Safeguarding adults at risk checklist

This checklist will help you create and integrate policies and procedures on safeguarding adults at risk. Alternatively, use the [Ann Craft Trust’s free online Safeguarding Checklist](https://www.anncrafttrust.org/checklist-overview/) to test your safeguarding knowledge and practices.

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| Question | Completed | Advice if unticked |
| Do you have a designated safeguarding lead or group? |  | A safeguarding lead or group has the responsibility for overseeing the safeguarding practice in your organisation. This can include data collection, training, governance and creating policies and procedures. The Ann Craft Trust has an example of a [safeguarding lead role description](https://www.anncrafttrust.org/wp-content/uploads/2020/11/Example-Role-Description-Safeguarding-Lead.docx). |
| Do you have an up to date safeguarding adults at risk policy and procedures? This should cover existing and new activities as well as coaches, volunteers and participants. |  | Check with the person responsible for safeguarding at your organisation if you have one. If you don’t, use the [Ann Craft Trust’s templates](https://www.anncrafttrust.org/resources/safeguarding-adults-policy-procedures-templates/) to create them. Tip: include examples or scenarios that are relevant to your service or activities. |
| Do you have a process and timelines for updating your safeguarding adults at risk policy and procedures? |  | Your policy and procedures should be kept up to date with relevant definitions and legislation. We suggest reviewing these at least annually |
| Have you considered how everyone (staff, volunteers and participants) in your organisation follows the policy and procedures? Does everyone have the contact details for the safeguarding lead or group? |  | You could do this by:   * Building it into training for staff and volunteers. * Discussing it in team meetings and supervision sessions. * Informing new and existing participants of where all policy and procedures are saved. |

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| Have you outlined the roles, responsibilities and accountability of staff and volunteers? |  | Involve staff and volunteers in this. Also think about how you will communicate these with everyone within your organisation (for example, they could be saved on your shared drive and/or in a handbook). |
| Do staff and volunteers feel confident and comfortable with their roles and responsibilities? Do they require training to complete their role? |  | Ask staff and volunteers what support they require to do their role. If training is required then see [Training for those responding to safeguarding concerns](https://www.mind.org.uk/media/7601/mind-mental-and-physical-activity-toolkit-guide-9.pdf) for more information. |
| Do you have an up to date whistleblowing and raising concerns policy? |  | Staff should never feel nervous to speak out and raise concerns. Your whistleblowing policy should provide them with details about the support they will receive if they raise concerns. [Protect](https://protect-advice.org.uk/) provide a free whistleblowing advice line as well as training and guidance. |
| Do you have a complaints procedure or right to appeal within your policy and procedures? |  | A person should have the right to complain if their concern is not followed up or is ignored by the organisation. This right should apply whether the concern is about themselves or another person. Templates and examples of a complaint or right to appeal procedure can be found online. |
| Do you know where to get advice on a safeguarding adult issue or to make a referral? |  | Every local authority has a Safeguarding Adults Board or Partnership who offer advice and training. To find yours visit the [Safer Activities for Everyone website](https://www.safecic.co.uk/crb-purchase/55-free-downloads-and-safeguarding-links/60-safeguarding-adults-board-links). |
| Contact the [Ann Craft Trust](https://www.anncrafttrust.org/) for advice and support – call 0115 951 5400 or email <mailto:ann-craft-trust@nottingham.ac.uk>. | | |

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