

**Arts Council of Northern Ireland
Safeguarding Checklist**

Organisation Name:

Question	Types of evidence	Yes	No	Comments
Does your organisation have a safeguarding statement agreed by senior management?	Copy of statement Statement promoted to stakeholders Promoted on website			
Does your organisation have written procedures for recruitment and selection of staff and volunteers?	Written job description Written application form to include request for references and self declaration Record of interview Follow-up on written references			
Are all staff and volunteer appointments subject to safeguarding checks and these are properly recorded?	Access NI reference check recorded Written list of roles that are “regulated” within the organisation Proof of ID request			
Does your organisation provide Safeguarding training for Designated Officer, staff and volunteers?	Written list of information provided to staff on induction. Copy of letters/ memos/ certificate outlining safeguarding training provided to staff. Data-base of those trained Learning outcomes from safeguarding training.			
Does your organisation regularly re-evaluate and update your safeguarding training and education?	Copy of letters/ memos/ certificate outlining Safeguarding training provided to staff.			
Does your organisation have written procedures for reporting child protection concerns, disclosures and allegations?	Written procedures for reporting concerns to Designated Officer and statutory services Pro formas/ written guidance			

Are the procedures for reporting concerns communicated to staff and volunteers?	Confirmation from staff (especially recently recruited) that they have received safeguarding training and written reporting procedures			
Does your organisation have an open complaints process that includes guidelines on a disciplinary process?	Copy of complaints, disciplinary and appeals process. Evidence of how this is communicated to stakeholders Whistle blowing policy			
Does your organisation have written procedures for Designated Officers?	Written documents stating the name and up to date contact details of Designated Officers.			
Are the contact details of Designated Officers communicated to staff/volunteers?	Written evidence to support that staff, members and volunteers are aware of who to contact and how. Confirmation from staff/volunteers			
Do you have a written Code of Behaviour?	Written Code of Behaviour Evidence this is communicated to all stakeholders			
Do you have a written Safeguarding policy, endorsed and approved by your Management Board?	Written Policy Statement Please advise when last reviewed and updated			
Do you communicate your Safeguarding policy statement to staff/ volunteers/ children/ young people/ vulnerable adults and parents?	Confirmation from staff/volunteers/ children/ vulnerable adults and parents that they received a copy or know where to access the policy			

CHILD PROTECTION POLICY STATEMENT

It is a requirement of the funding conditions under the Annual Support for Organisations Programme that an organisation which comes into contact with children and young people either directly through its programme or indirectly through its services commits to a Child Protection Policy. Therefore, this Statement MUST be adopted by your organisation if any aspect of your work is aimed at children and young people.

Note: In addition to signing this statement you are also required to submit a copy of your Child Protection Policy (see Enclosures section). Please note Clients who submitted their Child Protection Policy for the Arts Council Masterfile in September 2008 do not have to submit their Policy unless it has been amended.

We (name of organisation) are committed to practice which protects children from harm. Staff, volunteers and artists in this organisation accept and recognise their responsibilities under the Children (NI) Order 1995, about safeguarding children, and will endeavour to carry these out by:

- having an awareness of the issues which cause children harm;
- adopting child protection guidelines for staff, leaders, volunteers and artists;
- providing information about child protection and good practice to children, parents, staff, volunteers and artists;
- sharing information about concerns with children, parents and others who need to know;
- following carefully the procedures and recruitment and selection of helpers (staff, volunteers, artists) and the management of the group;
- undertaking appropriate training;
- keeping child protection policies under regular review; and
- providing information as required to management committees/funders.

This Child Protection Policy statement was formally adopted by us on (insert date)

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Authorised Signature Date

Position in Organisation.....

Please refer to the Arts Council’s Child Protection Best Practice Guidelines for Arts Organisations to ensure your own guidelines and policy represent good practice in relation to working with children.

Please see the Arts Councils website, from the Home page click on ‘About the Arts’ then click on Youth Arts. See Publications and Information for a link to the Child Protection Best Practice Guidelines.

<http://www.artscouncil-ni.org/news/2008/files/ChildProtection.pdf>