

## SAFEGUARDING POLICY CHECKLIST

### My safeguarding policy articulates:

- ⊗ a zero-tolerance statement about abuse
- ⊗ clear definitions of types of abuse and harm, including sexual, physical, emotional abuse, and neglect
- ⊗ what a “vulnerable person” is
- ⊗ training requirements for employees, volunteers, Board and committee members, etc., suitable for their roles and interaction with youth/vulnerable adults
- ⊗ behavioral expectations for direct-service engagement, using examples of “dos” and “don’ts” (appropriate boundaries)
- ⊗ a system of reporting, including names and contact information for employees or third parties who are a “safe report”
- ⊗ obligations of mandated reporters in your state/country
- ⊗ process for documenting incidents, including how these written records will be retained
- ⊗ a statement about how the governing body (e.g., Board) oversees, supports, and enforces policy
- ⊗ whistleblower protections
- ⊗ provisions for monitoring physical facilities, including high-risk areas like bathrooms and locker rooms
- ⊗ provisions for transportation, one-on-one engagement, and off-site locations (e.g., site visits)
- ⊗ expectations for social media usage
- ⊗ best practices for recruiting/hiring employees and volunteers
- ⊗ a point of contact for safeguarding questions and concerns

### Opportunities for additional reflection:

- What positions/roles within your organization directly interact with children or vulnerable adults?
- Do certain positions come with power (institutional, financial, etc.) that can be leveraged over vulnerable persons or within/over a community?
- How frequent are your interactions with children or vulnerable adults?
- If you are not a direct-service provider, where might interactions with children or vulnerable adults still occur, albeit infrequently?
  - Site visits, fundraisers, conference or networking events, community service opportunities, immersion experiences?
- Do you educate and prepare staff and beneficiaries of service for 1:1 interaction? How do you manage potential risks?
- Are your staff members knowledgeable about how to make a report or raise concerns? Have your clients/beneficiaries of service and their relevant caregivers been given this information?
- How does a written safeguarding policy enhance communication and trust within your institution/organization, within your community, or within the funder/partner relationship?

**Please note:** This checklist is not exhaustive; it highlights common safeguarding needs across diverse sectors. Organizations should customize written safeguarding policy to align with operations, in consultation with abuse prevention experts, management, and legal counsel.

