**Form 3: Safeguarding Check list**

| **No.** | **Safeguarding minimum standards** | **Answer- Yes/No** |
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| **A.** | **Policy Framework and Governance Structure** |  |
| 1 | Do you have a safeguarding policy? |  |
| 2. | Does the policy include a statement of your commitment to safeguarding, including a zero-tolerance statement on bullying, harassment and sexual exploitation and abuse? |  |
| 3 | Does the organisation have in place a Code of Conduct for staff and volunteers that sets out clear expectations of behaviours -- inside and outside the work place? |  |
| 4 | Does your organization have Child Protection Policy that is understood by staff? |  |
| 5 | Do you keep a detailed register/record of safeguarding concerns raised and how they were dealt with? |  |
| 6 | Do you have a whistle-blowing policy which protects whistle blowers from reprisals and includes clear processes for dealing with concerns raised and by whom and the timelines involved? |  |
| 7 | Do you have beneficiary Complaints and feedback Mechanism? |  |
| 8 | Do you have clear investigation and disciplinary procedures to use when allegations and complaints are made? |  |
| 9 | Do you share your safeguarding policy with downstream partners and is the policy part of the mandatory requirement? |  |
| 10 | Do your downstream partners have in place safeguarding procedures to ensure safeguarding issues are escalated to the Board? |  |
| 11 | Do you have board that oversees safeguarding issues, and do you have designated safeguarding officer who reports regularly to the senior leadership and Board? |  |
| 12 | Do you have a risk management policy or framework capturing safeguarding risks? |  |
| 13 | Is safeguarding included as part of the IP/MoH selection and evaluation criteria |  |
| 14 | Are ethical Rules observed regarding the use of images, videos by programme? |  |
| 15 | Do you have policy and procedures that deal with disciplinary issues, breach of policies and procedures including safeguarding? |  |
| 16 | Does the governance structure reflect regular review of management of safeguarding issues internally and externally? |  |
| 17 | Are your beneficiaries actively involved in any of the governance structures of the organisation and/or specifically within programmes which affect them and their communities? |  |
| 18 | The organisation monitors and reviews its safeguarding measures regularly? |  |
| **B.** | **HR. Recruitment and Selection** |  |
| 1 | Does your recruitment policy include a criminal background/due diligence check on candidates? |  |
| 2 | Are all recruitment procedures based on a detailed analysis of each job or employee task and the level of contact with children? |  |
| 3 | Do interviewers have the relevant experience and knowledge of current safeguarding practices? |  |
| 4 | Does interviews include specific questions that draw out people’s attitudes and values in relation to the protection of children and/or vulnerable adults? |  |
| 5 | Do you make use of probationary periods of employment to ensure suitability once in post? |  |
| 6 | Do you have Performance Management systems that reviews performance of employees and consultants including behavioural competencies? |  |
| 7 | Do you have in country/programme specific safeguarding focal persons? |  |
| 8 | Are records of safer recruitment practice, such as references kept in HR files? |  |
| **C.** | **Training and Capacity Building** |  |
| 1 | Do you provide mandatory training on safeguarding to new employees within a suitable and appropriate timeframe of them joining your organisation? |  |
| 2 | Do you provide regular (mandatory refresher training on safeguarding to employee/volunteers/drug distributors etc? |  |
| 3 | Do you provide mandatory training on whistleblowing to new employees within a suitable and appropriate timeframe of them joining your organisation? |  |
| 4 | Are all staff and volunteers provided with training on the code of conduct as part of their induction? |  |
| 5 | Are you target beneficiaries familiar with your complaints mechanism? |  |
| 6 | Are IP/MoH employees trained on safeguarding and familiar with reporting systems? |  |
| **Date and time of completing Check list** | |  |
| **Review and approval by Safeguarding Focal Person** | |  |