

**Self-evaluation of Safeguarding and Action Plan for Community Groups**

**Name of Group: Date:**

***This tool is designed to assist you to think about the safeguarding procedures in place in your community group linked to the Highland Child Protection Guidance and Toolkit for Community Groups and plan any relevant next steps. Complete aspects relevant to your group/personalise to suit your needs.***

What is safeguarding? It is the action that community groups and organisations take to protect children and vulnerable or protected adults (vulnerable beneficiaries) from harm including emotional, physical, sexual, neglect and financial. Charities and community groups working with vulnerable beneficiaries must do all they can to keep them safe and protected from harm ensuring appropriate policies, practices and procedures are in place and adhered to. For more in-depth information on safeguarding and self-evaluation tools click on the links below or copy and paste into your browser:

High Child Protection Committee [www.hcpc.scot](http://www.hcpc.scot) or [Click here](http://www.hcpc.scot)

OSCR (Office of the Scottish Charity Regulator) <https://www.oscr.org.uk/guidance-and-forms/safeguarding-guidance-keeping-vulnerable-beneficiaries-safe/> or [Click here](https://www.oscr.org.uk/guidance-and-forms/safeguarding-guidance-keeping-vulnerable-beneficiaries-safe/)

Top Ten Safeguarding Tips <https://www.oscr.org.uk/media/3128/10-safeguarding-steps.pdf> or [Click here](https://www.oscr.org.uk/media/3128/10-safeguarding-steps.pdf)

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| **Aspect of safeguarding** | **In place & implemented (date)** | **Next steps** | **Responsible**  **(date)** | **Review**  **(date)** |
| Nominated Child Protection Lead selected, vetted, accessed appropriate level of training  ([www.hcpc.scot](http://www.hcpc.scot)) |  |  |  |  |
| Child Protection Policy in place (reviewed annually)  (P 9,10,11) |  |  |  |  |
| Child Protection Policy and Responding to Child Protection Concerns Tool with contact numbers prominently displayed (P 9, 10, 19) |  |  |  |  |
| Committee, staff and volunteers aware of, have read and understood policy and refresh annually |  |  |  |  |
| Committee, staff and volunteers encouraged to access free Child Protection e-module ([www.hcpc.scot](http://www.hcpc.scot)) |  |  |  |  |
| Child protection concerns and children’s disclosures are recorded and shared in line with policy (P 6, 19) |  |  |  |  |
| Robust recruitment and induction of committee/staff/volunteers including PVG, references, personal profile (P 3,4, 12 -16) |  |  |  |  |
| Records, information including disclosure retained securely in line with General Data Protection Regulation (GDPR) (P 7, 8, 18) |  |  |  |  |
| Procedure for transporting children (P 4/5) |  |  |  |  |
| Procedure for photographing, videoing, filming (P 5) |  |  |  |  |
| Procedure for publications, websites (P 5) |  |  |  |  |
| Tips for child protection and good practice shared with staff/volunteers (P 17, 20) |  |  |  |  |