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## Organisational Culture

- ☐ Child safety is embedded in the mission, values, and everyday actions of the organisation.
- ☐ Leaders regularly speak about child safety, prioritise it in decision making and model safe behaviour.
- ☐ Governance understand their role in safeguarding.
- ☐ Safeguarding is promoted as a shared responsibility.
- ☐ Leaders champion child safety, allocate resources, and ensure accountability at all levels.
- ☐ Child protection policies are clear and accessible.
- ☐ Child protection policies, procedures and code of conduct are known and adhered to by all.
- ☐ Staff feel safe and able to speak up about concerns.
- ☐ Prevention of and early intervention responses to child wellbeing and safety concerns are promoted.
- ☐ Children are actively encouraged to speak up, are taught about their rights and what to do if they feel unsafe.
- ☐ Children's feedback is sought and listened to.
- ☐ Children are involved in shaping their environments.
- ☐ Risks to children are assessed and mitigated.
- ☐ Biennial audits of safeguarding and child protection policies.
- ☐ The organisation regularly evaluates its safeguarding practices & learns from incidents.
- ☐ There is a culture of reflection, learning and adapting to keep children safer.

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## Safe Workforce

- ☐ Robust safety checking for all staff and volunteers .
- ☐ People selected not just for skills but also values, attitudes and commitment to child safety.
- ☐ Questions about safeguarding included in interviews
- ☐ Staff are offered supervision or employee assistance programme to reflect on complex cases, vicarious trauma and any concerns.
- ☐ Designated safeguarding leads.
- ☐ All staff and volunteers are trained and confident in recognising abuse, responding appropriately & upholding safe practices.
- ☐ Commitment to cultural humility and inclusivity.
- ☐ Induction covers safeguarding policies and practices.
- ☐ Staff understand their roles and responsibilities & how to report concerns.
- ☐ Regular safeguarding training for all staff and volunteers.
- ☐ Leaders hold workforce accountable for child safe practices.
- ☐ Concerns regarding staff and volunteers are held in secure database.
- ☐ HR systems are in place to address and monitor concerning behaviour.

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## Safe Ways of Working

- ☐ Collaborative working.
  - ☐ Information sharing within the organisation and to other organisations
- Staff actions are guided by:
- ☐ Safeguarding/child protection policy & procedures.
  - ☐ Safeguarding code of conduct.
  - ☐ Open communication with families about safeguarding & child protection practices.
  - ☐ Practice is consistent.
  - ☐ Recognition of position of trust.
  - ☐ Recording system.
  - ☐ Position descriptions with safeguarding responsibilities.
  - ☐ Clarity between complaints and allegations against staff.
  - ☐ Allegations against staff policies and procedures.
  - ☐ Policy breach processes.
  - ☐ Safeguarding is regarded as everybody's responsibility.
  - ☐ Everyone engages in child and family-centred practice.



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## Identifying & Responding to Welfare Concerns

- ☐ Zero-tolerance approach to child abuse.
- ☐ Safeguarding is regarded as a shared responsibility.
- ☐ All practice is compliant with legislative and sector requirements.
- ☐ Concerns and complaints are taken seriously, acted on swiftly, and used to improve systems

A system and procedures that support staff to manage:

- ☐ Child protection concerns; and
- ☐ Allegations against staff
- ☐ Practice is child and family centred.
- ☐ Children and families are educated on how to report concerns.
- ☐ Defined intervention thresholds:
  - ☐ Organisation's responsibility for early intervention
  - ☐ Staff roles and responsibility
  - ☐ When to report to Oranga Tamariki or Police
- ☐ Escalation processes are clear (what goes up to management and governance levels).
- ☐ Procedures for information sharing are clear.
- ☐ Procedure in place for reviewing active concerns and interventions.
- ☐ Primary prevention and early intervention procedures are in place as well as reporting procedures.
- ☐ Risks are mitigated that are identified through safeguarding concerns and/or cases.

## Working Together

- ☐ Approaches/undertakings reflect 'doing with', not 'doing to'.

Working in partnership:

- ☐ With communities
- ☐ With parents
- ☐ With other organisations

Active and transparent promotion of safeguarding culture to:

- ☐ With staff
- ☐ Children/young people and their families
- ☐ Organisational contractors
- ☐ Partner agencies

- ☐ There are strategies and processes to capture the child's voice.

Inclusivity of children, families & communities is reflected in procedures and practices:

- ☐ Cultural needs and practices
- ☐ Personal aspects e.g. age groups, sexualities, etc. as applicable
- ☐ Abilities e.g. disabilities, additional learning needs, etc.

- ☐ Children's rights are advocated for.
- ☐ Supports are in place for the organisation's children, people and groups who have increased vulnerability.
- ☐ Inter-agency and multi-agency working together.

### SAFEGUARDING CHILDREN

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## A Safeguarding Culture Checklist



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An organisational resource supporting and embedding a Safeguarding Culture.

The 5 core components and key elements required – What do you have?  
What do you need?

*Safeguarding Children Training and Consultancy services can help you implement any elements and advance any areas of need.*