



SAFEGUARDING CHILDREN AND YOUNG PEOPLE
“Self Audit Tool”

**For Children’s/Young People’s Voluntary and
Community Sector Organisations across the Bradford District**

Designed for the VCS within the VCS by

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Safeguarding Children’s Development Worker

This model policy is available for download from
www.bradford-scb.org.uk OR www.bradfordcvs.org.uk o
or can be requested from
Dionne Norman, Young Lives Bradford on 01274 722772 or
dionne@bradfordcvs.org.uk

INTRODUCTION

This “Self Audit 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 recently updated national guidance “Working Together to Protect 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 Bradford Safeguarding Children’s Board. 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 the Bradford district.

In addition, this tool has been designed to support “Sound Systems” which is a peer Accreditation Scheme that is currently being piloted in Bradford and has been produced by the National Council for Voluntary Youth Services (NCVYS). “Sound Systems” will enable an organisation to work towards obtaining a nationally recognised “Kite Mark” in safeguarding standards. For more information on Sound Systems visit www.ncvys.co.uk .

This audit 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 organisations commitment to best practice in Safeguarding Children and Young People in the services that you provide.

“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

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), the 2nd Joint Chief Inspectors’ Report on Arrangements to Safeguard Children.

How does it apply to my organisation?

All organisations that work with and/or have involvement in the development/delivery of services for children and young people should have policies and procedures in place to both safeguard and promote the welfare of children for whom they provide services. (Working Together 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.

“SAFEGUARDING”

What do I have to do?

As the Safeguarding Children’s Development Worker for Bradford it has become apparent that many VCS organisations already have a system of policies and procedures in place i.e. child protection, health and safety, equal opportunities etc. Some of you will know that you will need to produce evidence of specific policies for potential funders 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 audit 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 and 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 there 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.

Basic Safeguarding Awareness

Section 2

What you should know

Are you aware of:	Yes	No	To Do	Key Information	Where to find Information	Additional Support
<p>(1) The Role and Remit of Bradford Safeguarding Children's Board? (BSCB)</p>				<p>Regulatory body for children's services across the Bradford District.</p>	<p>Visit: www.bradford-scb.org.uk</p> <p>See: Statement of Intent + Key Objectives.</p> <p>Or Tel: 01274-434361</p>	<p>Dionne Norman, Safeguarding Information Officer, Young Lives Bradford Tel: 01274 722 772 Email: dionne@bradfordcvs.org.uk</p> <p>Dave Benn, Barnardo's, VCS Board Rep on Bradford Safeguarding Children Board Tel: 01274 777312 dave.benn@barnardos.org.uk</p>
<p>(2) BSCB's Inter-Agency Safeguarding Procedures?</p>					<p>http://www.bradford-scb.org.uk/procedures2007/index.html</p>	

Basic Safeguarding Awareness

Are you aware of:	Yes	No	To Do	Key Information	Where to find Information	Additional Support
<p>(3) Your duties and/or responsibilities under:</p> <p>(a) Children Act (2004)?</p> <p>(b) Working Together to Safeguard Children (2006)?</p> <p>(c) “Youth Matters”?</p>				<p>Statutory Duties</p> <p>Best Practice</p> <p>Targeted Youth Support Strategy</p>	<p>www.dfes.gov.uk/publications.childrenactreport/</p> <p>www.everychildmatters.gov.uk/strategy/voluntaryandcommunity/</p> <p>www.bradford-scb.org.uk</p> <p>www.everychildmatters.gov.uk</p>	<p>Voluntary and Community Sector – Chapter 2 (2.145-2. 155) pages 71-73</p> <p>The Respect Handbook – A Guide for Local Services</p>

Basic Safeguarding Awareness

Are you aware of:	Yes	No	To Do	Key Information	Where to find Information	Additional Support
<p>(4) The revised 2006 version of:</p> <p>(a) “What to do if you’re worried a child is being abused”?</p> <p>(b) Is this on display within your organisation?</p>					<p>Downloadable from following sources:</p> <p>www.dfes.co.uk</p> <p>www.bradford-scb.org.uk</p>	
<p>(5) The role and remit of local networks that are in place to support the VCS?</p>					<p>Four district based Community and Voluntary Sector Support Organisations</p> <p>www.bradfordcvs.org.uk</p> <p>www.bingleyva.org.uk</p> <p>www.keighleyvs.org</p> <p>www.cvs.ilkley.org</p>	<p>Specialist Support Organisations:</p> <p>www.bradfordcvs.org.uk/Infrastructure_Support_Organisations_Directory.pdf</p>

Basic Safeguarding Awareness

Are you aware of:	Yes	No	To Do	Key Information	Where to find Information	Additional Support
<p>(6) How to access Safeguarding training for your organisation?</p>					<p>Free online Basic Awareness Training: register for access online at: www.bradford-scb.org.uk</p> <p>Bradford Multi-Agency Child Protection Training Schedule available also available at: www.bradford-scb.org.uk</p> <p>Safeguarding training/events also organised through the local Community and Voluntary Support Organisations (CVS)</p>	<p>For any queries/support with online training/district wide training contact:</p> <p>Rachael Hammond, Bradford Safeguarding Children Board: Tel: 01274 434361</p> <p>Contact:</p> <p>Dionne Norman, Young Lives Bradford, Bradford CVS Tel: 01274 722772 Email: dionne@bradfordcvs.org.uk</p>

Safeguarding Children and Young People

Section 3

What you should have in place

Child Protection Policy	Yes	No	To Do	What to Include	Additional Support
<p>(1) Do you have a child protection policy that is accessible for:</p> <p>(a) Staff/Volunteers?</p> <p>(b) Children/Young People?</p> <p>(c) Parents/Carers</p>				<p>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.</p> <p>The policy needs to be accessible to everybody and on display.</p>	<p>See Model Child Protection Policy statement at: www.bradford-scb.org.uk/voluntary & community section or www.bradfordcvs.org.uk</p> <p style="text-align: center;">or</p> <p>Request a copy from:</p> <p>Dionne Norman Young Lives Bradford, Bradford CVS Tel: 01274 722772</p>
<p>Child Protection Procedures</p> <p>(2) Do you have written procedures which tell your staff what they should do when they are concerned about a child?</p>				<p>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.</p> <p>Guidance on how to recognise the signs and symptoms of abuse – You need to bear in mind that new categories develop over time. Use definitions that are up-to date</p>	<p>For Model template on developing your child protection procedures visit: www.bradford-scb.org.uk/voluntary & community section</p>

Child Protection Procedures (continued)	Yes	No	To Do	What to Include	Additional Support
<p>(3) Do your child protection procedures:</p> <p>(a) Form part of your induction process for new staff and volunteers?</p> <p>(b) Do staff and volunteers sign to say they have read and understood their responsibilities under these procedures?</p>				<p>A named person who is responsible for dealing with Child Protection issues. This person should be:</p> <ul style="list-style-type: none"> • Trained in Child Protection. • Accessible to all members of staff and volunteers • A trained deputy available in their absence <p>A framework for managing allegations made against members of staff. It should be made clear children will be listened to and all allegations will be taken seriously.</p> <p>A clear process for reporting and recording concerns and information on how this will be managed/shared</p>	<p>Framework can be accessed at: http://www.bradford-scb.org.uk/procedures_2007/index.html</p> <p>For Data Protection Legislation and guidance on confidentiality refer to “What to do if your worried a child is being abused” www.dfes.co.uk</p>

Safeguarding Children and Young People

Section 4

Complimentary Policies and Procedures

Safeguarding Policy	Yes	No	To Do	What to include:	Additional Support
(1) Does your organisation have a safeguarding policy?				A safeguarding policy should be a stand alone document. The policy is more than knowing what to do when a child has been harmed. This should include keeping children safe from harm, prevention as a key element and, a commitment to the safety and welfare of children and young people.	<p>Dionne Norman Young Lives Bradford Bradford CVS Tel 01274 722772</p> <p>Bradford CVS website www.bradfordcvs.org.uk</p> <p>BSCB Website www.bradford-scb.org.uk</p>
(2) Does your organisation have a set of procedures that ensure children and young people stay safe?				<p>This is not one procedure but a collection of procedures as below:</p> <p>Health & Safety</p> <p>Safe Recruitment</p> <p>Behaviour Policy (Codes of conduct)</p> <p>Compliments and Complaints</p> <p>Managing Staff</p> <p>Reviewing and Appraising</p>	<p>For what to include:</p> <p>See Sections 5-11</p>

Safeguarding Policies and Procedures

Health and Safety of Children and Young People	Yes	No	To Do	What to include:	Additional Support
<p>(1) Do you have a health and safety policy that complies with your legal obligation to ensure that all children/young people are safe whilst in your care?</p>				<p>Your policy should outline the organisations commitment to keeping children and young people safe. It should be made clear how you will ensure that the following area's are addressed as part of your risk management procedures:</p> <ul style="list-style-type: none"> • Activities • Building • Equipment • Environment • People 	

Health and Safety of Children and Young People. (continued)	Yes	No	To Do	What to include:	Additional Support
<p>(2) Does your organisation have written procedures on how to:</p> <p>(a) Ensure your activities are safe?</p> <p>(b) Ensure how your building is safe?</p> <p>(c) Ensuring staff safety?</p> <p>(d) Equipment Safe?</p> <p>(e) Environment Safe?</p>				<p>An outline of procedures for staff/volunteers which ensures that all activities/equipment/environment/buildings are checked to ensure the activity being planned for children and young people can be managed safely.</p> <p>These should include attention to, for example:</p> <p>Children/Young People (Particular attention needs to be paid to children/young people with vulnerabilities/disabilities)</p> <p>Staff/Volunteers (Ratios/Qualifications)</p> <p>Transport Arrangements (Insurances/Licences/MOT/Car Seats)</p> <p>Equipment (Inspecting equipment to be used for safety)</p> <p>Buildings (Fire Safety/Insurances/Access)</p> <p>Effectively this means undertaking a risk assessment of potential sources of harm/danger and minimising these as much as possible.</p>	<p>For a range of information relating to developing safer activities outdoors see www.teachernet.gov.uk/visits</p> <p>For information relating to accident prevention including a guide on Minibus Safety visit: www.rospace.com</p> <p>For guidance of the use of child safety seats visit: www.bradford-scb.org.uk</p>
<p>(3) Do you have a system for undertaking risk assessments for activities/trips/residentials?</p>				<p>Staff/Volunteers who are organizing activities/trips should have knowledge of risk factors as they relate to the activities being planned. There should be written records of risk assessments undertaken.</p>	<p>Dionne Norman Young Lives Bradford Bradford CVS</p> <p>Tel: 01274 722772</p> <p>Email: Dionne@bradfordcvs.org.uk</p>

Safeguarding Policies and Procedures

Safe Recruitment Policy	Yes	No	To Do	Information to Include:	Additional Support
(1) Do you have a safe recruitment policy?				<p>A Safe Recruitment Policy should demonstrate how your organisation aims to Safeguard children and young people during the recruitment and selection process for new Trustees/ Managers/Staff and/or Volunteers. This should include clarity on the level of checks that will be undertaken on potential staff during the recruitment process e.g.:</p> <p>Request for Self Disclosure (of relevant convictions/cautions prior to interview); Standard or Enhanced CRB required for the post.</p>	

Safe Recruitment Procedures (continued)	Yes	No	To Do	Information to Include:	Additional Support
<p>(1) Do you have procedures in place for recruiting staff/volunteers including:</p> <p>(a) Developing clear job descriptions?</p> <p>(b) Processes involved in the interview process?</p> <p>(c) System for checking Identities and Qualifications?</p> <p>(d) Obtaining full Employment Histories?</p> <p>(e) Obtaining and following up on references?</p>				<p>Note: The CRB process itself is not enough to demonstrate “safe practice in recruitment”...</p> <p>At least 2 recruiters during interview. Clear guidelines for recruiters on their roles and responsibilities when recruiting staff/volunteers.</p> <p>At least 2 forms of identification provided at interview and certificates relating to qualifications. This could also be supplemented with a check to the awarding body if any doubts exist.</p> <p>Employment histories should cover at minimum the previous 5 years and cover any gaps in employment.</p> <p>A request for references should include a statement saying that the person has applied for a post that involves contact with children/young people and a request for an opinion on their suitability within this role.</p>	<p>Visit Criminal Records Bureau at www.crb.gov.uk</p>

Safeguarding Policies and Procedures

Codes of Conduct and Behaviour	Yes	No	To Do	Information to Include:	Additional Support
<p>(1) Do you have a code of behaviour that you expect everyone who is involved in your organisation to abide by?</p> <p>(2) Is the code of behaviour known to everyone and on display?</p> <p>(3) Is it made clear to all workers that they should avoid situations where they are alone with a child/young person?</p>				<p>The expectations of workers/children/young people and their parents when delivering and accessing the services of the organisation e.g.</p> <p>Rules around abusive behaviour's such as bullying/harassment/racist behaviour/violence/aggression... It should be made clear that the organisation will not tolerate any type of behaviour that offends or presents a risk to others. This should be backed up with a clear statement of how this behaviour will be dealt with.</p> <p>How you involve children/young people/parents in making their own codes of conduct/rules.</p> <p>The expectations of everyone in terms of:</p> <p>Respecting the rights of others</p> <p>Challenging unacceptable behaviour and taking action where necessary</p> <p>If the nature of the work requires lone working, ensure staff are aware of and trained in how to deal with potential difficulties that could arise.</p>	<p>It is important that codes of conduct are developed in line with your organisational activities e.g. Rules around internet access/safety – www.childnet-int.org</p> <p>Rules around safety in sport- Child Protection in Sport Unit - www.thecpsu.org.uk</p>

Safeguarding Policies and Procedures

Managing Staff/Volunteers	Yes	No	To Do	Information to Include:	Additional Support
<p>(1) Do you have a staff induction process?</p> <p>(2) Does this process include volunteers?</p> <p>(3) Have all your staff/volunteers who work directly with children/young people undertaken basic awareness training in child protection?</p> <p>(4) Do you undertake staff reviews/supervision/appraisals?</p>	.			<p>A staff handbook is a useful tool for communicating the underpinning values of your organisation and what you aim to achieve. This should also provide an introduction to Child Protection and how your organisation safeguards children and young people</p> <p>It is good practice for organisations who take on volunteers to adhere to the same principles as they would a paid employee. There needs to be clarity about what a volunteer can expect from the organisation.</p> <p>Good practice for larger organisations that use many volunteers is to adopt a policy dedicated to volunteer management. This should include a named person who is responsible for managing volunteers.</p> <p>All staff who are working directly with children/young people will attend/have attended basic awareness training in child protection.</p> <p>Should take place at minimum every 4 weeks for new staff and regularly thereafter (recommended 6 weekly). Reviews should focus on staff development/ training needs and include an agreed training plan to address any identified gaps. Annual appraisals should focus on a review of and professional development plans for the future.</p>	<p>Free access to online training for all VCS staff/volunteers that work with children/young people at www.bradford-scb.org.uk</p> <p>Go to: Volunteering Bradford at www.bradfordcvs.org.uk/volunteering.htm</p>

Safeguarding Policies and Procedures

Complaints and Compliments	Yes	No	To Do	Information to Include:	Additional Support
<p>(1) Do you have a complaints policy?</p> <p>(a) Is this actively promoted and accessible for all?</p> <p>(2) Do you have complaints procedures in place?</p> <p>(3) Do you have a system for children/young people and their parents to give compliments?</p> <p>(4) Are compliments and complaints used as a basis for developing the organisations activities?</p>				<p>Every organisation should have a policy in place that makes it clear that the organisation actively encourages complaints and compliments from staff/volunteers/children/young people and their families. It should be made explicit that all complaints will be listened to, recorded and acted upon.</p> <p>The policy should make it clear that complaints of a general nature need to be distinguished from what is widely known as “Whistle Blowing” and/or “Speaking Out”. Whistle blowing is about staff/volunteers feeling able to speak out about the practice of other colleagues that may raise concern and will need to be dealt with differently e.g.</p> <p>“unethical conduct/behaviour” by a worker/volunteer towards a child may need to be dealt with under your disciplinary/grievance procedures and/or child protection procedures.</p> <p>It is equally important to have a system for receiving compliments. Together, compliments and complaints provide the opportunity for development.</p>	<p>See ACAS Code of Practice on developing disciplinary and grievance procedures</p> <p>www.acas.org.uk</p> <p>For Data Protection Legislation and guidance on confidentiality refer to “What to do if your worried a child is being abused”</p> <p>www.education.gov.uk (formally DCSF)</p> <p>www.bradford-scb.org.uk</p>

Section 10

Safeguarding Policies and Procedures

Implementing and Reviewing your Policies and Procedures	Yes	No	To Do	Information to Include:	Additional Support
<p>(1) Prior to implementing new policies/procedures are these discussed at Trustee/Management level?</p> <p>(2) Do you have a system for ensuring that all your policies and procedures are reviewed on an annual basis?</p> <p>(3) Do you involve staff/parents/children/young people in the development of your policies and procedures?</p>				<p>A system of recording/storing minutes of meetings which reflect Trustee/Management involvement/overseeing of the development of policies/procedures.</p> <p>All policies and procedures are signed off at Trustee/Management level.</p> <p>Legislation and National Guidance change on a regular basis. Your organisation must keep up to date.</p> <p>All reviewed policies and procedures are signed and dated and a copy of the previous policy/procedure kept for record purposes.</p> <p>How you involve children/young people in developing your overall safeguarding policies and procedures</p>	

5) Having undertaken this self audit process, on a scale of 1-10 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. Implementing them within your organisation 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 no to any of the above, what information/support/resources would help you to develop these area's further:

Information needed	Support needed	Resources needed

7) Are there any other comments you would like to make about the Safeguarding Audit

Tool or about Safeguarding Issues as a whole: (Please email your comments to Dionne Norman, Young Lives Bradford – dionne@bradfordcvs.org.uk (Telephone: 01274 722772)

Your Comments:

Thank you for your time and effort in filling in this form.

And Finally!!

This document has been developed with assistance from Sharda Parthasarathi Chair of the Professional Practice sub-group of the Bradford Safeguarding Children's Board and the support of members of the Safeguarding Children and Young People's Steering Group consisting of:

Paul Hill – Manager of Bradford Safeguarding Children's Board

Dave Benn – Barnardo's (VCS Representative on the Children's Safeguarding Board)

Sharda Parthasarathi – NSPCC – Humsaath

Kerr Kennedy – Young Lives Bradford

Salima Hafejee – Bradford Youth Development Partnership

Acknowledgement also goes to National Council for Voluntary Youth Services (NCVYS) for the standards that have been drawn on to develop a baseline for this Self Audit Tool.