**OPERATION MAKESAFE  **

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| **SAFEGUARDING CHECKLIST** | **C:\Users\helen\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\838031ED.tmp** |
| **NOMINATE A SAFEGUARDING REPRESENTATIVE** |  |
| **KEEP REFUSAL RECORDS** |  |
| **MAINTAIN AN INCIDENT LOG** |  |
| **ENCOURAGE STAFF TO MAKE EYE CONTACT AND ENGAGIN IN CONVERSATION TO INQUIRE ABOUT THE REASON FOR THE GUESTS’ VISIT OR STAY** |  |
| **DISTRIBUTE & DISPLAY LITERATURE AND MATERIALS IN STAFF AREAS** |  |
| **UNDERTAKE AGE VERIFICATION CHECKS** |  |
| **ONLY ACCEPT PHOTO ID** |  |
| **UNERTAKE PATROLS (WALK HALLWAYS & THE PERIMETER)** |  |
| **INSTALL CCTV MONITORING & RETAIN CCTV RECORDINGS** |  |
| **REQUIRE VISITORS TO USE THE MAIN ENTRANCE OF THE PREMISES** |  |
| **RESTRICT UNREGISTERED PERSONS IN GUEST ROOMS** |  |
| **INCLUDE EXPLOITATION IN YOUR BUSINESS RISK ASSESSMENT** |  |
| **ESTABLISH A WHISTLEBLOWLING POLICY** |  |
| **SHARE INFORMATION & INTELLIGENCE APPROPRIATELY** |  |
| **REPORT SUSPICIOUS ACTIVITY TO LOCAL POLICE** |  |
| **INVEST IN EXPLOITATION STAFF TRAINING AND KEEP UP TO DATE TRAINING RECORDS.** |  |
| **PUT EXPLOITATION ON YOUR STAFF MEETING AGENDA** |  |