



Voluntary, Community and Faith Sector Safeguarding Checklist for Adults

All voluntary, community and faith sector ['VCFS'] organisations who work with adults at risk have safeguarding duties to protect children and adults with care and support need from abuse and neglect. These duties arise where there is reasonable cause to suspect that an adult is at risk of abuse or neglect and may be unable, because of illness, impairment or disability to protect themselves. A national [Guidance framework](#) provides further support on making decisions to carry out Safeguarding Adults enquiries. In addition, those working or volunteering within charitable organisations should be aware of additional duties and expectations and resources to support effective safeguarding practices, namely:

- Government [Portal](#) to support charities with safeguarding referrals
- NCVO safeguarding [Resources](#)
- Social Care Institute for Excellence [Guidance](#) about charities and safeguarding

As Barnet Safeguarding Adults Board, we want to support local voluntary, community and faith sector organisations to safeguard adults at risk and promote wellbeing. We are proud of the active engagement from partners across the Voluntary, Community and Faith Sector at our Board meetings and within the work carried out. You can review our current strategic plan and annual reports of the work completed on our [Website](#).

We have created this checklist as a way of helping VCFS partners reflect on how to meet the safeguarding responsibilities and build into your organisational structures cultures that strive for best practice. Completing this self-evaluation is optional, but we hope you will find it useful.

After you have completed the checklist, we can support you by:

- Providing personal feedback on your checklist, identifying your strengths and areas for further development
- Directing you to other resources online or local voluntary organisations who may be able to help you
- Hosting a learning event for everyone who completed the checklist to share ideas and discuss challenges
- Using the information from the checklists to guide the training and support we give to all VCFS organisations in Barnet.

Here is some advice for getting the most out of the checklist:

- Be honest and open about how you are doing, so we can help you improve
- Talk to others in your organisation to test out what they think – for example, do they know where to find your safeguarding policy?



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What good might look like – this is some examples and links to help you think about what your organisation should be doing. Every organisation is different so these may not all apply to you or you may do things another way. Not all of your legal duties will be covered in this checklist so be sure to still look at the Charity Commission’s [Guidance](#) about the safeguarding responsibilities of organisations

- Your self-evaluation and evidence – write about what your organisation is currently doing in this area. Giving a few examples of how you do this and evidence (e.g. linking to a copy of your policy) will help you and us to understand better.
- RAG – rate your organisation’s current work as:
 - **Green:** this is an area of strength, where you have several examples of how you are meeting the standard, but you may still have a couple of points to improve
 - **Amber:** your work in this area is ok but you know you want to improve
 - **Red:** you are not meeting the standard and you need to work on this as a priority, so you meet your safeguarding duties
- Actions – what you are going to do over the next year to improve. Try to keep these clear and possible (e.g., not ‘all our staff will be safeguarding experts’, but instead ‘we will give introductory safeguarding training to all our staff and volunteers who work with adults with care and support needs). Feel free to ask for help, advice or support from us here.

Please submit your safeguarding checklist by **DATE TBA**

If you have any questions or want help with the checklist, please contact us at SafeguardingAdultsBoard@Barnet.gov.uk

Standard 1 – Are senior management committed to safeguarding?			
What good might look like	Your self-evaluation and evidence	RAG	Actions
Safeguarding Lead: <ul style="list-style-type: none"> • There is a named Designated Safeguarding Lead at a senior level • The roles and responsibilities of the Designated Safeguarding Lead are set out clearly • Staff know who the Designated Safeguarding Lead is and that they can go to them for support • The Designated Safeguarding Lead raises awareness across the organisation about the importance of 			



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<p>safeguarding and how this links to Human Rights, Equality Act duties and duties under the Mental Capacity Act 2005.</p> <ul style="list-style-type: none"> • The Designated Safeguarding Lead receives the right support and training to do their role. • The organisation upholds safer recruitment practices including regular review of valid/expired DBS checks 			
<p>Board of trustees:</p> <ul style="list-style-type: none"> • There is a lead trustee for safeguarding • Trustees understand and receive regular training on their safeguarding responsibilities • Trustees receive a regular report or update on safeguarding activities? 			
<p>Standard 2 – Do you have clear policies and procedures for dealing with safeguarding issues?</p>			
<p>What good might look like</p>	<p>Your self-evaluation and evidence</p>	<p>RAG</p>	<p>Actions</p>
<p>Safeguarding policy:</p> <ul style="list-style-type: none"> • There is a Policy for Safeguarding adults, that takes into account responsibilities under the Pan London policy and procedure and national policy guidance. • This policy is reviewed regularly and checked to make sure it aligns with the latest guidance • Staff and volunteers know where to find the policy and understand how to use it • There is guidance for staff and volunteers about how to use photography and social media. 			



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<p>Sharing a concern with others:</p> <ul style="list-style-type: none"> • Staff and volunteers know when and how to make a safeguarding referral to another organisation, for example Barnet MASH • Staff and volunteers can access guidance about confidentiality and information sharing ¹ • There is a process in place for reporting serious incident to the Charity Commission and Barnet SAB. 			
<p>Standard 3 – Are staff and volunteers selected, trained and supported with safeguarding?</p>			
<p>What good might look like</p>	<p>Your self-evaluation and evidence</p>	<p>RAG</p>	<p>Actions</p>
<p>Recruitment and induction:</p> <ul style="list-style-type: none"> • There are safer recruitment Safer Recruitment • procedures for selecting staff and volunteers who work with Adults • Roles which need DBS checks are identified and DBS checks are kept up to date. • There is a clear induction process for new staff and volunteers which includes safeguarding. 			
<p>Training:</p> <ul style="list-style-type: none"> • All staff and volunteers who work with Adults have safeguarding training • There is ongoing training to refresh safeguarding knowledge 			

¹ Appendix 2 (p104) of the Pan London Safeguarding Adults policy sets out considerations regarding information sharing in respect of adults at risk of abuse or neglect. It is available at: <https://londonadass.org.uk/wp-content/uploads/2019/05/2019.04.23-Review-of-the-Multi-Agency-Adult-Safeguarding-policy-and-procedures-2019-final-1-1.pdf>



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<ul style="list-style-type: none"> • Staff and volunteers have access to more advanced/specialist safeguarding training which helps them in their role. <p>BSAB offers BSAB monthly Lunch & Learn events</p> <p>A training programme which all organisations working with adults in Barnet can access the following courses via Blue LMS eLearning free of charge:</p> <ul style="list-style-type: none"> • Deprivation of Liberty Safeguards (DoLS) • Mental Capacity Act 2005 • Safeguarding Adults - Level 1 • Safeguarding Adults - Level 2 <p>To register for the training: Please click on the following link to 'Self Register', once activated you will receive an email with your login details and you will be able to access the online courses https://barnet.melearning.university/course_centre</p>			
<p>Supervision:</p> <ul style="list-style-type: none"> • Staff and volunteers through one to one/group meetings, mentoring or shadowing • This gives staff an opportunity to discuss and reflect on safeguarding issues • Staff and volunteers know who they can go to for unscheduled safeguarding support or independent advice. 			



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Standard 4 – Do you empower adults at risk, staff and volunteers to create a positive safeguarding culture?			
What good might look like	Your self-evaluation and evidence	RAG	Actions
<p>Listening to adults at risk and their Carers:</p> <ul style="list-style-type: none"> Adults & people at risk have different ways to express their views and can be affected in different ways by their illness, disability or trauma. Staff are aware of the Making Safeguarding Personal and these are used to guide your work The adults at risk and their carers know about your safeguarding policy, how to raise a concern and where to go for help or, if necessary, to make a complaint. 			
<p>Empowering staff and volunteers:</p> <ul style="list-style-type: none"> Staff and volunteers can escalate safeguarding concerns if they feel they have not been dealt with properly There is a whistleblowing policy so staff and volunteers can speak up There are opportunities for staff and volunteers to give feedback on your organisation's safeguarding practices Staff and volunteers feel comfortable raising concerns and using the safeguarding policies. 			
<p>Quality Assurance:</p> <ul style="list-style-type: none"> Quality Assurance Framework is being used for future learning and development for the organisation. NCVO - quality standards. NHS learning-and-development for VCS 			



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<ul style="list-style-type: none"> • Statutory functions include the requirement to monitor and evaluate the effectiveness of what is done by partners individually and collectively to safeguard and promote welfare by <ol style="list-style-type: none"> 1. assessing the effectiveness and impact of the help being provided to adults with care & support needs and families 2. quality assuring practice for example through joint audits of case files involving practitioners and identifying lessons to be learned. 3. assess whether board partners are fulfilling their statutory obligations and parallel duties. 4. asking board partners to self-evaluate. 			
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Additional Resources:

National SAR Analysis April 2017 – March 2019: Findings for Sector-Led Improvement (2020) Preston-Shoot, M., Braye, S., Preston, O., Allen, K. and Spreadbury, K. London: LGA/ADASS. Specifically 2 shorter briefings:

- <https://www.local.gov.uk/topics/social-care-health-and-integration/adult-social-care/resources-safeguarding-adults-boards/practitioners>
- <https://www.local.gov.uk/topics/social-care-health-and-integration/adult-social-care/resources-safeguarding-adults-boards/individuals>

LGA and ADASS guidance on decision making re s42 enquiries

- https://www.local.gov.uk/sites/default/files/documents/25.130%20Making%20Decisions%20on%20the%20duty_06%20WEB.pdf:

Care Act statutory guidance: <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

MCA Code of Practice: <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>:



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- <https://www.scie.org.uk/care-act-2014/safeguarding-adults/adult-safeguarding-practice-questions/>: SCIE guidance and <https://www.scie.org.uk/care-act-2014/safeguarding-adults/adult-suspected-at-risk-of-neglect-abuse/> on gaining access to an adult at risk
- http://www.cps.gov.uk/legal/p_to_r/prosecuting_crimes_against_older_people/#mental: Guidance on prosecuting crimes against adults at risk
- https://www.cqc.org.uk/sites/default/files/20140416_safeguarding_adults_-_roles_and_responsibilities_-_revised_draf....pdf for roles and responsibilities in recognising and responding to safeguarding concerns
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/990426/dhsc_transitional_safeguarding_report_bridging_the_gap_web.pdf: Chief Social Worker for Adults guidance on Transitional Safeguarding:

How to report concerns in Barnet

Social care direct at Barnet council are the point of first contact

- **Tel 020 8359 5000 or email socialcaredirect@barnet.gov.uk**

Police community safety unit in an **emergency 999**

- **Tel 020 8200 1212 email sxmailbox-tib@met.Pnn.Police.Uk**

• What happens after you report abuse:

<https://www.Barnet.Gov.Uk/sites/default/files/assets/citizenportal/documents/adultsocialcare/whathappensafteryoureportabusebookletmay12.Pdf>

- Your concern should always be taken seriously and acknowledged. Usually, the adult at risk will be consulted and you should always be told if the concern will be investigated.