

	Safeguarding feature	Rating (1 - 5)	Any action needed?
Session 1	1. Staff and volunteers have had briefings or training to recognise professional abuse and understand that it is an issue that they need to be aware of.		
	2. Safeguarding and protecting children is seen as core to what the organisation does by everyone, and the organisation ensures all staff and volunteers know their responsibilities for safeguarding children.		
	3. The organisation values safer recruitment as part of their responsibility to create a culture that safeguards and promotes the welfare of children		
	4. There is a code of conduct that everyone is familiar with, that tells all staff and volunteers what is expected of them in terms of their behaviour towards children, young people and families.		
Session 2	5. Time is taken to plan and structure recruitment activities so that everything is in place before a candidate is interviewed, including person and role specifications and the criteria for selecting the right candidate.		
	6. Before inviting candidates to interview, detailed information has been collected from them on the application form and has been carefully scrutinised.		
	7. References are taken up at as early a stage as possible in the recruitment process and the information is carefully scrutinised. Electronic references are verified for authenticity.		
	8. The organisation has a clear approach to undertaking online checks; relevant staff know when and how to complete these and there is a consistent method of recording the online checks undertaken		
Session 3	9. Interviews are well planned and questions and criteria probe into candidates' motives for working with children and their suitability as well as their skills and experiences		
	10. Wherever possible other selection tools are used and an interview is the minimum selection process that candidates go through for positions involving work with children.		

	11. Only shortlisted candidates are asked to disclose relevant criminal convictions and relevant disclosed information is discussed at interview. Panel members are confident about what criminal history can be taken into account.		
	12. Steps are taken to check whether the successful candidate has ever changed their name; evidence is seen for any name change (e.g. marriage licence, divorce papers) and given names (and spellings) are cross-referenced with references, educational qualifications and the DBS application form		
Session 4	13. Policies and procedures are in place for people to raise concerns about someone's behaviour towards a child or children; the culture of the organisation is open and encourages people to raise concerns.		
	14. Allegations or concerns about behaviour towards children are taken seriously and are dealt with in an appropriate, fair and timely manner.		
	15. There is a low level concerns procedure in place. Staff have had training in LLCs and understand the importance of self-reporting as well as reporting concerns about others.		
	16. Staff (including agency / supply) and volunteers are given a thorough induction that includes setting out the boundaries and expectations of their roles and their responsibilities for safeguarding and protecting children.		
	17. The organisation has a culture of vigilance and does not rely on criminal record checks as the only method of ensuring that people who work with children are safe.		
	18. Supply agencies are advised of the organisation's policy on managing allegations against staff		