

Are your safeguarding procedures fit for purpose?

Criteria	Indicators	1. Met 2. Partially met 3. Not met	Areas of Improvement
1. Do you keep a detailed register of safeguarding issues raised and how they were dealt with?	<ul style="list-style-type: none"> • The designated safeguarding leads should have a case management system, which include a detailed register of concerns that have been raised or reported to them and the steps taken. • The register could be a chronology of reports received, type of abuse arising, and action taken. • Cases should not be closed until such time that all actions have taken place. • This register should be reviewed regularly to identify trends and measures to be taken to prevent such concerns from recurring. • The register is subject to data protection laws and guidance (this should be determined where the head office of the organisation is situated). • A confidential summary of open cases should be available for the Board to review at every Board meeting. 		
2. Does your organisation treat historical allegations separately and differently from current disclosures?	<ul style="list-style-type: none"> • Historical allegations must be treated as sensitively as current concerns, even if years have passed. • Historical allegations often arise later for many reasons, usually if others have come forward to disclose. • It is important to ascertain if the alleged perpetrator is still working with children or vulnerable adults as he/she may still be a threat. <p>Criminal prosecutions could still take place despite the fact that allegations are historical.</p>		