

Funder Checklist

Safeguarding Policy



We invite you to consider how your **current foundation documents** reflect your values, communicate the vision of safeguarding, and provide clear guidance and internal development for your own staff. Are we, as funders, willing and prepared to ask the same questions of our teams and staff that we pose to grantee partners?

My safeguarding policy articulates:

- a **zero-tolerance statement** about abuse
- clear definitions** of types of harm and abuse, including sexual, physical, psychological, emotional, as well as exploitation and neglect
- guidance on “**vulnerable persons**,” especially those who may be legal adults, as well as an acknowledgement that **vulnerability can be transitory**
- training requirements** for employees, volunteers, Board and committee members, etc., suitable for their roles and interaction with youth and 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 **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**, as needed
- provisions for **transportation, one-on-one engagement**, and **off-site locations** (e.g., site visits, immersion experiences)
- expectations for **social media usage**, including the use of photography
- best practices for **recruiting/hiring** employees and volunteers
- a **point of contact** for safeguarding questions and concerns

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