 **Safeguarding self-evaluation and action plan**

**Name of Third Sector Organisation: Date:**

*This tool is designed to assist you to evaluate the safeguarding procedures in place in your organisation linked to Highland Child Protection Guidance and Toolkit for Third Sector Organisations. Complete sections relevant to your organisation/personalise as appropriate.*

What is safeguarding? It is the action that organisations take to protect children and vulnerable or protected adults (vulnerable beneficiaries) from harm including emotional, physical, sexual, neglect or financial harm. Charities 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 broader aspects of safeguarding and self-evaluation tools click on the links below or copy and paste into your browser:

Highland 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)

NSPCC Safeguarding <https://learning.nspcc.org.uk/media/1079/safeguarding-standards-and-guidance.pdf> or [Click here](https://learning.nspcc.org.uk/media/1079/safeguarding-standards-and-guidance.pdf)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Aspect of safeguarding** | **What we do well** | **Actions/next steps (where required)** | **Target date/**  **responsible** | **Review impact of improvement made for children (incl date & evidence source.)** |
| Nominated Child Protection Lead selected, vetted, accessed appropriate level of training  ([www.hcpc.scot](http://www.hcpc.scot)) |  |  |  |  |
| Child Protection Policy (reviewed annually)  P 13,14,15) |  |  |  |  |
| All employees/ volunteers have read, understood policy, know protocol and contact numbers |  |  |  |  |
| All employees/  volunteers access the appropriate level and frequency of child protection training  (Free Child Protection e-module [www.hcpc.scot](http://www.hcpc.scot)) |  |  |  |  |
| Child protection concerns, and children’s disclosure are responded to, recorded and reported in line with policy P 9, 10, 11  Example flow chart  P 29 |  |  |  |  |
| Where appropriate review of referred concerns is used to inform learning  Sample review format [www.hcpc.scot](http://www.hcpc.scot) |  |  |  |  |
| Robust recruitment and employment processes for all employees/volunteers including:  Good Practice P 30  Job description  Personal profile  P 18,19  Criminal convictions P 20 21  PVG declaration P 21  Vetting check list P 23  References P 19, 24, 25  Disclosure Referrals/convictions P 7, 8 |  |  |  |  |
| All employees/  volunteers are treated equally, have induction, support and supervision, training and guidance  P 5,6, 27 |  |  |  |  |
| Procedure for transporting children and young people known and adhered to P 9 |  |  |  |  |
| Procedure for photographing, videoing and filming known and adhered to P 9 |  |  |  |  |
| Publications and websites P 9 |  |  |  |  |
| All employees/ volunteers are aware of the General Data Protection Regulation (GDPR), records and information storage is GDPR compliant P 11,12 |  |  |  |  |

Name: Date: