Safeguarding Leads & Focal Points: *Action Planning* Worksheet

Jan 2021

Scotland's International Development Alliance

What next?

Use this and the 2 other handouts (*Defining Your Role* & *Policy Check*) to help document where there may be gaps within your organisation/your own work on safeguarding, and to plan practical actions to tackle them.
Consider committing to share your thoughts with another person - this can help greatly in both motivation and decision making.

Step	by when	who with
1. Define your Safeguarding Lead roles & responsibilities. Download handout here: SIDA Safeguarding_Focal_Point_Roles.docx		
2. Undertake Safeguarding Policy Check. Download handout here: Safeguarding Policy Check.docx		
3. Identify gaps in mitigation, reporting and investigation, and the actions needed to address these. Use this handout, next page.		

Detailed Action Planning

Now use these tables to document where you think there are gaps within your organisation/your own work on safeguarding, and to plan practical actions to tackle them. Add rows as needed.

Gaps identified	Action to take	By Whom	By when
Mitigation			
e.g. not strict enough on reference checking	Research & draft new vetting policy & practical, realistic procedures		

REPORTING			
Reporting to board is sporadic	Insert Safeguarding as regular board meeting agenda item		Next board mtg 18th Feb
INVESTIGATION & follow up			
e.g. don't know who we would use in event of need for external investigator	Research potential external investigation consultants, to have on list		

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