# Why review your policy?

If policies are left unchecked and unchanged, they can soon become irrelevant, no longer fit for purpose and, in worst case scenarios, put individuals and/or the organisation at risk. This checklist is intended to help you question whether the current contents and the way in which you use your safeguarding policy are appropriate and effective, and to identify any key areas for change.

# Other useful tools

You may also find it useful to refer to the following Alliance documents:

* ***Developing your Safeguarding Policy Guide***, which provides in-depth advice on how to approach drafting your own Safeguarding Policy. [Download here](https://www.intdevalliance.scot/application/files/2816/1166/0609/Safeguarding_Policy_Guide_2020.pdf)
* The broader ***Safeguarding Policy Check*,** which helps you identify any other policies & procedures you have/need to develop to backup your safeguarding policy (e.g. code of conduct, anti-discrimination policy). Contact the Alliance directly for this.

## What’s in these tables?

### 1. Contents of your Safeguarding Policy: Is it fit for purpose?

The first table includes a list of suggested content for Safeguarding Policies, extracted from the Alliance’s **Developing your Safeguarding Policy Guide** - your own policy may contain different content and be presented in a different order/under different headings. Use the list as appropriate to help guide you through your policy, carefully considering the following throughout:

* Is this statement still relevant/appropriate/adequate, or has something occurred that it now needs to changed/removed?
* Do you feel able to justify your statements to journalists or external stakeholders?
* Do new statements or sections need to be added?

### 2. Use of your Safeguarding Policy: is it communicated effectively?

A policy is only effective if is it communicated, understood and followed by all of those it is intended for. Use the questions in the 2 tables in this section to help identify any areas for improvement in how you put your document to use, considering the following at all times:

* Is the way the policy is written clear for all to understand? If not, do you need to change the language, or develop accompanying accessible formats? (e.g. translations/audio recordings/pictorial versions)
* Are the methods in which you roll out & put your policy to use effective, and how do you know if this is the case? (e.g. how do people know about the policy; do they do what it says; are trainings taking place; are you asking people at all levels for feedback on the policy?)

### 3. Action Planning

The final table is where you can summarise any of the above/further actions. Be as brief or detailed as suits you but remember, the more specific you are in planning now, the more likely you are to follow through with your planned actions.

# 1. Contents of your Safeguarding Policy

|  |  |  |  |
| --- | --- | --- | --- |
| Section of your safeguarding policy | What may be covered in this section | OK?Y/N | Changes Needed? |
| **Introduction to the safeguarding policy** | * Brief statement of what the policy covers
* Definition of safeguarding
* Who it applies to
 |  |  |
| **Purpose and aim of the safeguarding policy** | * Clear purpose of the policy
* Principles of the policy – non-discrimination, confidentiality, responsibility to raise concerns
* The organisation’s commitment to safeguarding and how it will meet the commitment – link to organisational vision, mission, and aims.
* Positive safeguarding culture
 |  |  |
| **Legal and policy basis of the policy** | * Legal and policy basis (law, global conventions, policy guidelines, requirements to notify regulator)
 |  |  |
| **Definitions** | * Define what a child is, what a vulnerable adult is, who the beneficiaries are, who the policy applies to
* Define abuse and harm
 |  |  |
| **What is your responsibility?** | * Roles and responsibilities
* Reporting concerns and procedures
 |  |  |
| **Mitigation and Implementation** | * How you will mitigate against safeguarding incidents
* How you will implement the policy
 |  |  |
| **Recognising concerns** | * Recognising where there is a concern
* Understanding signs of abuse
 |  |  |
| **Reporting procedures and process** | * How to record an incident or concern
* Who to report an incident or concern to
* How an incident or concern will be dealt with
 |  |  |

# 2. Use of your Safeguarding Policy

|  |
| --- |
| Who of the following have read/been made aware of the contents of your Safeguarding Policy, & if not, what actions need taking? |
| Group | Names (if appropriate) | Y/N | Actions? |
| **Board members** |  |  | e.g. cover in next board meeting |
| **Staff** |  |  | e.g. include in induction pack |
| **Partners** |  |  |  |
| **People you work for/on behalf of** |  |  |  |
| **Donors/Funders** |  |  |  |
| **Volunteers** |  |  |  |
| **Others e.g. supporters** |  |  | e.g. make policy clearly available on website |

|  |
| --- |
| Taking into account the different groups of people above, consider the following, & whether you need to action any changes: |
| Question | Response | Actions? |
| **How do you know that people have read the policy?** |  |  |
| **How do you know that they have understood the policy?** |  |  |
| **How confident are you that the policy is being followed?** |  |  |
| **How would you know if aspects of the policy were not being followed?** |  |  |
| **What feedback (if any) have you received on your policy overall?** |  |  |

# 3. Action Planning

In light of what you have covered above, and checking against the broader safeguarding Policy check, use the following table to summarise any further actions from now on e.g.

* What do you need to do to get others involved in reviewing the policy, adapting it and getting it approved?
* Do you need to develop any relevant additional policies/procedures or update any existing ones?
* Do you need to access any further external trainings, resources or support services (e.g. consultancy/mentoring).

|  |  |  |  |
| --- | --- | --- | --- |
| Actions from Safeguarding Policy Review | Who will lead | By When | Notes |
| e.g. Arrange online policy review session with partner  |  |  |  |
| e.g. Send policy to all board members & ask for feedback |  |  |  |
|  |  |  |  |
|  |  |  |  |