



SAFER ORGANISATION TOOLKIT



Safeguarding
Partnership
Board

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INTRODUCTION



One of the cornerstones of excellent safeguarding practice is for an organisation to be 'safe' as demonstrated in the policies, procedures and structures that it has, and to enable staff and volunteers to work in a safe environment and be supported in their safeguarding work.

We are delighted to share this Safer Organisations Toolkit which supports an organisation to be 'safer' by providing a variety of tools, templates and other information that can be used to conduct a self-audit against best practice. The toolkit is designed to be used by any organisation, whether statutory, private or voluntary and regardless of size and is entirely voluntary. Please use as much or as little of it as you require. You can also adapt the supporting resources to suit your needs.

We hope that you find the toolkit useful and would welcome your feedback. Please get in touch by emailing safeguardingtraining@gov.je

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Nikki Holmes and Collette Beechey
Safeguarding Partnership Board Trainers

Supporting all organisations in developing their arrangements for effective safeguarding is a key priority for the Safeguarding Partnership Board.

We recognise that some organisations will have more experience and resources than others and this toolkit enables all organisations no matter how big or small to complete a self-assessment, understand their capacity and capability for effective safeguarding and develop their own plan for successfully building their safeguarding arrangements.

In completing the tool kit, organisations are showing their commitment to learn and develop which is key to us moving forward together as we all play our part in improving safeguarding for islanders.

Sarah Elliott
Pan Island Independent Chair – Safeguarding Partnerships



Requirement 1: Governance and Leadership

A safer organisation is required to demonstrate it has a structured process to define and embed senior leadership responsibility and accountability for safeguarding children and adults at risk in its governance responsibilities at the highest level. It also requires those responsibilities and accountabilities to be reflected in all relevant roles as well as the overall culture of the organisation, not just via the Designated Safeguarding Lead (DSL) role. The organisation is committed to the wellbeing of its staff. This standard applies to all organisations, regardless of its constitution and structure.



1.1 Organisational commitment to standards and behaviours			
Sub-sections	Description of success	Required Evidence	Support resources
1.1.1	The board of the organisation, Chief Executive/Chairperson and if appropriate another senior board member with responsibility for safeguarding have signed up to endorsing the organisation's safeguarding children policy and the safeguarding adults at risk policy and is committed to meeting the Safeguarding Partnerships Board's standards audit (if appropriate).	List of Board members and their safeguarding responsibilities. Signed safeguarding commitment statement on appointment to the Board . Minutes to show the Board have received and read the recommendations for their organisation from any Serious Case Reviews and Rapid Safeguarding Reviews and any other external safeguarding reviews relating to them.	Commitment statement for children and 'adults at risk'. Example of a Commitment Statement - SUPPORTING DOCUMENTS FOR TOOLKIT\Commitment Statement.docx
1.1.2	The Board and staff have signed to say they have read, understood and agreed. to comply with the organisation's Safeguarding Code of Conduct. Codes must be signed by new appointees within a month of being appointed.	Signed Codes of Conduct. (understanding of responsibilities and consequences of not signing).	Existing professional codes of conduct (eg nursing code of practice, teacher code of conduct etc) Safeguarding Code of Conduct – Volunteers Safeguarding Code of Conduct – Staff

1.1.3	The organisation records and takes appropriate action on all concerns that may breach the Code of Conduct (1.1.2) consistently in line with the organisation's disciplinary procedures, Low-level Concerns Policy and Managing Allegations Framework (SPB)	Documented process for managing breaches (policy)	SPB Managing Allegations frameworks Low Level Concerns Policy - SUPPORTING DOCUMENTS FOR TOOLKIT\Low Level Concerns Policy.docx
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1.2 Roles and Responsibilities

Sub-sections	Description of success	Required Evidence	Support resources
1.2.1	There is a clearly defined staffing structure.	Organisational organogram highlighting all safeguarding roles.	Organogram sample - SUPPORTING DOCUMENTS FOR TOOLKIT\Sample Organogram.docx
1.2.2	There is a job description for the member of the Board with specific safeguarding lead responsibilities (BSL)- and has been appointed and inducted into the role and completed or booked on to annual training or Continuous Personal Development (CPD).	Job description ⁰⁵ Name of BSL Record of induction Minutes of BSL involvement	Board Safeguarding Lead – Job description Safer Recruitment Resources – <ul style="list-style-type: none"> • Safe Recruitment Process - ACT (anncrafttrust.org) • Board Safeguarding Lead – Job Description - SUPPORTING DOCUMENTS FOR TOOLKIT\Board Safeguarding Lead Job Description.docx • Guidance for Safe Recruitment, Selection and Retention for Staff and Volunteers (proceduresonline.com) • Safer recruitment NSPCC Child Protection in Sport Unit (thecpsu.org.uk) • Choosing staff, volunteers and trustees – NCVO Knowhow Safeguarding Induction Checklist - Volunteers

1.2.3	A deputising process is in place for the BSL and is communicated to the relevant staff and Board.	Documented process exists and has been communicated. Job description - BSL	Deputising for the BSL – role/process
1.2.5	All job descriptions for members of the workforce and volunteers should reference safeguarding as a key accountability. Annual Appraisal should reflect safeguarding objectives and deliverables.	Job descriptions include role-specific safeguarding responsibilities and accountabilities Annual Appraisals include safeguarding objectives and deliverables	Designated Lead Role Description - SUPPORTING DOCUMENTS FOR TOOLKIT\Designated Lead Role Description.docx Suggested wording for all role descriptions - SUPPORTING DOCUMENTS FOR TOOLKIT\Suggested wording for all role descriptions.docx Adult Appraisal Template - SUPPORTING DOCUMENTS FOR TOOLKIT\Appraisal form adult workforce.docx Child Appraisal Template - https://safeguarding.je/wp-content/uploads/2022/12/Appraisal-form-child-workforce.docx

1.3 Business Strategy and Operational Planning

Sub-sections	Description of success	Required Evidence	Support resources
1.3.1	The safeguarding responsibilities are embedded in the organisation's Strategy/Business Plan and the operational plan and reflected in the budget and risk register regardless of size of organisation. Safeguarding is a standard item on the Board's agenda	Leadership Team and Board minutes reporting progress and monitoring Strategy/Business Plan identifies safeguarding as a priority, objectives, budgets and risk register Copy of completed review checklist according to organisational need Board agenda	Guidance on the Risk register and managing safeguarding risks Safeguarding Risk Register - SUPPORTING DOCUMENTS FOR TOOLKIT\Risk Register.docx Charities and risk management (CC26) - GOV.UK (www.gov.uk)

1.3.2	The safeguarding actions in the operational plan are monitored, reviewed and evaluated regularly according to the organisation's size and need.	Regular tracker showing safeguarding actions across the organisation and coherent, collaborative teamworking. culture in the organisation. Systems in place to oversee implementation of the Standards.	Audit of process, records and referrals. Safeguarding and child protection self-assessment tool NSPCC Learning Our Safeguarding Checklist- A Free Assessment - Ann Craft Trust
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1.4 Policies and Procedures

Sub-sections	Description of success	Required Evidence	Support resources
1.4.1	<p>The organisation has the following policies and/or documents:</p> <ul style="list-style-type: none"> • Safeguarding policy • Code of conduct • Whistleblowing policy • Managing allegations (including low level allegations) • Record keeping and information sharing • Supervision policy • Wellbeing policy • Lone working policy • Safer recruitment policy • Social media policy • Staff handbook • Organogram of safeguarding structures in the organisation 	All required policies and/or document are widely available and give clear guidance on how to identify, respond to and manage safeguarding concerns and involve children, adults at risk and their families in designing and reviewing these arrangements. The policies reflect the principle of working together.	<p>Safeguarding policy</p> <p>Codes of conduct</p> <p>Whistleblowing policy - SUPPORTING DOCUMENTS FOR TOOLKIT\Whistleblowing Policy.docx</p> <p>Managing allegations (including low level allegations)</p> <p>Record keeping and information sharing</p> <p>Supervision policy - 2015-12-18-Multi-Agency-Safeguarding-Principles-statement-v.4-FINAL.pdf</p> <p>Wellbeing policy - SUPPORTING DOCUMENTS FOR TOOLKIT\Wellbeing Policy.docx</p> <p>Safer recruitment policy</p> <p>Social media policy</p> <p>Staff handbook</p> <p>Organogram of safeguarding structures in the organisation</p> <p>Staff/volunteer handbook</p>

Requirement 2: Operational Delivery

A safer organisation is required to demonstrate it has systematically embedded safeguarding in all aspects of its operations and has a coherent, collaborative, transparent team-working culture and safeguarding system. This includes employment, adhering to policies (internal and external to the organisation), risk assessments/care plans, education and awareness-raising and relationships with safeguarding professionals in Jersey and beyond. All members of the organisation are aware of their safeguarding responsibilities and have access to safeguarding supervision and wellbeing support.

2.1 Safer Recruitment

Sub-sections	Description of success	Required Evidence	Support resources
2.1.1	A safer recruitment policy is in place across the organisation for staff and volunteers and it is applied to new appointments.	<p>Documented safer recruitment policy and examples of its application with new appointments .</p> <p>HR tracking of DBS and training records</p>	<p>SPB Safer Recruitment Policy</p> <ul style="list-style-type: none"> • Guidance for Safe Recruitment, Selection and Retention for Staff and Volunteers (proceduresonline.com) • Safe Recruitment Process - ACT (anncrafttrust.org) • Safer recruitment NSPCC Child Protection in Sport Unit (the cpsu.org.uk) • Choosing staff, volunteers and trustees — NCVO Knowhow
2.1.2	<p>The staff and volunteers in the organisation who are in regulated activity* maintain up to date checks or use the Disclosure and Barring Service (DBS) Update Service. Appropriate checks are in place for those staff and volunteers who are not in regulated activity.</p> <p><i>*for definitions of regulated activity see accompanying resources</i></p>	<p>Quarterly review checklists.</p> <p>Staff encouraged to use annual update service.</p>	<p>Disclosure and Barring Service (DBS) Checks for Staff and Volunteers - Find out which DBS check is right for your employee - GOV.UK (www.gov.uk)</p> <p>DBS leaflets on eligibility for checks</p>

2.1.3	Staff/volunteers in positions of trust understand their specific responsibilities under the Sexual Offences (Jersey) Law 2018.	Code of Conduct List of staff in positions of trust	Code of Conduct Example of Code of Conduct – Staff and Volunteers - SUPPORTING DOCUMENTS FOR TOOLKIT\Code of Conduct Staff and Volunteers.docx Sexual Offences (Jersey) Law 2018 - Sexual offences law (gov.je) SPB’s Managing Allegations Frameworks – Policies & Strategies Jersey Safeguarding Partnership Board
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2.2 Induction

Sub-sections	Description of success	Required Evidence	Support resources
2.2.1	For new staff appointments, induction is mandatory and must include safeguarding foundation (under-18s and adults at risk), reporting, protocols and procedures of the organisation. This should be overseen by the relevant line manager and communicated to the BSL and DSL when completed.	Induction checklist signed	Safeguarding Code of Conduct – Staff and Volunteers Safeguarding Induction Checklist – Volunteers - SUPPORTING DOCUMENTS FOR TOOLKIT\Safeguarding Induction Checklist Volunteers.docx

2.3 Designated Safeguarding Lead (DSL) Roles and Responsibilities

Sub-sections	Description of success	Required Evidence	Support resources
2.3.1	The DSL is recruited with the essential knowledge, experience and competencies to undertake the role, in line with the role profile and the competencies in the SPB Training Framework.	Evidence of open recruitment and due process. Relevant expertise on recruitment panel, including the organisation’s Safeguarding Team. DSL Role Profile	Safer Recruitment Practices - Guidance for Safe Recruitment, Selection and Retention for Staff and Volunteers (proceduresonline.com) Designated Safeguarding Lead – Role Profile

		CV Learning development plan	SPB Training Frameworks (for Adult and Children's Workforces) - Policies & Strategies Jersey Safeguarding Partnership Board
2.3.4	The DSL has a Line Manager who oversees and supports them as appropriate, eg via 1:1 meetings (including safeguarding supervision), reviews and annual appraisals. The Line Manager supports the delivery, development and wellbeing of the DSL.	Responsibilities reflected in Line Manager's role profile	Knowledge and Skills of a Designated Safeguarding Lead (DSL's) Line Manager – See SPB Training Frameworks
2.3.5	A deputising process is in place for the DSL.	Documented process for planned and unplanned cover e.g. annual leave and sickness overseen by the BSL and communicated to relevant people.	Deputising for the DSL – role/process

2.4 Training and Continuous Personal Development

Sub-sections	Description of success	Required Evidence	Support resources
2.4.1	The Board Safeguarding Lead has completed relevant training and/or continuing professional development for their role annually.	Certificates of attendance CPD log of training records	Training Frameworks Policies & Strategies Jersey Safeguarding Partnership Board
2.4.2	Relevant members of the board who are actively involved in working with children or adults at risk (see guidance) receive relevant safeguarding training.	Certificates of attendance	Training Frameworks Policies & Strategies Jersey Safeguarding Partnership Board
2.4.3	The staff and volunteers in the organisation maintain up to date relevant safeguarding education and CPD appropriate to their role.	Certificates of attendance CPD log of training records	Training Frameworks Policies & Strategies Jersey Safeguarding Partnership Board

2.5 Safeguarding concerns

Sub-sections	Description of success	Required Evidence	Support resources
2.5.1	All safeguarding concerns are dealt with in accordance with the organisation's policy and procedures and the SPB's multi-agency policy and procedures.	Audit of records evidencing that safeguarding policy and procedures have been followed.	SPB Multi-agency Policy and Procedures – www.safeguarding.je Safeguarding policy - SUPPORTING DOCUMENTS FOR TOOLKIT\Safeguarding Policy.docx Audit Tool - SUPPORTING DOCUMENTS FOR TOOLKIT\Audit Tool.docx Audit Sheet Example - SUPPORTING DOCUMENTS FOR TOOLKIT\Audit Sheet Example.docx
2.5.2	Staff and volunteers are aware of escalation procedures internally and externally.	Audit of records Use of escalation procedures internally and/or externally.	SPB Resolving Professional Differences/Escalation Policy - Policies & Strategies Jersey Safeguarding Partnership Board
2.5.3	The organisation has a whistleblowing policy which all staff and volunteers are aware of.	Whistleblowing policy	Whistleblowing policy

2.6 Effective Communication

Sub-sections	Description of success	Required Evidence	Support resources
2.6.1	Contact details for the DSL are easily accessible via organisation's communication channels to all staff, volunteers, children, families and adults at risk.	DSL contact details widely available	Safeguarding policy
2.6.2	The organisation promotes safeguarding effectively through its communication channels, signposting policy, procedures, advice, guidance and	Safeguarding policy and procedures widely available (eg on website, noticeboards, etc).	

	information for safeguarding within the organisation.		
2.6.3	The staff and volunteers adhere to a Social Media Policy, e.g. good practice in communicating with children and adults at risk through social media, websites, mobile phones and email communication.	Social Media Policy for Staff	Social media policy - SUPPORTING DOCUMENTS FOR TOOLKIT\Social Media and Online Safety Policy.docx

2.7 Risk Assessment

Sub-sections	Description of success	Required Evidence	Support resources
2.7.1	Risk assessments are completed for relevant activities for children and adults at risk to ensure that appropriate safeguards are in place.	Record of risk assessments Risk assessments reviewed regularly including always after an incident Incidents reported to the DSL	Risk Assessment template - SUPPORTING DOCUMENTS FOR TOOLKIT\Risk Assessment Template.docx

2.8 Supervision

Sub-sections	Description of success	Required Evidence	Support resources
2.8.1	All staff have access to regular safeguarding supervision as required.	Supervision policy Supervision records	SPB Supervision Policy Statement Policies & Strategies Jersey Safeguarding Partnership Board Supervision resources - Reflective supervision: Resource Pack (2017) (researchinpractice.org.uk)

2.9 Wellbeing			
Sub-sections	Description of success	Required Evidence	Support resources
2.9.1	The organisation demonstrates a culture of supporting the wellbeing of its staff and volunteers.	Wellbeing policy Evidence of practice	Wellbeing policy
2.10 Record-keeping and Information Sharing			
Sub-sections	Description of success	Required Evidence	Support resources
2.10.1	The organisation keeps records in accordance with the Data Protection (Jersey) Law 2018.	Audit of records Data retention schedules	Data Protection (Jersey) Law 2018 - Jersey Office of the Information Commissioner - Home (jerseyoic.org) SPB Information Sharing Protocol Policies & Strategies Jersey Safeguarding Partnership Board Data retention guidance - https://learning.nspcc.org.uk/research-resources/briefings/child-protection-records-retention-storage-guidance Audit Tool - SUPPORTING DOCUMENTS FOR TOOLKIT\Audit Tool.docx
2.10.2	The organisation shares information appropriately and in a timely manner	Audit of records	SPB Information Sharing Protocol 7 Golden Rules of information sharing - Information-Sharing-7MB.pdf (safeguarding.je) Audit Tool - SUPPORTING DOCUMENTS FOR TOOLKIT\Audit Tool.docx

2.11 3rd party Contracts

Sub-sections	Description of success	Required Evidence	Support resources
2.11.1	Contract agreements are in place with all contractors hiring the organisation's facilities and identify the contractor's safeguarding responsibilities and accountabilities and include the relevant warranties.	All contract agreements for contractors hiring the organisation's facilities demonstrate appropriate safeguarding standards.	3 rd Party Hire agreement - SUPPORTING DOCUMENTS FOR TOOLKIT\3rd party hire agreement.docx
2.11.2	Agreements are in place with all contractors working with children or adults at risk on behalf of, or in partnership with, the organisation. These identify the contractor's safeguarding responsibilities and accountabilities.	Agreements include relevant policy, signed codes and evidence of DBS checks	Organisation's own agreements for those working with children or adults at risk

Requirement 3: Listening to the voice of the child/adult at risk



A safer organisation is inclusive and generates a culture of listening to/engaging with children and adults at risk and ensures they are actively encouraged to make decisions as equal partners and participate in planning and policy making. The organisation uses a human rights approach in all its work. Where the organisation works with adults, a Making Safeguarding Personal approach is evident throughout. Where the organisation works with children, the principles of the Convention of the Rights of the Child are adopted and promoted.

3.1 Culture of listening and supporting

Sub-sections	Description of success	Required Evidence	Support resources
3.1.1	The organisation prioritises and promotes human rights (including the rights of the child and Making Safeguarding Personal).	Examples of how human rights (including children's rights and Making Safeguarding Personal where appropriate) have been adopted.	<p>Making Safeguarding Personal - Making Safeguarding Personal Jersey Safeguarding Partnership Board</p> <p>Office of the Children's Commissioner - Children's Commissioner for Jersey (childcomjersey.org.je)</p> <p>Participation Framework - HUB na nÓg (hubnanog.ie)</p>
3.1.2	The Board or senior leaders in the organisation generate a culture of listening to children/adults at risk and ensure there are processes in place to consider children/adults at risk's views as equal partners in the decision-making process.	<p>Minutes to show how the views of children/adults at risk are considered and acted upon.</p> <p>Youth forums</p> <p>User councils</p>	<p>Participation Framework - HUB na nÓg (hubnanog.ie)</p> <p>Ladder of participation - SUPPORTING DOCUMENTS FOR TOOLKIT\Ladder of Participation.docx</p>

3.1.3	The organisation demonstrates appropriate ways of communicating with, listening to and responding to children/adults at risk.	<p>Child-friendly/easy read materials.</p> <p>Surveys/feedback from children/adults at risk and evidence of action, eg “You said/we did”.</p>	<p>Ladder of participation</p> <p>Making Safeguarding Personal - Making Safeguarding Personal Jersey Safeguarding Partnership Board</p> <p>Convention on the Rights of the Child</p> <p>Office of the Children’s Commissioner - Children’s Commissioner for Jersey (childcomjersey.org.je)</p>
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Requirement 4: Organisational Safeguarding Education, Awareness and Support

A safer organisation proactively promotes, signposts and supports staff and volunteers to learning and development opportunities within and outside the organisation. This is delivered, recorded and monitored through organisational training and development plans. The organisation ensures their staff and volunteers work within and understand the appropriate laws, professional standards, SPB and organisational policies and procedures.

4.1 Organisational Safeguarding Education, Awareness and Support			
Sub-sections	Description of success	Required Evidence	Support resources
4.1.1	The organisation uses appropriate/relevant competencies and/or the SPB's training frameworks to inform staff training requirements.	Staff training plan	SPB's training frameworks - Policies & Strategies Jersey Safeguarding Partnership Board
4.1.2	The organisation keeps accurate and timely records of completed staff training and has a mechanism for ensuring training is updated as required.	Staff training records and tracking system	
4.1.3	The organisation is committed to staff training and development and releases staff as required for the purposes of training and development within and outside of the organisation.	Staff training records	



Requirement 5: Compliance and Monitoring



A safer organisation demonstrates consistent monitoring and evaluation of the application of its safeguarding systems and acts appropriately on any concerns indicated. The organisation reviews its adherence to these standards regularly. The organisation participates fully in any internal and external safeguarding enquiries/reviews as appropriate, e.g. Serious Case Reviews, Rapid Reviews, SPB audits, Serious Success Reviews etc.

5.1 Compliance and Monitoring			
Sub-sections	Description of success	Required Evidence	Support resources
5.1.1	The organisation has a programme of internal monitoring of its safeguarding system to ensure best practice. This includes audits of records, reviewing actions taken and/or not taken to ensure best outcomes for children and adults at risk.	Evidence of reported concerns, including care records, evidence of record keeping and information sharing (in line with data protection laws). Tracking and monitor of incidents, accidents, disciplinary action (including allegations made against staff), complaints and safeguarding concerns to help identify any patterns, themes or trends. Evidence of good practice being shared within the organisation.	Safeguarding and child protection self-assessment tool NSPCC Learning Our Safeguarding Checklist- A Free Assessment - Ann Craft Trust Safer Organisation Toolkit – Recording and Monitoring Purposes – SUPPORTING DOCUMENTS FOR TOOLKIT\Safer Organisations Toolkit Blank for Recording and Monitoring Purposes.docx
5.1.2	The organisation participates (where required) in any external safeguarding reviews. This could include Serious Case Reviews, Rapid Reviews, SPB audits, Serious Success Reviews.	Appropriately trained staff to complete Independent/Internal Management Reports (IMRs)	Staff Training Records

Requirement 6: Multi-agency working

A safer organisation demonstrates how it engages with the Safeguarding Partnership Board and other organisations, e.g. a member of the SPB, signed the SPB's MOU, undertakes SPB training, regularly uses policies (including Resolving Professional Differences/Escalation Policy, Continuum of Need/Adult Threshold Guidance), is a member of the SPB's Designated Safeguarding Leads network.

6.1 Multi-Agency Working

Sub-sections	Description of success	Required Evidence	Support resources
6.1.1	The organisation understands its role and responsibilities in working together with other organisations (including the SPB) to safeguard children and adults at risk.	Attendance at multi-agency meetings where required, eg TAC, TAF, CPCC, planning/discussion meetings/outcomes meetings.	Working Together 2018 SPB Multi-Agency policies



Additional resources

General:

7 Minute Briefings on a range of topics - [Seven Minute Briefings | Jersey Safeguarding Partnership Board](#)

Safeguarding Partnership Board: www.safeguarding.je

Research in Practice: www.researchinpractice.org.uk

For charities:

[Steps to a safer organisation — NCVO Knowhow](#)

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[Ann Craft Trust: Safeguarding Adults and Young People at Risk](#)

For sport:

[NSPCC Child Protection in Sport Unit | CPSU \(thecpsu.org.uk\)](#)

[Ann Craft Trust: Safeguarding Adults and Young People at Risk](#)