



Nottinghamshire
SAFEGUARDING
CHILDREN Board

Working in Partnership to Safeguard
Children & Young People

S11 Self Assessment Tool for the Voluntary Sector

1 Introduction

This self assessment tool has been designed to enable organisations /agencies /groups, however large or small, to ensure that the services they provide for children and young people are compliant with current legislation (Children Act 2004) and best practice as set out in the recently updated national guidance "Working Together to Safeguard Children" (2006).

The tool can be used in a variety of ways but has been designed specifically as a developmental tool which will enable organisations to develop their own policies and procedures in line with agreed standards that have been endorsed by Nottinghamshire Safeguarding Children's Board (NSCB). A model Child Protection Policy for Voluntary Organisations is also available from the NSCB website (www.nottscc.gov.uk/nscb).

The aim is to work through each section of the tool to look at where you are up to within your organisation and identify what you need to do to reach the standards expected of all organisations that work with children and young people within Nottinghamshire.

On completion of the tool you can send this to the NSCB Development Officer and an acknowledgment will be issued to say that your organisation has undertaken a self assessment of safeguarding practice.

This self-assessment tool should help you to become knowledgeable and more confident in applying safeguarding standards within your organisation. It will also provide valuable written evidence of your organisation's commitment to best practice in safeguarding children and young people in the services that you provide.

2 Safeguarding: What does it mean?

"Safeguarding" means all agencies working with children, young people and their families taking all reasonable measures to ensure that the risks of harm to children's welfare are minimised and that where there are concerns about children and young people's welfare, all agencies taking appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other local agencies (*Safeguarding Children* (2005) 2nd Joint Chief Inspectors' Report)

3 How does it apply to my organisation?

All organisations that work with and/or have involvement in the development/delivery of services for children, young people, adults and families should have policies and procedures in place to both safeguard and promote the welfare of children with whom they come into contact or for whom they provide services . (*Working Together to Safeguard Children* 2006)

Whilst it is essential to have child protection policies and procedures in place, safeguarding children and young people goes beyond this. It is about a system of preventative measures that an organisation must adopt to ensure the safety and well-being of any child/young person with whom they are working. The system itself must also promote equality and diversity throughout the operation of the organisation.

Many Voluntary Organisations already have a system of policies and procedures in place i.e. child protection, health and safety, equal opportunities etc. You may well be aware that you will need to produce evidence of specific policies to obtain funding and with new commissioning arrangements set for 2008 this will be ever more stringent. The starting point for your organisation is to undertake this self assessment tool and identify any gaps within your current systems of policies and procedures. Ask yourselves the following:

- Does safeguarding children and young people feature throughout the policies & procedures that we already have in place?

- Do they reflect safeguarding children and young people as a key priority within our organisation?

For new organisations this tool is here to help you to develop your safeguarding systems in line with legislation and best practice. The tool has been designed to guide you to key information that you need to be aware of and how to incorporate this within your policies and procedures.

The important thing to remember is that policies state what you are trying to achieve, procedures state how your organisation achieves it. They are meant to be used as guides for action and not left in a corner gathering dust! If your policies and procedures work for your organisation, work for parents/carers and children and, everybody knows about them, congratulations - you're obviously on the right track!

Section 1 Basic Information about your organisation

Name Of Organisation/Agency/Group:		
Address:		
Name of Lead Person/Organiser and Job Title:		
Name of Person completing this Self Audit/Job Title		
Tel No:		E-Mail:

How many people work for your organisation?

Trustees	Governors	Directors	Part Time Staff	Full time staff	Sessional / Relief Staff	Volunteers

Briefly describe the nature of the work that your project does with Children/Young People:

Section 2

Basic Safeguarding Awareness: What you should know

Are you aware of:-	Yes	No	To do	Plan outline and completion date	Key information	Additional support
The role and remit of the NSCB					The Nottinghamshire Safeguarding Children Board. www.nottscc.gov.uk/nscb	Current VS Board Representative - Sue Fenton 01159624262
The NSCB Interagency Safeguarding Procedures					These are joint procedures with Nottingham City Safeguarding Children Board and are available to view or download at www.nottscc.gov.uk/nscb They also include Practice Guidance for specific issues	
Your duties and responsibilities under The Children Act 1989 The Children Act 2004 – particularly s11 Working Together to Safeguard Children 2006					These are duties upon you personally, your workforce and your organisation See www.everychildmatters.gov.uk/safeguarding	
Are these key documents available for staff in your organisation?						
Do you know how to access Safeguarding training for staff					Contact Sarah Bale or Sarah Wells, Training administrator and coordinator 0115 9452764 x 34332 Or see www.nottscc.gov.uk/nscb	

Section 3: What you should have in place

Child Protection Policy & Procedures	Yes	No	To Do	Plan Outline and completion date	What to include	Additional support
Do you have a Child Protection (CP) Policy that is accessible and clear for *Staff & volunteers *Children and young people *Parents / Carers					A child protection policy should be clear and to the point. It should consist of a series of brief statements about how your organisation aims to protect children from harm and promotes their welfare within all areas of organisational activity It should be accessible to everyone and on display	See model CP policy at www.nottscc.gov.uk/nscb
Do you have written procedures which tell your staff what they should do when they are concerned about a child?					Clear step by step guidance on what to do, who to go to and how to act on concerns about a child's safety / welfare It should also include information regarding signs and symptoms of abuse and you need to bear in mind that categories / definitions develop over time	See appendix 3 & 4 of above
Is there a named person who is responsible for dealing with or advising with regard to CP issues?					Is their role known of and understood by all members of staff including volunteers? Are they easily contactable?	
Have they undertaken NSCB training on Recognising and Responding to Child Abuse and Working Together to Safeguard Children Training?						

Child Protection Policy & Procedures	Yes	No	To Do	Plan Outline and completion date	What to include	Additional support
Is there an adequately trained deputy in their absence?						
Do you include reference to the CP procedures as part of your induction for new staff and volunteers?						
Do staff & volunteers have to sign to say that they have read and understood them ?						
Is there a clear framework for managing allegations made against members of staff?					<p>It should make clear that children will be listened to and all allegations will be taken seriously and there should be a clear process for reporting and recording concerns, how information shall be shared and the process managed. If allegations are made against a members of staff you should discuss with NottsCC Local Authority Designated Officer (LADO)</p> <p>See Chapter 7 NSCB Child Protection Policies and Procedures at www.nottsc.gov.uk/nscb</p>	<p>Clive Chambers (Local Authority Designated Officer) 01623 433254</p>

Section 4: Additional & Complimentary Policies and Procedures

Additional & Complimentary Policies and Procedures	Yes	No	To do	Outline Plan and completion date	What to include	Additional Information / Support
Does your organisation have a Safeguarding policy?					This should be a “stand alone” document. More than knowing what to do when a child has been harmed it should cover keeping children safe from harm and have prevention as a key element	
Does your organisation have a suite of policies & procedures which also impinge on safeguarding and protecting children and young people?					These include: *Health and safety *Safe recruitment *Behaviour Policy or *Codes of Conduct *Complaints *Managing and Supervising Staff *Staff review and appraisal	
Does your organisation have written procedures on how to i) Ensure activities are safe ii) Ensure buildings are safe iii) Ensure staff are safe					This should be an outline plan of actions undertaken to ensure that activities planned for can be safely undertaken and pay attention to, for example, *The needs of children and young people and those with additional vulnerabilities or disabilities *Staff / volunteers ratios and qualifications *Transport arrangements including relevant licences, insurances, car seats etc	See www.rospe.com www.teachernet.gov.uk/visits

Additional & Complimentary Policies and Procedures	Yes	No	To do	Outline Plan and completion date	What to include	Additional Information / Support
iv) Ensure equipment is safe v) Ensure the environment is safe					*Safety equipment inspection *Buildings insurances and fire safety Effectively it requires undertaking a risk assessment of potential harm / danger and minimising as much as possible	

Safe Recruitment Policy	Yes	No	To do	Outline Plan and completion date	What to include	Additional Information / Support
Do you have a safe recruitment policy					This should demonstrate how you aim to safeguard children through the recruitment process for all staff and should include clarity on the level of checks that will be undertaken The CRB check is not of itself sufficient to demonstrate safe practice – *There should be at least 2 recruiters with clear guidelines on their roles and responsibilities *At least 2 forms of ID should be provided and certificates checked. *Employment history should cover at minimum the previous 5 years and address any gaps in employment A request for references should include a statement saying that	

Safe Recruitment Policy	Yes	No	To do	Outline Plan and completion date	What to include	Additional Information / Support
Do you have a safe recruitment policy (cont)					the person has applied for a post that involves contact with children and young people and request opinion on suitability in that regard	

Codes of Conduct and behaviour	Yes	No	To do	Outline Plan and completion date	What to include	Additional Information / Support
Do you have codes of behaviour that you expect everyone to abide by and is this made clear to all, staff and service users alike? Do you have a lone worker policy?					This should make it clear what children, young people, parents and carers can expect from staff It should include rules about abusive behaviour such as bullying, racism, sexist behaviours and aggression and make it clear how the organisation will respond to deal with such behaviour If the nature of the work involves lone working then staff and clients need to be aware of what is acceptable and there should be tracking and on-call systems in place to support lone workers	

Managing Staff and Volunteers	Yes	No	To do	Outline Plan and completion date	What to include	Additional Information / Support
<p>Do you have staff induction processes? Are all staff, paid and volunteers expected to attend? Is child protection included? Do you have a supervision policy?</p>					<p>A staff handbook is useful for communicating values of organisations and it is good practice to expect volunteers to adhere to the same principles as paid employees Supervision should take place 4-6 weekly for all staff working directly with children, young people and families and should be focussed upon supporting the worker to identify strengths and risks within the family and working to safeguard children</p>	
<p>Have all staff received basic training in child protection?</p>					<p>All staff should have attended basic Recognising and Responding to Child Abuse training</p>	

Complaints procedures	Yes	No	To do	Outline Plan and completion date	What to include	Additional Information / Support
Do you have a complaints procedure and is it actively promoted and accessible?					Every organisation should have a policy in place that makes it clear that complaints are actively encouraged and how they will be dealt with. This should be distinguished from a “whistle blower” policy. Whistle blowing is about staff feeling able to speak out about the practice of other colleagues that may raise concern and will need to be handled differently. Complaints about behaviour which essentially indicate that a worker poses a risk to children will have to be dealt with in line with NSCB policies and procedures and will require a referral to the Local Authority Designated Officer (LADO)	LADO for Nottinghamshire county council is Clive Chambers 01623 433254
Implementing and Reviewing					All policies and procedures should be regularly reviewed and updated on a yearly basis. There should also be a process in which the management body oversees the development of policies and they should be stored for a reasonable period of time	

Congratulations on Completing the Self Assessment Process!

To obtain recognition for undergoing this process please send the self assessment, along with the documentation listed below, to the NSCB Development Officer. Once the documents have been checked the self assessment will be signed off and an acknowledgement issued that your organisation has undertaken a self assessment process which reflects the agreed local safeguarding standards required of an organisation that works with children and young people within the area covered by the Nottinghamshire Safeguarding Children Board. In addition, having completed this self assessment your organisation has undertaken valuable preparation work for undertaking Sound Systems; a nationally recognized peer accreditation scheme that results in an organisation gaining a “Kite Mark” of Safeguarding Standards that is recognized at a national level.

For acknowledgement of your self audit of safeguarding standards you need to forward the following documentation:

- Completed Self Audit Form
- Copy of Child Protection Policy and Procedures
- Copy of Safeguarding Policy
- Feedback Form

These can be posted to:

NSCB Development Officer
NSCB
County Hall
West Bridgeford
Nottingham
NG117QP

FEEDBACK FORM

It would be greatly appreciated if you could take time out to fill in this form and return when you have undertaken the self assessment process. Please be assured your comments are important and will be used for the development of this Self Assessment Tool and other resources that will enable the voluntary sector to develop their own safeguarding children systems and practices. (Please circle your answer)

1) Have you found this Self Assessment Tool useful: Yes No

2) Did you find the language used clear and easy to understand: Yes No

If no, please indicate how it could be improved

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3) On a scale of 1-10 how would you have rated your organisations safeguarding practice / standards prior to undertaking the self assessment

1__2__3__4__5__6__7__8__9__10

4) On a scale of 1-10 how would you rate your organisations safeguarding practice/standards having now undertaken the Self Assessment

1__2__3__4__5__6__7__8__9__10

5) Having undertaken this self assessment process, on a scale of 1-10 (1 =low / 10=high) how would you rate your confidence as an organisation in the following areas:
(Please circle your answer)

a. Knowledge of Safeguarding Standards

1__2__3__4__5__6__7__8__9__10

b. Implementation

1__2__3__4__5__6__7__8__9__10

c. Staff awareness of Safeguarding

1__2__3__4__5__6__7__8__9__10

d Involving children/young people/parents and carers in the development of safeguarding standards within the organisation

1__2__3__4__5__6__7__8__9__10

6) If you have indicated low levels of confidence in relation to the above, what information/support/resources would help you to develop these area's further:

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7) Are there any other comments you would like to make about the Safeguarding Assessment Tool or about Safeguarding Issues as a whole:

Your Comments:
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Thank you for your time and effort in filling in this form