

## Historic abuse checklist

It is essential to take a proactive stance to dealing with allegations of abuse. The following checklist should give organisations a head start in being proactive and preparing to meet the expectations of them. The checklist has already been used throughout the NHS.

### Safeguarding leadership

- Can you describe the assurance systems in place for safeguarding both internally and externally?
- How are you engaging with the Local Safeguarding Children Board?
- How is that engagement reported to your organisation?
- Does your organisation understand the LSCB priorities?
- Has your organisation signed off and implemented recommendations from any inspections and how can it demonstrate learning?
- Has your organisation received executive leadership safeguarding training?
- How do you set out your annual audit programme relating to safeguarding?
- Do the minutes of your organisation's board demonstrate non-executive challenge of the safeguarding annual report?

### Safeguarding policies and implementation

- Are all policies in date?
- Are processes in place for implementation?
- Do staff have access to them?
- Are current policies in line with best practice?
- Are named personnel included and still current?
- Are DBS checks up to date?
- Is there a comprehensive record of safeguarding training?
- Is the safeguarding training record up to date?
- Does the record include refresher training?

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## IMPROVEMENT THROUGH INVESTIGATION

- Does an exception report on safeguarding training go to your board/governing body?
- Is there a KPI about training - has it been achieved?
- Is there guidance about support to victims and staff in the policies?
- Does such support exist?
- Have you had any 'stand back' review of safeguarding? Questions for such a review might be:
  - Is safeguarding embedded across the whole organisation? If so how?
  - Is there a culture which understands/promotes the importance of safeguarding?
  - Is leadership clear for safeguarding issues?
  - Is safeguarding practice guided by 'thoughtfulness'?

### **Safeguarding incidents and investigations**

- Is it clear who has a grip/overview on safeguarding?
- Do you have a clear summary of records you hold and where they are?
- How are they catalogued - could you find relevant files if you had to?
- Do you have a full record of referrals to the Local Authority Designated Officer?
- Have you stopped destroying relevant records?
- Has the organisation any memory/record of relevant incidents in the past including during the lifetime of predecessor organisations?
- Have there been safeguarding incidents that have resulted in investigations and/or recommendations?
- Have the recommendations been implemented?
- Is there evidence to suggest practice is improved?
- Do you know if action was required? Was it taken?
- Have you found and retrieved any relevant paperwork?

Above all we recommend that, whatever steps you take, you document what you do. This will mean that you have a clear and comprehensive record of searches you have undertaken and steps you have taken to compile your responses.

If you would like any further information and/or help with this matter please contact:

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