

Safeguarding Policy Checklist

A practical self-assessment tool for schools, NGOs, faith-based organisations and corporates operating in South Africa.

1. POLICY & GOVERNANCE

- A written safeguarding policy exists and is reviewed at least annually.
- The policy is approved by the board or governing body.
- A named Designated Safeguarding Lead (DSL) is appointed with clear responsibilities.
- The policy is accessible to all staff, volunteers, and relevant stakeholders.
- Reporting lines and escalation procedures are clearly documented.

2. RECRUITMENT & VETTING

- All staff and volunteers working with children or vulnerable adults are police-cleared (SAPS clearance / PoPI compliant).
- References are checked before appointment.
- Job descriptions include safeguarding responsibilities.
- A code of conduct is signed by all staff and volunteers.

3. TRAINING & AWARENESS

- All staff receive safeguarding induction training within the first month.
- Refresher training is provided at least every two years.
- The DSL has received advanced safeguarding training.
- Staff know how to recognise signs of abuse, neglect, and exploitation.
- Staff know how to report a concern without fear of reprisal.

4. SAFE ENVIRONMENTS

- Physical spaces are assessed for safeguarding risks (sight lines, lone working, etc.).
- A photography and social media policy is in place.
- Children and vulnerable adults are never left alone with a single adult unsupervised.
- Online safety measures are in place for any digital programmes or communications.

5. RESPONDING TO CONCERNS



- Staff know which statutory bodies to contact (DSD, SAPS, SASSA where relevant).
- Confidentiality boundaries are understood -- information is shared on a need-to-know basis.
- A log of all concerns and actions taken is maintained securely.

6. CULTURE & LEADERSHIP

- Senior leadership visibly champions safeguarding as a priority.
- Children and vulnerable adults are given opportunities to share feedback safely.
- Safeguarding is a standing agenda item at board and management meetings.
- Lessons learned from incidents or near-misses are shared across the organisation.

Need support implementing this checklist?

Sunrise Safeguarding offers policy reviews, training, and strategic safeguarding support across South Africa. Contact us at hello@sunrisesafeguarding.co.za or visit sunrisesafeguarding.co.za