



**This Safeguarding Adults, Children and Family Checklist has been developed to support safe working and good inter-agency working. It is a best practice guide that Local Authorities recommend is used where a parent/adult with care and support needs has commissioned care /direct payment employees and there are children in the household. Please also refer to the ‘Think Family Guidance’.**

| SAFEGUARDING ADULTS, CHILDREN & FAMILY CHECKLIST  |                          |  |                          |
|---|--------------------------|--|--------------------------|
| <b>General House Keeping</b>  |                          | <b>Children's Safeguarding</b>   |                          |
| DBS Checks completed  | <input type="checkbox"/> | Accessing Help for Children<br><a href="https://www.teescpp.org.uk/safeguarding-procedures/1-accessing-help-and-services/">https://www.teescpp.org.uk/safeguarding-procedures/1-accessing-help-and-services/</a>   | <input type="checkbox"/> |
| Job role agreed   | <input type="checkbox"/> | Making a referral<br><a href="https://www.teescpp.org.uk/safeguarding-procedures/4-making-response-to-a-referral/">https://www.teescpp.org.uk/safeguarding-procedures/4-making-response-to-a-referral/</a>   | <input type="checkbox"/> |
| Introduction to key people  | <input type="checkbox"/> | <b>Upon completion, please delete as appropriate:</b><br>1. Do you understand what safeguarding is?<br>2. Do you have an understanding of how safeguarding fits in with your role and responsibilities?<br>3. Do you have access to separate policies and procedures for safeguarding children and adults?<br>4. Do you feel equipped to understand issues in relation to safeguarding?<br>5. Do you know why recruiting the right people is important in safeguarding?<br>6. Would you be able to recognise the difference between an issues of safety and safeguarding?<br>7. Do you know how to report safeguarding concerns?<br>8. Are you confident that you could recognise signs of abuse?<br>9. Do you know who to contact should someone report a safeguarding concern to you, or you observe something you think is abuse? | Yes/No                   |
| All duties and tasks made clear & agreed  | <input type="checkbox"/> |  | Yes/No                   |
| Signed contract of employment (Inc. Terms & Conditions)   | <input type="checkbox"/> |  | Yes/No                   |
| <b>Safeguarding Training</b>  |                          |  | Yes/No                   |
| Completion of Following E-Learning Modules:<br><a href="https://www.tsab.org.uk/training/">https://www.tsab.org.uk/training/</a>  |                          |  | Yes/No                   |
| <ul style="list-style-type: none"> <li>• Safeguarding Adults - Level 1 v2 <input type="checkbox"/></li> <li>• Safeguarding Adults - Level 2 <input type="checkbox"/></li> <li>• Safeguarding Adults in Health and Social Care Training Course <input type="checkbox"/></li> <li>• Safeguarding Children – Foundation <input type="checkbox"/></li> <li>• Safeguarding Children – Intermediate <input type="checkbox"/></li> <li>• Safeguarding Children with Disabilities <input type="checkbox"/></li> <li>• Effective Communication with Children and Families <input type="checkbox"/></li> </ul> <p><i>*Certificates must be seen to confirm completion</i></p> |                          | Yes/No   |                          |
| <b>Safeguarding Adults Literature</b>   |                          | <b>Further Training &amp; Development Agreements</b>   |                          |
| What is Safeguarding<br><a href="https://www.tsab.org.uk/key-information/what-is-safeguarding/">https://www.tsab.org.uk/key-information/what-is-safeguarding/</a>   | <input type="checkbox"/> | Agreement to complete any further training requirements<br><b>(*All Safeguarding training must be refreshed Annually)</b>  | Yes/No                   |
| Reporting Abuse<br><a href="https://www.tsab.org.uk/report-abuse/">https://www.tsab.org.uk/report-abuse/</a>  | <input type="checkbox"/> | Any new Guidance or Literature regarding Safeguarding Children/Adult or Families will be shared and read   | Yes/No                   |
| Think Family Guidance<br><a href="https://www.tsab.org.uk/key-information/policies-strategies/">https://www.tsab.org.uk/key-information/policies-strategies/</a>  | <input type="checkbox"/> | Any changes to job roles, or family life will be discussed and a new contract agreed.  | Yes/No                   |

**EVIDENCE AND COMPLETION OF EMPLOYEE CHECKLIST SUBMISSION**

EMPLOYEE SIGNATURE: \_\_\_\_\_ EMPLOYER's SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_