

O2 Monitoring Safeguarding in Partnerships

Compliance review checklist and partnership incident log

Purpose

Partners in Erasmus+ and ESC projects have different safeguarding capacities, systems and cultures. This document helps the lead organisation monitor whether partners are meeting the standards committed to in O1 (Partnership Safeguarding Agreement) — and what to do when they are not.

Use this document throughout the project: at the start, at mid-point, and at the end. Do not use it only when something goes wrong.

Part A: Compliance Review Checklist

Complete this checklist for each partner organisation at the start of the project, at each project milestone and at annual review. The "Required Standard" for each criterion is defined below the table.

Criterion	Required standard
Safeguarding policy	A written policy, approved by the board, reviewed within the last 3 years.
Named safeguarding contact	A specific named person with current contact details, appropriate to the partner's tier (see O1 Section 3).
Staff and volunteer induction	All staff and volunteers working with participants have completed safeguarding induction before first contact.
Code of conduct signed	All staff, volunteers, contractors and partners working with participants have signed a code of conduct.
Incident reporting — knowledge	All safeguarding contacts can describe the reporting procedure and know how to contact the lead DSL.
Participant information distributed	All participants have received safeguarding information in their language.
Cross-border procedure understood	The partner's safeguarding contact can describe what they would do if a concern arose in their context.

Compliance assessment

Met: all evidence is present and current.

Partially met: some evidence present but gaps exist. An improvement plan is required within 10 working days.



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Not met: little or no evidence. The following criteria are mandatory and non-negotiable: (1) named safeguarding contact; (2) staff/volunteer induction for all those working with participants; (3) incident reporting knowledge. A partner with any mandatory criterion "Not met" must produce a written improvement plan before project activities involving participants begin. The lead organisation may suspend the partner's participation in participant-facing activities until mandatory criteria are met.

Part B: Partnership Safeguarding Incident Log

Record all safeguarding concerns that arise within the partnership here. This log is maintained by the lead organisation's DSL. Use reference codes, not real names (real names in II Part C — Identity Index — held by the lead DSL only).

Case ref	Partner organisation

Part C: When Standards Are Not Met

If a partner is not meeting the required standards, the lead organisation's DSL takes the following steps:

Within 5 working days of identifying the gap: contact the partner's safeguarding contact in writing, specifying the gap, the required standard, and the deadline for an improvement plan.

Within 10 working days: receive and review the partner's written improvement plan. Agree the plan if it adequately addresses the gap, or escalate if not.

Ongoing: monitor progress against the plan at every subsequent compliance review.

If the partner does not improve: the lead organisation may, depending on the severity: increase monitoring frequency; require the partner to suspend participant-facing activities; or in the most serious cases, end the partnership agreement. Document all decisions in Part B and inform the programme or funding body as required.

References

O1 Partnership Safeguarding Agreement — the standards partners commit to. II Incident Form and Log — for individual case records. FO Section N (Safeguarding in Partnerships), Section F.6 (cross-reference to monitoring obligations). Glossary of Key Terms (Safe Spaces) — for definitions of all bolded terms in this document.



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