**SAFEGUARDING CHECKLIST**

* Appoint a Designated Safeguarding Lead (DSL) and someone to deputise in their absence.
* The DSL reads The Guide for DSLs. If DSL doesn’t have existing, up-to-date knowledge, they must attend any necessary training about good safeguarding practice.
* Use our template to complete a Safeguarding Policy.
* Send Safeguarding Policy to your Local Authority Safeguarding Board for review. You must be able to demonstrate either that they approve your policy, or that they don’t want to review it (an email thread is sufficient). If they don’t want to review the policy, the Home Office Safeguarding Team will review this instead.
* Use the template to write a Complaints Policy
* Ensure that all volunteers who will work directly with the family (‘key volunteers’) have:
  + Met with someone from Leadership team, who will assess suitability
  + Completed a Volunteer registration Form, sent to Sponsor Refugees
  + Provided 2 x references (this is included on the form, and will be checked by Sponsor Refugees)
  + Completed an Enhanced DBS check for adults and children.
* Ensure all key volunteers have read the Handbook for Volunteers and Safeguarding Policy
* Ensure all key volunteers attend Safeguarding Training, co-delivered by DSL and Sponsor Refugees, or an approved agency. They are aware of and alert to safeguarding concerns, including radicalisation, bullying, abuse, exploitation, harm. They know how to minimise, recognise and report.
* Together with the Family Support Team, read the Managing Boundaries Workbook. Then write a Family Agreement / Code of Conduct (can use the template). This will include safe working practices, such as Lone-Working and clear boundaries. Consider how you will introduce this to the family. Ensure that the family and all group members formally agree to the Code.
* Decide how you will keep Secure Records and share information securely. Ensure that all volunteers know how to use cloud-based systems safety and securely.
* Provide regular supervision and support sessions for volunteers (any potential safeguarding concerns raised here will be immediately reported to DSL).