to speak with the WCC Duty LADO
Email lado@westminster.gov.uk

Named LADO: Aqualma Daniel

Email: Aqualma.Daniel@rbkc.gov.uk Tel: 07870481712