



Checklist: Reviewing your Safeguarding Policy in the light of COVID-19

Question	Tip	Action/who	Tick
Is your current policy up to date?	Reference the Wales Safeguarding Procedures www.safeguarding.wales		
Do you recognise the new 'vulnerable group' of people who could become seriously ill due to coronavirus? E.g. the older age group and those with	Audit where those people are in your organisation. They may be amongst your Trustees and more long-standing volunteers. Protecting them may mean gaps in your 'workforce'.		

<p>existing underlying health conditions.</p> <p>What steps can you take to help them keep safe?</p>	<p>Stay informed:</p> <p><u>People defined as extremely vulnerable from coronavirus</u></p>		
<p>What has changed in your safeguarding arrangements due to the pandemic?</p> <p>E.g. Are people able to contact your Designated Safeguarding Officer(s)?</p> <p>Can the safeguarding officer carry out their usual tasks?</p>	<p>Use of a safeguarding specific email address with shared access to the inbox for the designated officers.</p> <p>Provide a phone for the DSO to take calls on (ideally not a personal mobile).</p> <p>Ensure you share these new contact details.</p>		
<p>Example scenario: In the long-term absence of your designated safeguarding officer, a lead member of the childcare team steps up as a temporary measure. Their work mobile number and a new email address are placed on the front page of your website, added to your Facebook group, and placed on the noticeboard outside the front door. Certain families known to be particularly at risk also get a leaflet delivered through their door.</p>			
<p>What changes might be short term or temporary?</p>	<p>Draft a Safeguarding 'right now' appendix</p>		

E.g. Due to local lockdown restrictions.	which can be updated swiftly and easily		
What policy and practice will ensure an immediate and safe response to suspected COVID-19 symptoms in staff, volunteers, or beneficiaries?	Responding to people who fall ill with COVID-19 symptoms (volunteers, beneficiaries) especially if on your premises		
<p>What changes will have to be made for the longer term?</p> <p>Does your safeguarding policy still fit the way you do or will deliver your services?</p> <p>E.g.</p> <p>Certain services delivered online.</p> <p>Providing details for Test, Trace, Protect</p> <p>Test Trace Protect</p>	<p>Ensure a good fit with the way you intend to provide services from this point onwards.</p> <p>Likely to crossover with other areas of policy such as Health & Safety, Human Resources, Information Technology</p> <p>E.g.</p> <p>H&S</p> <p>Infection control, cleaning and closing premises; reporting infection cases</p> <p>HR</p>		

	<p>Changes to contracts, duties, delivery of services; reporting requirements for suspected COVID-19, self-isolation, return to work plans</p> <p>IT</p> <p>Ensuring safe and secure systems for remote contact with other agencies and beneficiaries; data protection of personal and sensitive data.</p>		
<p>Where you have made service changes to enable you to provide some variation of usual provision, do your expectations of staff and volunteers still fit?</p>	<p>Code of conduct – sufficiently worded to support safe contact between staff/volunteers and beneficiaries e.g. if primarily online, out in the community, not under direct supervision/oversight from others</p> <p>Ensure clear boundaries for the role assigned to any individual and what they can and can't do as</p>		

	<p>a representative of your organisation.</p> <p>Provision of ID (sanctions for misuse of ID) for use in the community</p> <p>Safe use of personal information e.g. if home working; holding no more details than necessary for making a doorstep delivery.</p>		
How will you reach/contact those who have no access to online provision?	Ensure that people who are excluded from digital communication will not be placed at greater risk, by providing them with other ways to access services or report concerns.		
How will you maintain safe recruitment practices?	<p>Options to use video conferencing have been provided by DBS DBS COVID-19 change ID checking guidelines</p> <p>but still make arrangements to see actual original copies of ID.</p>		

	Update policies to allow for electronic variations of recruitment and induction processes.		
What processes will you use to remove unsuitable people from their role?	Ensure you take all steps to prevent them from continuing to contact beneficiaries in any manner that appears to be under your authorisation e.g. surrender ID, inform beneficiaries that the individual is no longer part of the organisation, alert Police, LADO (Social Services), DBS as appropriate.		
How might people be affected by the pandemic restrictions, actual and long-term illness due to COVID-19, and bereavement? What can you do to support them, as an employer, volunteer-led organisation, or support provision?	Consider the long-term effects of the pandemic on your beneficiaries, staff and volunteers. 'Long-COVID' COVID 19 long term health effects could affect anyone who contracted the virus. The lockdown restrictions have highlighted inequalities, exposed issues in the home and caused or exacerbated		

	mental health disturbances.		
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RESOURCES

Useful links (please check for the most up-to-date version):

[Protect yourself & others coronavirus](#)

[Test Trace Protect guidance](#)

[Live Fear Free](#)

[Safeguarding Procedures training materials](#)

[Third Sector Support Wales](#)

[WCVA Cymru COVID-19 guidance and resources](#)

[Disclosure & Barring service leaflets](#)

[Safeguarding and Protecting People](#)

[C-19 Safeguarding Children practitioner handout](#)

[Guidance for volunteering in social care settings](#)

[Securing your devices](#)

WCVA Safeguarding Service – safeguarding@wcva.cymru / 0300 111 0124