



This *Think Family - Safeguarding Adults, Children and Families 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’.

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