

CSSA Audit-Readiness Checklist

A quick self-check for religious leaders against the eight National Safeguarding Standards.

Use this as an honest first look at where your community stands. Tick what is genuinely in place and evidenced, and let the gaps shape your priorities. It is indicative, not a formal audit, and every answer stays with you.

1 Leadership, Governance & Culture

- ☐ Is safeguarding visibly led from the top, and embedded in leadership meetings, decisions and communications?

Evidence: *leadership minutes, safeguarding as a standing agenda item, a published commitment.*

2 Communicating the Safeguarding Message

- ☐ Does everyone know who the safeguarding lead is and how to raise a concern, with clear information on display?

Evidence: *contact posters, website, induction and welcome materials.*

3 Engaging With & Caring for Those Harmed

- ☐ Is there a clear, compassionate route to support anyone who has been harmed, and are survivors' voices heard?

Evidence: *a support pathway, survivor engagement records, trauma-informed training.*

4 Managing Allegations & Concerns

- ☐ Is there a simple, well-known process to report, record and act on concerns and allegations?

Evidence: *concern forms, a referral log, an up-to-date policy.*

5 Supporting Respondents

- ☐ Is there a fair, documented approach to managing and supporting a person who is the subject of an allegation?

Evidence: *a respondent management plan, risk assessment, careful records.*

6 Robust HR Management

- ☐ Is safer recruitment followed for every role, with DBS checks and references verified and recorded?

Evidence: *recruitment files, DBS and vetting records, a current central register.*

7 Training & Support

- ☐ Does everyone receive safeguarding training suited to their role, with ongoing support and supervision?

Evidence: *a training log, supervision notes, a refresher schedule.*

8 Quality Assurance & Improvement

- ☐ Are policies, risk assessments and practice regularly reviewed, with audits and actions tracked to completion?

Evidence: *a policy review log, audit reports, an action plan with owners and dates.*

Your priority actions

Where did you hesitate? Those are the places to focus first. For an independent, confidential review and support to become audit-ready, visit safeguardassured.com, or try the free CSSA readiness check online.