



EMPOWERING YOUNG PEOPLE TO FULFIL THEIR POTENTIAL

SAFEGUARDING QUESTIONNAIRE & GUIDANCE

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If you are successful after the Expression of Interest stage, you will be asked you submit your organisation's safeguarding policy and complete the following safeguarding questionnaire which we will review.

We have added some guidance so that you can be sure that your policy meets our expectations ahead of you having to submit it to make the due diligence process and therefore the payment of successful grants a bit speedier!

1. How often is your safeguarding policy and procedure reviewed?

Guidance: We would expect this to be at least annually in accordance with government guidance <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees> "Policies, Procedures and Practices you need to have." We would expect this to be documented on your policy.

2. Date of last review?

Guidance: We would expect this to be documented on your policy

3. Does your policy give definitions of the different types of abuse?

Guidance: We would expect this to be included and cover definitions of, for example, physical, emotional, sexual abuse, neglect, female genital mutilation etc.)

4. Page number in your policy that we can find definitions of the different types of abuse.

5. Please tick which of the following you have?

i.A Safeguarding Policy specifically for children (go to Q5b)

ii.A Safeguarding Policy which covers both vulnerable adults and children (go to Q6)

5b. Does your Safeguarding Policy describe how abuse is different in children?

6. Please copy and paste the paragraph from your Safeguarding Policy which details the difference.

7. Name of the person responsible for child protection. (As detailed in your Safeguarding Policy/Procedure)

Guidance: this should match your Safeguarding Policy and be a person not a role. If your policy is for a number of locations, you should explain how people at your location specifically would know who to contact

8. Name of the local safeguarding board (As detailed in your Safeguarding Policy/Procedure)

9. Are all staff/volunteers who have regular contact with young people DBS/ PVG checked?

10. How often are DBS checks refreshed?

Guidance: We would expect this to be a minimum of every 3 years

11. Paragraph or page in your policy that we can find details about your DBS/ PVG checks?

12. Do all staff/volunteers undertake Safeguarding training?

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13. How often is refresher training undertaken?

Guidance: We would expect this to be a minimum of every 3 years

14. Paragraph or page in your policy that we can find details about your Safeguarding training & frequency of refreshing?

15. Does your policy/procedure give full details on what someone (a staff member/volunteer) should do if they suspect abuse, along with how they should approach this with the potential victim?

Guidance: This does not only refer to the escalation procedure but how the member of staff or volunteer should respond to the person making the disclosure.

16. Paragraph or page in your policy that we can find details about what someone should do if they suspect abuse and how they should approach this with the potential victim?

17. Please copy the section from your Safeguarding Policy/Procedure which details this.

18. Have you had any serious safeguarding incidents which have required reporting to the Charity Commission in the last 2 years?

19. If yes, please provide details of the incident(s). **Please maintain confidentiality and do not name any of the beneficiaries by name.**