



Arts and Older People Grants Programme

Safeguarding Checklist (TO BE UPLOADED WITH YOUR ONLINE APPLICATION)

Application round opens	Deadline for receipt of applications	Decision due
4 May 2017	Thursday, 15 June 2017 at 4pm	End of September 2017

We aim to inform you of our final decision within 3 months of the closing date. **Your project should commence after 1 November 2017**

Copies of the Guidance Notes, Application Form and Scoring Criteria are available to download at www.artscouncil-ni.org.

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Safeguarding Checklist (Available on the Arts Council Website. To be completed and uploaded with online application)

Please note that all sections of the Checklist must be completed and information provided in the comments section provided.

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 web site			
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 the appropriate 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. Name of designated Safeguarding Officer (<u>Please provide name of body in comments</u>)			
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	Written procedures for reporting concerns to Designated Officer and statutory services Pro formas/written guidance.			

allegations?				
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			
Does your organisation have written procedures for Designated Officers?	Written documents stating the name and up to date contact details of Designated Officers.(Please name Designated Safeguarding Officer(s)in comments)			
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 and procedures, endorsed and approved by Management Board?	Written Policy Statement and associated procedures 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			

SAFEGUARDING CHECKLIST COMPLETED BY:

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.

www.artscouncil-ni.org/images/uploads/publications-documents/Child_protection_guidelines.pdf