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**Safeguarding self-assessment tool**

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| Name of person(s) completing the form: |  |  |
| Organisation: |  |  |
| Position: |  |  |
| Date completed: |  | |

This self-assessment tool has been designed for small voluntary and private sector organisations working with children and young people to support them in evaluating their safeguarding practice and to identify areas for improvement. It has been developed based on the more detailed Section 11 self-assessment process for statutory organisations and is in line with the training and guidance offered by the Safer Programme.

Completion of the tool is entirely voluntary and is primarily designed to help individual organisations further improve their safeguarding practice. The NSCB will be supporting Momentum in the delivery of Good Practice Events during April/May 2017, which will provide a chance to review general themes and offer further guidance to individual organisations.

For further information, guidance and safeguarding advice, please contact the [Norfolk Safeguarding Children Board](http://www.norfolklscb.org) on 01603 223409. For specific [Safer training](http://www.norfolklscb.org/people-working-with-children/safer-programme/) enquiries, please contact 01603 228966.

We hope you find this a useful tool and welcome your feedback.

*Please note that this tool is separate from the Norfolk Early Years Safeguarding Audit tool that Ofsted-registered early years settings will be required to complete in due course.*

*Please indicate whether the following statements apply to your organisation; you can provide evidence and examples in the table at page 6.*

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| 1. **Leadership, responsibility and accountability** | | |
|  | Yes | No |
| There is a trustee/named person who takes leadership responsibility for the organisation’s safeguarding arrangements. |  |  |
| There is a designated officer for safeguarding who has completed the Safer Designated Officer Training (or equivalent). |  |  |
| All staff and volunteers understand their responsibilities in safeguarding children and know what to do if they are concerned about a child or young person. |  |  |
| All staff and volunteers are kept up to date on safeguarding issues and procedures. |  |  |
| The organisation knows how they are represented on the NSCB Board. |  |  |

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| 1. **Safeguarding policies and procedures** | | |
|  | Yes | No |
| There is a safeguarding children policy that has been reviewed and updated within the last year. |  |  |
| The safeguarding children policy includes clear guidance on how to recognise and respond to concerns about children. |  |  |
| Policies and procedures are easily accessible to all staff / volunteers and changes to policies are clearly communicated to all. |  |  |
| The organisation has a whistle-blowing policy that encourages staff / volunteers to report concerns about safeguarding and promote the welfare of children. |  |  |
| The organisation has a code of conduct in place for children and young people. |  |  |
| The organisation has a complaints policy and this is widely promoted. |  |  |
| The organisation has systems in place to ensure that the safeguarding policy is followed by all staff. |  |  |

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| 1. **Safer recruitment and safer working practices** | | |
|  | Yes | No |
| All roles (paid and voluntary) have a clear job description, which include their responsibility around safeguarding and a person specification. |  |  |
| Opportunities (paid and unpaid) within the organisation are advertised widely and include a clear statement about the need for a DBS check and the organisation’s commitment to safeguarding. |  |  |
| All potential staff / volunteers are asked to complete an application form and provide at least two references (including the most recent employer), which are always taken up for successful applicants. |  |  |
| All potential staff and volunteers are given an interview, which includes the opportunity to consider the individual’s motivation to work with children and young people (preferably a safeguarding interview). |  |  |
| The organisation’s safeguarding policy makes reference to the use of Disclosure and Barring checks and notification of any staff removed from working with children. |  |  |
| All staff and volunteers complete safeguarding training as part of their induction within the first six months. |  |  |
| The organisation ensures that there are appropriate levels of supervision in place and that any staff who work alone with children and young people work in a safe way. |  |  |
| The organisation has clear written procedures for dealing with situations where allegations of abuse are made against someone working with children, including record-keeping and monitoring of individual cases. |  |  |
| The Designated Safeguarding Officer knows how to refer to the LADO if there has been an allegation concerning individuals who work with children. |  |  |

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| 1. **Information-sharing and effective multi-agency working** | | |
|  | Yes | No |
| All staff and volunteers have a clear understanding about how and when to share information in relation to safeguarding children. |  |  |
| The organisation is compliant with the Data Protection Act, including ensuring that information is kept safe and secure, and that all information on file is accurate. |  |  |
| Mandatory induction training includes familiarisation with information-sharing arrangements and legal obligations. |  |  |
| Staff and volunteers are confident about how to escalate concerns if it is felt that other professionals are not responding appropriately to concerns about a child. |  |  |
| Staff and volunteers are aware of the “Norfolk Threshold Guide” and what it means for children and young people. |  |  |
| Staff and volunteers are aware of the “Signs of Safety” approach and understand how this is used to support work with children and young people. |  |  |

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| 1. **Workforce development** | | |
|  | Yes | No |
| All staff and volunteers have attended the Safer “Introduction to child protection” (or equivalent) within the last three years. |  |  |
| The organisation has a planned approach to ensuring that all staff and volunteers are appropriately trained and that training is refreshed when required. |  |  |
| The named professional lead for safeguarding or another senior member of staff can be easily contacted by staff / volunteers for support and advice when dealing with safeguarding concerns (especially for evening sessions). |  |  |
| All staff / volunteers working with children receive regular support and opportunities for one to one discussions with a senior colleague/designated safeguarding lead. |  |  |
| All staff who provide supervision and line management to other colleagues have received appropriate training in supervision skills. |  |  |

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| 1. **Voice and involvement of children** | | |
|  | Yes | No |
| Children and young people are fully engaged and consulted about the services offered by the organisation. |  |  |
| Children and young people understand what confidentiality means and when the adults around them are obliged to share information. |  |  |
| Children and young people are regularly engaged and consulted on changes within the organisation that will have an impact on them. |  |  |
| The organisation considers how the services they offer can improve outcomes for children and young people and regularly monitor and review these. |  |  |
| Children and young people fully participate in drawing up and agreeing the code of conduct for them and the rules of the organisation. |  |  |

**Evidence**

*Please use the table below to provide evidence and examples in relation to the statements above. Use the third column to think about development areas for your organisation and any specific actions you plan to take to further improve your safeguarding practice.*

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| **What are we worried about?** | **What’s working well?** | **Where do we want to get to?** |
|  |  |  |
| **What needs to happen? (SMART actions)** |
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On a scale of 0 – 10, where 0 means that you have got substantial work to do as an organisation to improve safeguarding practices, policies and procedures and 10 means that you are confident in your safeguarding practice and that appropriate systems and policies are in place and working well to safeguard children, what rating would you give? **Rating:**