Inclusive Futures

Inclusive Safeguarding Checklist: Reporting Mechanisms

Sightsavers

Guidance Note

How should the level be decided?
Indicators should be rated as In Place (Green), Partly in Place (Amber), Needs Attention (Red) and Nonpriority (Grey):

In place	- We are confident that the right process is in place and are working well
Partly	- Some process is in place, but we are not sure this is working everywhere
Needs Attention	- We do not have the right process in place and this requires more work
Nonpriority	- This is not currently required or relevant in our context

How will the checklist inform practice?
- ✓ The checklist is designed to help inform organisational inclusive safeguarding practice
- ✓ Completion will aid organisational understanding of how accessible reporting mechanisms are and identify areas for improvement.
- ✓ Items rated as "Needs Attention (Red)" should be priority area for action.

Checklist

Inclusive Reporting Mechanisms					
Indicator					**Comments/ Action Required**
Accessible					
There are a variety (minimum of 2) of reporting mechanisms in place that would allow people (boys, girls, men and women[1]) with disabilities to fully access the process. These should be context specific e.g. sign language and/ or braille for a deafblind group.					
The reporting mechanism information is written in accessible (simple) language					

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[1] *Recognising some individuals will identify as non binary meaning "a gender category outside of the gender binary" - the worldview or a concept in which only two genders exist (man and woman).*

Inclusive Safeguarding Checklist: Reporting Mechanisms

The reporting mechanism information is translated into local language.					
Capacity					
People (boys, girls, men and women) with different impairments have reviewed and provided feedback on accessibility of the reporting mechanism					
Safeguarding training (inductions and refresher) includes a module on 'Inclusive Reporting Mechanisms' that explores barriers to reporting					
Targeted					
The reporting and response system is clearly displayed in areas where children, young people and at risk adults are likely to be.					
Reporting mechanisms are verbally explained to beneficiaries and communities					
Accountable					
A safeguarding feedback mechanism has been developed and shared to monitor the accessibility and effectiveness or the reporting mechanism.					
Data on usage is collected, reviewed, and used to improve practice (data should be disaggregated to include; how many reports are made by people with disabilities? How many cases involve people with disabilities? disaggregated also by gender boys, girls, men, and women Etc.)					

Priority Action Plan			
Indicator	Action Needed	Responsible	Timeframe