The self-audit tool

Adapted from Keeping Children Safe

This self-audit tool is an ideal way to measure how far (or near!) your organisation is from meeting the Draft International Standards for Safeguarding and Protecting Children in Sport, and where you need to improve. The Draft International Standards for Safeguarding and Protecting Children in Sport can be accessed here - http://bit.ly/the_standards.

The approach is based on the work of George Varnava with the former Forum on Children and Violence, NCB (National Children's Bureau). With permission from the authors, the NSPCC has adapted the material for use as an audit tool for child protection.

Using Checkpoints

The checkpoint questions below are designed to draw out the minimum requirements (criteria) that all sporting agencies committed to protecting children should be striving to meet. However, depending on the nature of your organisation's work with children and the context, environment and conditions you work in, some of the checkpoints may seem more relevant than others. This self-audit tool will be a useful guide and you may wish to delete or add criteria to ensure relevance to your particular activity (the self-audit web allows for additional criteria).

This self-audit tool asks you to think about eleven different areas of your organisation:

1. Policy
2. Procedures, personnel and systems
3. Minimising risks to children
4. Guidelines on behaviour
5. Equity
6. Communication
7. Education and training
8. Engagement with advice and support
9. Working with partners
10. Involving children
11. Monitoring and evaluation (M&E)

There are a number of criteria within each area. Read each statement and decide whether each statement is:

A: in place
B: partially done
C: not in place

This tool can be completed online at http://bit.ly/selfauditonline

A written policy on keeping children safe

	A	B	C
1. The organisation has a safeguarding policy, signed off by the appropriate people within the organisation.	☐	☐	☐
2. All staff, volunteers or other representatives are informed about this policy and have - after a formal introduction and discussion about the policy - signed the agreement.	☐	☐	☐
3. All staff, volunteers or other representatives are required to comply with the policy – there are no exceptions.	☐	☐	☐
4. There are systems in place to monitor compliance with the policy	☐	☐	☐
5. The policy covers the organisation's commitment to safeguard children in the different types of work undertaken and clearly describes the agency's understanding and definitions of abuse	☐	☐	☐
6. Policies and practices are reviewed at regular intervals, ideally at least every three years, or more frequently in response to specific changes in circumstances, and revised based on changes in needs, legislation, guidance, practice experience changes within the organisation, and so on.	☐	☐	☐
7. Children are consulted as part of the initial development (where a policy is not in place) and ongoing review of safeguarding policies and practices.	☐	☐	☐

Procedures, personnel and systems

	A	B	C
1. There are clear procedures in place that provide step-by-step guidance on what action to take if there are concerns about a child's safety or well-being, both within and external to the organisation.	☐	☐	☐
2. There is an identified member of staff within the organisation who will be tasked with the responsibility for leading on safeguarding.	☐	☐	☐
3. There are agreed ways of recruiting staff, volunteers, consultants and assessing their suitability to work with children.	☐	☐	☐
4. All those who have the opportunity for regular contact with children, or who are in positions of trust, complete a form declaring any previous criminal convictions relating to children and are required to have other police checks made on them where possible. At the very least references from two previous employees are obtained.	☐	☐	☐
5. There is a confidential process for dealing with all complaints, concerns or allegations and for recording incidents and reports and storing these securely. This process recognises how the complaint or concern is raised, and by whom, and there is a clear timescale for resolving it.	☐	☐	☐
6. The organisation provides children and young people with information about their rights and about who they can turn to if they are worried, in a process which empowers them.	☐	☐	☐

international
safeguarding
children in sport
working group

Minimising risks to children

	A	B	C
1. There is guidance on assessing possible risks of harm to children - especially where there are increased vulnerabilities, such as activities that involve time spent away from home, or in working with children who are disabled.	☐	☐	☐
2. Children are adequately supervised and protected at all times during activities and programmes. Adults are never alone with children in an enclosed space.	☐	☐	☐
3. There are minimum operating standards in place for activities, transport, accommodation and spaces.	☐	☐	☐
4. Where agencies are involved in placing children in the care of others, initial and ongoing regular checks should be made that the carers are suitable.	☐	☐	☐
5. Guidelines exist for appropriate use of information technology (such as email, digital cameras, websites, internet) to make sure that children are not put in danger and exposed to abuse and exploitation.	☐	☐	☐
6. Children and young people are provided with information about the risks they may face in engaging in or seeking work in sports, and who to turn to for help.	☐	☐	☐

Written guidelines on behaviour towards children

	A	B	C
1. There are written guidelines for behaviour.	☐	☐	☐
2. The organisation provides guidance on appropriate/expected standards of behaviour of adults towards children, especially for those adults who are responsible for children in residential care and caring for children who are disabled.	☐	☐	☐
3. There is guidance on expected and acceptable behaviour of children towards other's and particularly other children.	☐	☐	☐
4. There is guidance on positive ways of managing the behaviour of children that do not involve physical punishment or any other form of degrading or humiliating treatment, and are age and gender appropriate.	☐	☐	☐
5. There are clear consequences for breaking the guidelines on behaviour that are clearly linked to organizational disciplinary procedures	☐	☐	☐

international
safeguarding
children in sport
working group

Equity

		A	B	C
1.	The safeguarding policy makes it clear that all children have equal rights to protection.	☐	☐	☐
2.	The child safeguarding procedures, guidance and training help staff and volunteers to recognise the additional vulnerability experienced by some children and the extra barriers they face to getting help, because of their race, gender, age, religion, disability, sexual orientation, social background or culture.	☐	☐	☐
3.	Codes of conduct/behaviour include statements about the responsibility of adults and children to treat one another with dignity, respect, sensitivity and fairness.	☐	☐	☐
4.	Codes of conduct/behaviour make it clear that discriminatory, offensive and violent behaviour are unacceptable and that complaints will be acted upon.	☐	☐	☐
5.	Processes for dealing with complaints are fair and open to challenge through an appeals process.	☐	☐	☐

Communicating the 'keep children safe' message

		A	B	C
1.	Information about the agency's commitment to keeping children safe is made available to all relevant parties in an appropriate manner. For example, schools, community leaders, mentors, parents, children, coaches.	☐	☐	☐
2.	Children are made aware of their right to be safe from abuse and steps are taken to find out the views of children on policies and procedures and how they are working at regular intervals.	☐	☐	☐
3.	Information for children, parents/carers is made available about where to go for help in relation to child abuse, and what is likely to happen following a disclosure, and should be provided in a format and language that can be easily understood by everyone, including children.	☐	☐	☐

international
safeguarding
children in sport
working group

Education and training for keeping children safe

	A	B	C

1. All members of staff, volunteers and other associates, including relevant partners, have training on safeguarding and child protection when they join the agency which includes an introduction to the organisation's child safeguarding policy and procedures and guidance on how to recognise, respond to and report concerns about child abuse. ☐ ☐ ☐

2. Staff members and volunteers with special responsibilities for keeping children safe have relevant training and regular opportunities to update their skills and knowledge. ☐ ☐ ☐

3. Training is provided to those responsible for dealing with complaints and disciplinary procedures in relation to child abuse and inappropriate behaviour towards children, and additional practical support is made available to them. ☐ ☐ ☐

4. Children are provided with standardised advice and support on keeping themselves and one another safe. ☐ ☐ ☐

5. Parents and the wider community are provided with standardised information, advice and support on safeguarding children. ☐ ☐ ☐

6. Annual training on safeguarding and the organisation's policies is conducted, and kept up to date in light of policy and procedure developments. ☐ ☐ ☐

Engagement with advice and support

	A	B	C

1. Children are provided with information on where to go to for help and advice in relation to abuse, exploitation, harassment and bullying. ☐ ☐ ☐

2. The organisation ensures that staff members with special responsibilities for keeping children safe have engagement with specialist advice, support and information on child protection. ☐ ☐ ☐

3. Key stakeholders can demonstrate awareness of current advice and support relative to their level of engagement with children. ☐ ☐ ☐

4. Contacts are established at a national and/or local level with relevant child protection agencies, Non-Governmental Organisations and community groups providing support on child protection that can provide information, support and assistance to children and staff. ☐ ☐ ☐

5. Arrangements are in place to provide support to individuals – both the children the agency works with and staff members, during and following an incident or allegation of abuse or a complaint. ☐ ☐ ☐

international
safeguarding
children in sport
working group

Working with partners to meet the standards

	A	B	C

1. There is a process of engagement with partners on child safeguarding issues to ensure a shared understanding of safeguarding expectations, mutual learning and development of good practice. ☐ ☐ ☐

2. A written agreement provides minimum standards for an agency's work with and through partners, and encourages further development beyond the minimum standards. ☐ ☐ ☐

3. The existence or development of a child safeguarding policy and procedures form an essential part of partnership agreements. ☐ ☐ ☐

Involving children

	A	B	C

1. Managers and senior staff ensure that children are listened to and consulted and that their rights are met. ☐ ☐ ☐

2. Steps are taken to regularly ask children and parents/carers their views on policies and practices aimed at keeping children safe and the effectiveness of these. ☐ ☐ ☐

3. Children and parents/carers are consulted as part of a review of safeguarding policies and practices. ☐ ☐ ☐

4. Consultation with children is inclusive, age appropriate, child-friendly and respects children as the experts about their situation. ☐ ☐ ☐

Monitoring and evaluation

	A	B	C

1. Arrangements are in place to monitor compliance with child safeguarding measures put in place by the organisation. ☐ ☐ ☐

2. The organisation uses the experience of operating safeguarding and child protection systems to influence policy and practice development. ☐ ☐ ☐

3. All incidents, allegations of abuse and complaints are recorded and monitored. ☐ ☐ ☐

international
safeguarding
children in sport
working group