

**Self- Assessment Tool
Non- Regulated Organisations**

Organisation Name	
Group/Activity	
Self-Assessed By	
Position in Organisation	
Date	
Review Date	

SECTION A: POLICIES AND PROCEDURES

Your Policy	Met (please provide detail of evidence)	Not Met	N/A	Actions to be taken	Target Date
Does your organisation have a safeguarding child/adult protection policy? NSPCC guidance					
If yes, has it been reviewed in the last 12 months? When was this reviewed? If no, when do you intend to review it, and other related policies?					
Does your policy explain how you implement safeguarding across all your activities? Consider links to all other organisational policies and indicate these					
Your Safeguarding Officer	Met (please	Not Met	N/A	Actions to be taken	Target Date

	provide detail of evidence)				
Have you assigned a named officer for safeguarding child/adult protection? Who is this?					
Have you carried out a DBS check for the role of safeguarding/protection officer, if the eligibility criteria have been met? DBS eligibility guidance					
Is your safeguarding/protection officer named in your policy together with their named contact details?					
Are all your staff/volunteers/trustees aware of the named safeguarding/protection officer and how to contact them? How are they made aware of this?					
Your Procedures	Met (please	Not Met	N/A	Actions to be taken	Target Date

	provide detail of evidence)				
Do all your staff/volunteers discuss all child/adult protection concerns with the named safeguarding child/adult protection officer immediately?					
Do all your staff/volunteers have access to the procedures					
Are all your staff/volunteers aware of procedures to follow in relation to allegations of abuse against staff and volunteers?					
Are all appropriate allegations/incidents/concerns reported to the relevant authorities – local social services, police and governing body/trustees?					
DBS Duty to Refer	Met (please provide detail of evidence)	Not Met	N/A	Actions to be taken	Target Date
If your organisation provides “regulated activity”, are your staff/volunteers aware that if a staff member/volunteer has been removed or is dismissed because they have harmed, or posed a risk of harm to a child/adult there is a statutory duty to refer this information to the Disclosure					

and Barring Service? Regulated Activity					
--	--	--	--	--	--

SECTION B : RECRUITMENT

Employment/Volunteering	Met (please provide detail of evidence)	Not Met	N/A	Actions to be taken	Target Date
Does your organisation have procedures in place to support good practice in recruitment and employment of staff/volunteers including induction, supervision, mentoring and appraisal?					
Does your organisation carry out all appropriate non-specific pre appointment checks including the right to work and identify checking, and take up references on all staff/volunteers before an appointment?					
Are all job positions within your organisation assessed against eligibility for Disclosure and Barring Service (regulated and non-regulated activity) checks and carried out when eligible?					
Do your job descriptions clearly state individual safeguarding roles, responsibilities and the requirement for					

DBS checks where appropriate?					
Do you have a staff/volunteer/trustee Code of Conduct in relation to working with vulnerable groups?					
SECTION C : TRAINING					
Employment/Volunteering	Met (please provide detail of evidence)	Not Met	N/A	Actions to be taken	Target Date
Have all staff/volunteers/trustees that have regular contact with children and/or adults in your organisation completed an Introduction to Safeguarding Child/Adult Protection Training within 6 months of starting work or volunteering?					
Do you keep a record of staff/volunteers/trustees that have and have not been trained?					
Do you have and implement an action plan for training and/or continuous updating of staff/volunteers/trustees in safeguarding (adult/child protection?)					
Have all relevant staff/volunteers been given training in relation to procedures?					

Please give the date and title of the latest course that the named person for Safeguarding Child/Adult Protection attended at the appropriate level of training (within the last 2 years)	Name: Date: Title:
---	----------------------------------

SECTION D: INFORMATION HANDLING

Information Storage and Sharing	Met (please provide detail of evidence)	Not Met	N/A	Actions to be taken	Target Date
Are all your staff and volunteers aware of their responsibilities regarding information sharing and confidentiality, within the context of safeguarding?					
Do you advise parents/carers and young people, service users (e.g. by leaflet or letter) from first attendance about how your organisation safeguards children, young people and adults attending your provision? And if not, what are your plans to do so?					
Are all details of child or adult protection referrals or any records of safeguarding concerns, made by your organisation, stored securely and in accordance with the Data Protection Act ?					

Does your organisation record all Disclosure and Barring Service checks and keep this information (in accordance with DBS Code of Practice)?					
SECTION E : GENERAL SAFETY AND MANAGEMENT OF ACTIVITIES					
Safeguarding Procedures for the Building	Met (please provide detail of evidence)	Not Met	N/A	Actions to be taken	Target Date
Do you know and monitor public access points in the building(s) you use so that you know if a child or service user leaves, or people enter the building?					
Do you have policies and procedures in place to maintain safeguarding when other people/vehicles not involved with your organisation use/visit the premises at the same time as your organisation?					
Are parents/carers/visitors monitored whilst they are in the building including signing in and out procedures in appropriate?					
Are safeguarding issues reported to the trustees and the building's management, as appropriate?					

Do you risk assess for safeguarding and general safety if/when using premises other than your own and have a reporting system in place for issues identified?					
General Safeguarding Issues	Met (please provide detail of evidence)	Not Met	N/A	Actions to be taken	Target Date
Do you have a forum where you can regularly discuss general safeguarding concerns?					
If you have a Board of trustees/management team do they discuss the safeguarding of service users and safeguarding practice on a regular basis?					
E-Safety	Met (please provide	Not Met	N/A	Actions to be taken	Target Date

	detail of evidence)				
Do service users have access to the internet via any means in your group?					
Do you have and have you implemented a policy for the safe use of internet access by service users, staff and volunteers?					