

# Safeguarding Self Assessment Tool

This self-assessment tool is an ideal way to measure how far (or near!) your organisation is from meeting safeguarding standards and making clear where there is need for improvement.

This self-assessment tool asks you to think about seven standard areas which collectively demonstrate whether your organisation is safeguarding staff, children and women, men and people of other identities in communities:

1. Safeguarding Culture
2. Governance and Accountability
3. Safe People Practices
4. Safe Programming Practices
5. Safe Communications
6. Safe Reporting
7. Safe Response

There are indicators within each standard area which represent international safeguarding standards.

You can use this for the whole organisation or part of an organisation. If you work in Human Resources you could focus on Safe People Practices. If you work in one country office you could apply the self-assessment to the one office.

Read each indicator and decide whether each is Met, Partly Met or Unmet.

		Met	Partly Met	Not Met
<b>Safeguarding Culture</b>				
1	The organisation has clearly defined values and an open and transparent culture			
2	There is a zero tolerance of unacceptable behaviours within the workplace, and unacceptable behaviours are challenged			
3	Senior staff model leadership behaviours which create safe environments and demonstrate accountability for safeguarding			
4	The organisation attracts a diverse staff team, particularly for positions who have key decision-making responsibilities for safeguarding staff, children and women, men and people of other identities in communities			
5	Staff, children and women, men and people of other identities in communities, in all their diversity, are treated with dignity and respect			
<b>Governance and Accountability</b>				
1	The Board of Trustees and Senior Management Team have clearly defined accountabilities for safeguarding			
2	There is a designated staff with safeguarding focal point responsibilities			
3	A safeguarding policy (or combination of policies) is in use and regularly communicated to all staff, children and women, men and people of other identities in communities in a manner which suits them			
4	An implementation plan is in place, identifying gaps in safeguarding measures and actions to address the gaps, which is monitored on a quarterly basis			
5	Management regularly discusses progress with implementing safeguarding measures and any challenges that are arising			
<b>Safe People Practices</b>				
1	Job advertisements and job descriptions make reference to the organisation's commitment to safeguarding			
2	Background checks and thorough reference checks are made for staff (and others engaged by the organisation) which include suitability to work with vulnerable people			
3	All staff (and others engaged by the organisation) receive induction and refresher trainings on safeguarding and are aware of their obligation to report harm			
4	Supervision and performance appraisals include adherence to the safeguarding policy(ies) and code of conduct			
5	References are provided for those exiting the organisation which include any substantiated safeguarding concerns			
<b>Safe Programming Practices</b>				
1	The national and local situation, legal context, customs and support services where programmes are delivered is mapped and understood			

# Safeguarding Self Assessment Tool

2	Potential risks of harm to different groups of children and women, men and people of other identities in communities presented by programmes and projects are identified and addressed			
3	Programme and project plans and budgets include activities to safeguard children women, men and people of other identities in communities including awareness raising			
4	Partners, suppliers and contractors are assessed for their contact with children <sup>1</sup> women, men and people of other identities in communities, current commitments and capacity to implement measures on safeguarding, which informs their access to people in the community			
5	Clauses on required safeguarding commitments are included in all contract agreements and partners, suppliers and contractors are monitored for their adherence to requirements			
6	Training on safeguarding is delivered to partners, suppliers and contractors where necessary (particularly where these organisations will have contact with children and women, men and people of other identities in communities)			
<b>Safe Communications</b>				
1	Safeguarding measures are incorporated into all forms of funding, media and communications activities			
2	Information on, and images of, children and women, men and people of other identities in communities is stored securely and only published with voluntary and informed consent from the individuals featured			
3	Children, women, men and people of other identities in communities are portrayed with dignity and no identifying information is made public			
4	The best interests of children and women, men and people of other identities in communities are prioritised over the opportunity for increased funding, positive public profile and advocacy			
5	The use of digital platforms, and engagement of children and women, men and people of other identities in communities through these platforms, meets safeguarding requirements			
6	Information and Communications Technology (ICT) systems and guidelines ensure that ICT cannot be used to access inappropriate images and/or information on children and communities			
<b>Safe Reporting</b>				
1	There are multiple and diverse pathways for reporting which have been set up in consultation with diverse groups of children and women, men and people of other identities in communities			
2	There are reporting mechanisms for staff and associates, as well as the public, to raise concerns confidentially			
3	Women, men and people of other identities in communities are aware of what behaviour they can expect from the organisation (through the use of appropriate awareness-raising tools and approaches relevant to age, language and capacity) and are empowered and enabled to report if behavioural commitments are not met			
4	The complaints and reporting mechanisms are survivor centred			
5	Relevant staff are trained on how to appropriately receive, document and refer safeguarding concerns that might arise through existing monitoring procedures			
<b>Safe Response</b>				
1	Written procedures are in place on responding to reports or concerns relating to harm and abuse, which are survivor-centred			
2	There are guidelines on making referrals and reporting criminal cases safely, undertaken by trained staff			
3	Investigations are undertaken by experienced professionals, who are trained on sensitive investigations such as allegations of sexual exploitation and abuse or child abuse			
4	There are arrangements for ensuring subjects of complaint have no contact with survivors during the investigation (where necessary) e.g. temporary suspension			
5	Policies are in place that cover disciplinary processes and whistleblower protection			
6	Substantiated reports of serious policy violations, harm and abuse result in either disciplinary action or contractual consequences			

# Safeguarding Self Assessment Tool

---

<sup>1</sup> This should include access to sensitive data on children and vulnerable adults