**Safeguarding Checklist for Groups and Organisations working with Britten Pears Arts**

Britten Pears Arts (BPA) is committed to promoting the safety and welfare of all children and young people as a part of the organization’s duty of care. To this end BPA wants to be satisfied that any groups or organisations using its facilities or with whom it is working in a partnership arrangement has basic safeguards for children and young people in place.

Once completed, please return this form alongside the other documents to celebration@brittenpearsarts.org

Please note that BPA is not responsible for quality assuring your policies and procedures. By completing and signing this document you are confirming that what you have in place is suitable and fit for purpose, complying with relevant law, guidance and best practice.

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| --- | --- |
| Name of organisation/group: |  |
| Name of person completing this form: |  |
| Job title: |  |

**Section 1: Safer staff and volunteers - recruitment, induction, and supervision**

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| **You have in place:** | **Yes or No** | **Additional comments** |
| A written recruitment and induction policy and procedure which includes: |  |  |
| An application form. |  |  |
| A face to face interview. |  |  |
| A request for 2 references, 2 pieces of identification and original copies of necessary qualifications before appointment or commencement as a volunteer. |  |  |
| Enhanced DBS check are undertaken for every member of staff or volunteer engaged in *regulated* activity. |  |  |
| Induction and support is provided for all staff/volunteers. |  |  |

**Section 2: Child Protection**

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| **You have in place:** | **Yes or No** | **Additional information** |
| A written statement of your group/organisation’s commitment to protecting all children and young people from harm. Such a policy should ensure no child is discriminated against on the grounds of race, gender, culture, sexual orientation or ability. |  |  |
| Written procedures for dealing with situations where a child says they are being abused or neglected or are showing signs of harm. |  |  |
| Written procedures for dealing with situations where allegations of abuse are made against someone (either an adult or child) in your group/organisation. |  |  |
| Staff know and understand the child protection policy and procedures. |  |  |
| A code of good practice for staff and volunteers which identifies the expected behaviours of responsible adults when supervising, teaching, coaching or providing support to children. |  |  |
| A nominated/designated person in your group/organisation with a lead responsibility for safeguarding. |  |  |
| Information for parents of children with whom it has contact giving details of its child protection procedures and how they may make complaints if they have any concerns about the treatment of their children. |  |  |

**Section 3: Whistleblowing and Information Sharing**

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| **You have in place:** | **Yes or No** | **Additional information** |
| A whistle blowing policy which provides a method for staff, volunteers or users to make known any concerns that they may have about another person within the organisation/group. |  |  |
| A confidentiality policy which details how any information regarding children and their families will be held and under what circumstances such information may be shared with other agencies. |  |  |

**Section 4: Avoiding Accidents and Running Safe Activities**

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| **You have in place:** | **Yes or No** | **Additional information** |
| An accident prevention policy and plan. |  |  |
| Up to date risk assessment of where the group meets and assessments in advance of specific activities, outings, events involving children and young people, with evidence that actions have been taken where necessary to manage risks. |  |  |
| Regular checks on equipment used by children and young people carried out in accordance with health and safety guidance. |  |  |
| Adult to child ratios which are appropriate and safe. |  |  |
| A policy on parental consent to activities for children up to their 18th birthday unless those young people are living away from home or being a looked after child. |  |  |
| Information about each child’s medical and dietary needs, allergies and specific individual requirements. |  |  |
| Parent/carer contact details. |  |  |
| Access to a phone during group meetings and activities. |  |  |
| A procedure for recording accidents and dealing with illness. |  |  |
| Public liability insurance with no exclusions for child abuse. |  |  |

**Signature**

**I confirm that the measures listed above are in place. I also understand that if a child is at risk of harm or is actually harmed or there is a serious concern about the behaviour of an adult in the course of events on Britten Pears Arts’ premises I will notify a BPA designated safeguarding officer within one working day of the concern being identified.**

Name …………………………………………………………………………………

Signature……………………………………………………………………………

Date……………………………………………………………………………………