



## Organisational policies and procedures checklist.

**Objective of exercise:** to highlight gaps in organisational policies, procedures, and practice with regards to safeguarding and do no harm.

### **Method:**

1. Review your organisational policies (see list below) by responding to the list of questions in the checklist below:
    - Safeguarding policy
    - Recruitment and Human Resources policy
    - Code of Conduct
    - Reporting framework
    - Complaints/Whistleblowing policy
  2. Make notes as you go along this checklist and once completed, write down a list of recommendations with regards to next steps.
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### **Do your policies and procedures:**

- Include a definition of what it aims to cover, for example:
  - Safeguarding all people (particularly beneficiaries) from different forms of abuse, exploitation and neglect?
  - Protection from Sexual Exploitation and Abuse (PSEA) perpetrated by your own staff or representatives?
  - Bullying, harassment and sexual harassment in the workplace?
- Define who is covered by the policy (i.e. scope)?
  - Children (all those under the age of 18)?
  - Youth (all those between 18-24 years old)?
  - Vulnerable Adults or Adults at Risk (adults who are vulnerable to harm due to their age, disability, gender, sexuality)
  - Staff/organisational representatives?
- State the organisation's zero tolerance policy for staff and organisational representatives committing harm, exploitation or abuse. (This sets the tone of the culture of the organisation).
- Outline the responsibilities of the organisation to prevent safeguarding concerns from raising?
  - Develop risk assessments prior to every activity or programme
  - Clearly outline a safe recruitment and selection process using a safeguarding lens (job posting, interviews, references, police checks, mandatory induction, training, support)
  - Clearly states what conduct is appropriate and inappropriate or prohibited by staff, representatives and partners?
  - Clearly state how personal data of beneficiaries/communities will be obtained, used, published, stored as well as who has access to these.
  - Carry out mandatory training and refresher training on safeguarding?



- Identify and outline the responsibilities of specific managers/persons in authority in receiving concerns?
- Outline the various ways staff, organisational representatives, beneficiaries and communities can raise concerns? Explain how to report a concern?
- Outline how the organisation will respond (or reference another policy that covers this)?
- Good governance - Is there oversight from a delegated Safeguarding Board member? Is safeguarding a standard Agenda item on Board meetings?
- Whistle-blowers are protected from reprisals and negative consequences for raising their concerns.
- List associated policies and procedures and there is alignment between these policies.