Child safeguarding self-audit tool

Description: A self-audit tool to assess how well you are integrating child safeguarding measures across your organisation.

Goals of the session: To check that you are making the necessary improvements when implementing and monitoring child safeguarding measures: 1) To measure how close your organisation is to meeting child safeguarding standards. 2) To gain insight in what needs to be improved. This tool can be used during different stages of implementation and monitoring.

Audience: All staff members (from all organizational levels), including senior executives, programme managers and officers, drivers and cleaners.

Target group: Staff members

Preparation time: 1-2 hours

Duration: 1-2 hours

Training method: One staff member facilitates the session by inviting participants, explaining the purpose of the session, instructing the group, splitting up the group in sub groups, summarizing the results, leading the final discussion and ensuring that the group agrees on future actions. Another staff member records the results and agreements and sends them to the participants afterwards. Also read the instructions below.

Materials: Three coloured pens or pens with three different kinds of shading for each sub group, small printed versions of this tool for each sub group, a large printed version of this tool, a flip-chart/whiteboard and marker, pen and paper.

Copyright: Keeping Children Safe 2014, adapted by Red een Kind 2016

Introduction

This self-audit tool reviews the organisation's implementation and monitoring of child protection measures in 4 areas (corresponding with the standards on the following pages):

1. Policy — The organisation's child safeguarding policy
2. People — Child safeguarding measures aimed at staff members, volunteers, associates, children, parents/caregivers and partner organisations
3. Procedures — Child protection procedures throughout the organisation
4. Accountability — The evaluation, reporting and improvement of the organisation's child safeguarding policies and practices

Instruction

Split up the group in sub groups of 4-8 participants: Form mixed groups and one separate group with members of the management team. Each sub group appoints a participant who facilitates the discussion in his group and presents the group's results to the other groups.

Together read the statements on the following pages and decide whether, for your organisation, each standard is:

A. in place
B. working towards
C. not in place

Tick the A, B or C box as appropriate.

Then transfer your answers to the self-audit web on the last page. Use a different colour, or different kind of shading for A, B and C. The web lets you make a diagram of your organisation, illustrating visually the stage reached by the organisation in safeguarding children and highlighting where further action needs to be taken.

Discuss (still in sub groups) which future actions could be taken to improve the implementation and monitoring of child protection measures.

Then each sub group presents its self-audit web and its ideas about improvement to the other groups. The session's facilitator summarizes the results, including similarities and differences.

To conclude the whole group discusses and agrees on which future actions will be taken to improve the implementation and monitoring of child protection measures.

Standard 1: Policy	**A**	**B**	**C**
The organisation has a written child safeguarding policy, approved by the relevant management body, to which all staff and associates (including partners) are required to adhere.			
The UN Convention on the Rights of the Child and other Conventions and Guidelines pertaining to children informs the policy of the organisation.			
The policy is written in a way that is clear and easily understandable and is publicised, promoted and distributed widely to all relevant stakeholders, including children.			
The policy is clear that all children have equal rights to protection and that some children face particular risks and difficulties in getting help, because of their ethnicity, gender, age, religion or disability, sexual orientation.			
The policy addresses safeguarding children from harm through misconduct by staff, associates and others, from poor practice, and from its operational activities where these may harm children or put them at risk due to poor design and/or delivery, for example.			
The organisation makes clear that ultimate responsibility for ensuring the safety of children rests with senior executives (CEO and Directors) and managers.			

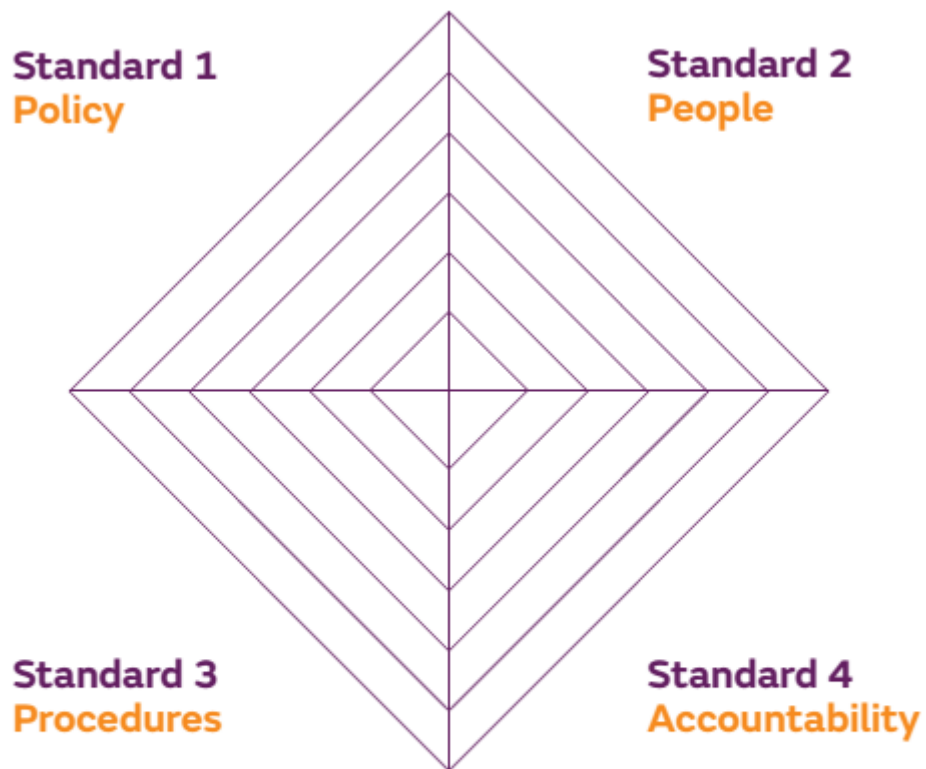| **Standard 2: People**	**A**	**B**	**C**
There are written guidelines for behaviour (Code of Conduct) that provides guidance on appropriate/expected standards of behavior towards children and of children towards other children.			
Recruitment processes have strong child safeguarding checks in place. Recruitment adverts, interviews and contracts all outline a commitment to child safeguarding.			
The organisation is open and aware when it comes to child safeguarding matters such that issues can be easily identified, raised and discussed. All members of staff, volunteers and associates have training on child safeguarding.			
Children are made aware of their right to be safe from abuse and provided with advice and support on keeping themselves safe including information for children, parents/carers about where to go for help.			
The organisation designates key people at different levels (including Director level) as "focal points" with clear defined responsibilities, to champion, support and communicate on child safeguarding and for effective operation of the child safeguarding policy.			
Partner organisations are required and supported to develop minimum child safeguarding measures appropriate to their organisation.			

Standard 3: Procedures	A	B	C
The organisation requires local mapping exercises to be carried out that analyse the legal, social welfare and child protection arrangements in the context in which it works.			
There is an appropriate process for reporting and responding to child protection incidents and concerns that fits with the local systems for dealing with incidents of child abuse (as identified in the mapping exercise).			
The identification and mitigation of child safeguarding risk is incorporated into risk assessment processes at all levels, i.e. from identification of corporate risks through to planning an activity involving or impacting on children.			
Adequate human and financial resources are made available to support development and implementation of child safeguarding measures.			
There are clear procedures in place that provide step-by-step guidance on how to report safely which are linked to the organisations disciplinary policy and procedures.			
Child safeguards are integrated with and actively managed into existing business processes and systems (strategic planning, budgeting, recruitment, programme cycle management, performance management, procurement, etc.) to ensure safeguarding children is a feature of all key aspects of operations.			

Standard 4: Accountability	A	B	C
Arrangements are in place to monitor compliance with and implementation of child safeguarding policies and procedures through specific measures and/or integration into existing systems for quality assurance, risk management, audit, monitoring and review.			
There is a system of regular reporting to key management forums, including Director level, to track progress and performance on child safeguarding, including information on safeguarding issues and child protection cases.			
External or independent bodies such as Board of Trustees, oversight committees are used to monitor performance in this area and hold senior executives to account in relation to child safeguarding.			
Opportunities exist for learning from practical case experience to be fed back into organisational development.			
Policies and practices are reviewed at regular intervals and formally evaluated every three years.			
Progress, performance and lessons learnt are reported to key stakeholders (management forums and external or independent bodies where relevant) and included in organisations' annual reports.			

The self-audit web
Please note that there is no intended hierarchical progression from 1 – 6, the aim of this exercise is to reveal any gaps.

Standard 1
Policy

Standard 2
People

Standard 3
Procedures

Standard 4
Accountability

A. in place
B. working towards
C. not in place