

Safeguarding Checklist for Applicants Based in NI

Please complete the checklist below on your organisations own Safeguarding Policy. If you answer NO to any of the questions, please indicate what corrective actions you are undertaking including a time frame. Any organisations which are not compliant with this safeguarding checklist (or taking satisfactory steps towards being compliant) may have funding withdrawn. If selected, organisations must produce signed copies of their policy upon request to the Ulster-Scots Agency as part of the monitoring process.

Question	Yes	No	Comments
Does your organisation have a safeguarding statement agreed by your committee / Board?			
Do you communicate your Safeguarding statement to staff/volunteers /children/ young people/ adults at risk and parents?			
Do you have a written Safeguarding Policy, agreed by your committee / Board?			
Does your policy contain the details for Designated and Deputy Designated Officers?			
Are the contact details of Designated Officers on display for all staff/ volunteers and all users?			
Does your organisation have written procedures for Designated Officers?			
Does your organisation have written procedures for reporting safeguarding concerns, disclosures and allegations?			
Are the procedures for reporting concerns communicated to staff and volunteers and all users?			
Does your policy cover the safeguarding risks associated with the internet and social media?			
Does your organisation have written procedures for recruitment and selection of staff and volunteers?			
Are all relevant staff and volunteer appointments subject to safeguarding checks and are these properly recorded?			

Question	Yes	No	Comments
Do you have a written Code of Behaviour which includes consequences for breaches of the code?			
Does your organisation ensure that Designated Safeguarding Officer, staff and volunteers receive relevant Safeguarding training?			
Does your organisation regularly re-evaluate and update your safeguarding training?			
Do you confirm that you will notify the Ulster-Scots Agency Designated Safeguarding Officer(s) of any allegations/disclosures concerning funded activity/ies?			

I hereby confirm that the information which I have provided above is true and correct.

Organisation	
Print Name	
Signature	
Position	
Date	