

Appendix 3 – Safeguarding Questions

Please note: if you are registered with BBC Children in Need and have met their safeguarding requirements already, you may not be required to complete this process. If you have expressed interest in applying by 5pm on 8th January, we will email you to confirm if you do not need to complete this process by the 13th January. If not, please answer the questions below and send along with your proposal by no later than 12pm (noon) on 22nd January 2021.

1. Does your organisation have a Safeguarding Children and Young people policy in its own name?

Your organisation's Safeguarding Children and Young People policy should be in your organisation's name. We do not accept policies that are in the name of another organisation, for example, a partner organisation, a parent organisation or a related organisation.

2. How was this policy developed?

Please tell us the steps behind creating this policy. This could include:

- Help from an external organisation or local authority
- The people involved
- Using earlier policies or training.

3. What date did you last refresh your Safeguarding Children and Young People policy?

Please tell us when you last refreshed your Safeguarding Children and Young People policy.

4. What date will you next refresh your Safeguarding Children and Young People policy?

Please tell us when you are next due to refresh your Safeguarding Children and Young People policy.

5. Do all staff and/ or volunteers who have face-to-face contact with children and young people have safeguarding training?

This refers to general safeguarding training. It should cover areas such as the signs of abuse or neglect, or keeping children safe online. We only request this information for staff or volunteers who have face-to-face contact with children.

6. How often do they have their safeguarding training refreshed?

Please tell us how often your staff and volunteers have their general safeguarding training refreshed.

7. Do all staff and/or volunteers who have face-to-face contact with children and young people receive training on your organisation's safeguarding standards and procedures?

This refers to safeguarding training which is bespoke to your organisation and/or project. This covers topics which may be:

- Relevant to specific risks or elements of the work your organisation carries out
- Relevant to the needs of the young people you are working with

- Your internal policies and procedures, e.g., what to do as a result of a young person making a disclosure, and who to contact.

We only request this information for staff or volunteers who have face-to-face contact with children.

8. How often is their training on your organisation's safeguarding standards and procedures refreshed?

Please tell us how often your staff, volunteers and/or trustees have their training on your organisation's safeguarding standards and procedures refreshed.

9. Who is the organisation's Designated Safeguarding Lead?

Tell us the name of the person responsible for safeguarding children and young People at your organisation. This person is often called the 'Designated Safeguarding Officer' or the 'Designated Safeguarding Lead'.

10. What is your Designated Safeguarding Lead's job title?

Please tell us the job title of your organisation's Designated Safeguarding Officer/Lead. This should be someone with an appropriate level of seniority within your organisation. They should also be close enough to the work you do so they are aware of your day to day delivery.

11. Have they had training which is specific to their role as a Designated Safeguarding Lead?

Please tell us if your Designated Safeguarding Lead has had training specifically around their role. This is usually delivered by somebody external to your organisation, such as the local authority or a large charity like the NSPCC or NCVO.

12. How often does your Designated Safeguarding Lead attend this training?

Please tell us how often your safeguarding lead attends training to keep their knowledge about their role up to date.

13. Do all eligible staff, management committee and volunteers have Disclosure and Barring Service, Disclosure Scotland or Access NI checks? Please explain if not.

We need your organisation to make sure that everyone who works with children has a relevant background check. This could be through Disclosure & Barring Service, Disclosure Scotland or Access NI. This includes all staff and volunteers, who have direct access to children. Please confirm whether your organisation undertakes these checks or, if not, please explain why.

We only expect eligible staff to have these checks. Staff and volunteers who do not have face to face contact with children and young people do not need these checks.

For more information about relevant checks in England and Wales, please visit the gov.uk website.

For more information about relevant checks in Scotland, please visit the myscot.gov website.

For more information about relevant checks in Northern Ireland, please visit the nidirect.gov.uk website.

14. How often do you repeat Disclosure and Barring Service, Disclosure Scotland or Access NI checks?

Please tell us how often you repeat relevant background checks on appropriate staff members. If you do these checks once, at regular intervals or they renew automatically, please let us know here.

15. Who delivers your Safeguarding Children and Young People Training? What qualifies them to deliver this?

We want to know:

- The individual or organisation who delivered your Safeguarding Children and Young People training.
- What qualifies them to deliver this training? This could include qualifications, experience, organisational memberships or who they work for.
- That the people delivering this training are up to date with the most relevant information and best practice.

16. Do all members of your organisation's governing body receive Safeguarding Children and Young People training?

Your organisation's governing body are responsible for the safeguarding and wellbeing of the children and young people who your organisation comes in to contact with. They are responsible even if they do not have face to face contact with children and young people themselves.

This question refers to general safeguarding training. It will cover areas such as the signs of abuse or neglect, or keeping children safe online.

17. Do all members of the governing body receive training on your organisation's safeguarding standards and procedures?

Your organisation's governing body are responsible for the safeguarding and wellbeing of the children and young people who your organisation comes in to contact with. They are responsible even if they do not have face to face contact with children and young people themselves.

This refers to safeguarding training which is bespoke to your organisation and/or project. This covers topics which may be:

- Relevant to specific risks or elements of the work your organisation carries out
- Relevant to the needs of the young people you are working with
- Your internal policies and procedures, e.g., what to do as a result of a young person making a disclosure, and who to contact.

18. How soon after joining does an employee/volunteer receive Safeguarding Children and Young People training?

Please let us know the maximum duration a new member of staff/volunteer will have in your organisation before receiving their safeguarding training.

19. Does your organisation have a Code of Conduct which sets out clear expectations of how staff and volunteers should behave towards children?

Please outline if your organisation has a specific Code of Conduct which outlines how your staff, volunteers and children should conduct themselves whilst at your project.

20. Does this include use of digital/social media?

We expect your organisation's safeguarding policy to:

- Show a strong culture of supporting the online safety and digital resilience of children and young people.
- Show how staff and children are safe and responsible online.

- Be relevant to the organisation, its activities and be age-appropriate.

You should show your controls and support for the digital environment, including:

- How you support and empower young people to manage their online lives. Projects should show how they develop children's digital resilience in an age appropriate way.
- A consistent approach to reflect both the real and virtual worlds which children, staff and volunteers experience

Projects that use interactive technology to communicate with young people should consider elements such as:

- Privacy controls
- Password protection
- Appropriate moderation.

21. Do you have a clear documented process for what to do in the event of a breach of this policy?

Please tell us if there is a clear process which links your Code of Conduct to HR policy, in the event that a member of staff or a volunteer does not follow its policies.