

Is your organisational reporting mechanism fit for purpose?

Criteria	Indicators	1. Met 2. Partially met 3. Not met	Areas of Improvement
1. Does your organisation have a designated safeguarding lead/person who is available to receive reported safeguarding concerns?	<ul style="list-style-type: none"> There are clearly named and identified persons who are designated safeguarding leads to receive reports. It is good practice to have 1 or 2 persons (usually a male and female). Too many people may compromise confidentiality and make decision-making challenging. Safeguarding leads have the authority to take appropriate action and make decisions as to next steps. 		
2. Has your organisation informed staff and associated personnel of their duty to report safeguarding concerns within a certain acceptable timeframe (e.g. within 48 hours)?	<ul style="list-style-type: none"> Policies, Codes of Conduct and contractual documents include the duty to report to safeguarding leads their concerns regarding safeguarding matters. This demonstrates the organisational “zero tolerance” culture to abuse, exploitation and harassment. 		
3. Has your organisation informed beneficiaries of their right to raise safeguarding concerns regarding the behaviour of organisational staff and associated personnel?	<ul style="list-style-type: none"> Beneficiaries are informed (in a way that they understand) what behaviour they can expect from staff and associated personnel. This will help them to understand what behaviour is inappropriate and equip them to raise concerns more quickly. 		
4. Has your organisation engaged with beneficiary groups through participation activities to obtain views on how they want to raise safeguarding concerns?	<ul style="list-style-type: none"> Beneficiary groups have been asked how they wish to raise concerns using focus group discussions or other means. Most people want to raise concerns to someone they trust 		
5. Does your organisation have in place easily identified field-based safeguarding focal points who are trained?	<ul style="list-style-type: none"> Project-level safeguarding focal points are trained and can be accessed by beneficiaries easily. Focal points escalate concerns to safeguarding leads who may be at head-office level. 		
6. Do your beneficiaries know that they can also report directly to safeguarding leads or to a designated Board member, if they wish to and contact details are provided to them?	<ul style="list-style-type: none"> Beneficiaries are provided details of how to report their concerns directly to safeguarding leads and a designated Board member as well, if they wish to (this may be necessary if they do not trust the internal reporting line). 		
7. Are reporting systems easily accessible to all persons?	<ul style="list-style-type: none"> Various methods have been provided by organisations for such mechanisms to be accessible to all who need to use them. These methods are easy to access, and people find it comfortable to use. 		