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| A close up of a logo  Description automatically generated | **2.0 Safeguarding** |
| Safeguarding Self-Assessment Tool |

**“Safeguarding should be a key governance priority for all charities”**

- Charity Commission

This tool is based on the Charity’s Commission’s [10 actions trustee boards need to take to ensure good safeguarding governance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/756636/10_safeguarding_actions_for_charity_trustees_infographic.pdf)

The Board of Trustees is held ultimately responsible for safeguarding in a charity, but practically, many tasks will be delegated to others, e.g., staff members with sufficient competency, or appropriate external contacts/contractors. The Board must have oversight of any policies and procedures and approve them, usually with the Chair’s signature. Policies should only state what the organisation can feasibly carry out and should be as straightforward to implement as possible.

The completion of the safeguarding self-assessment is not intended to be overly complex or burdensome, but it will require you to dedicate some time to focusing on the questions that it raises. One approach could be for a whole board meeting to be assigned to going through the self-assessment. Alternatively, you could assign the task to a select number of staff or board members, so that they complete the self-assessment during a set period of time and then report back to the board with their findings.

Please note that the suggested evidence listed next to each question is not exhaustive: there may well be many other documents that can show how you are fulfilling a particular aspect of safeguarding, but the most common forms of evidence have been set out to help you identify what you may need to check.

After the self-assessment, you may want to develop a calendar outlining how often the various policies and documents identified through or established because of the exercise should be reviewed. Some policies can be reviewed annually or even every 3 years, as appropriate.

**Ongoing support**

If, in completing the self-assessment, you identify points that you require assistance with, there are a number of sources of help available to you: WCVA and county voluntary councils (CVCs) form a network of support organisations across Wales under the Third Sector Support Walespartnership.  We work with charities, voluntary and community groups, social enterprises, trustees and individual volunteers. Please see the resources section for more details.

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| **Expected Practice** | **Prompts** | **P** | **Evidence** | **Action Plan** | **Date Achieved** |
| Ensure your charity has an adequate safeguarding policy, code of conduct and any other safeguarding procedures.  Regularly review and update the policy and procedures to ensure they are fit for purpose. | Draft or review your safeguarding policy, reference the Wales Safeguarding Procedures. Draft or review code(s) of conduct for all personnel and beneficiaries. |  | e.g. Up-to-date safeguarding policy specific to your organisation  e.g. Up-to-date code(s) of conduct specific to your personnel and beneficiaries  e.g. Review periods and dates | * Who is responsible? * To do what? * By when? | 00/00/0000 |
| Ensure that  everyone involved  with the charity knows  how to recognise,  respond to, report and  record a safeguarding  concern | Ensure safeguarding induction for all, to include your safeguarding policy, basic awareness of safeguarding and identify your designated safeguarding person (s). Provide information for beneficiaries. |  | e.g. Safeguarding induction plan  e.g. Designated safeguarding person, deputy, trustee with responsibility for safeguarding  e.g. Safeguarding information for beneficiaries | * Who is responsible? * To do what? * By when? | 00/00/0000 |

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| **Expected Practice** | **Prompts** |  | **Evidence** | **Action Plan** | **Date Achieved** |
| Ensure people know  how to raise a safeguarding concern | Draft a flowchart that shows how anyone can raise a safeguarding concern. |  | e.g. Flowchart specific to your organisation and safeguarding policy | * Who is responsible? * To do what? * By when? | 00/00/0000 |
| Identify possible risks, including risks to your beneficiaries or to anyone else connected to your charity and any emerging risks on the horizon | Draft appropriate risk assessments, for staff / volunteers / for beneficiaries / for certain activities. What may change that will affect your safeguarding activities? |  | e.g. Risk assessments  e.g. Risk register  e.g. Forward scanning/planning | * Who is responsible? * To do what? * By when? | 00/00/0000 |
| Regularly evaluate any safeguarding training provided, ensuring it is current and relevant | Log all safeguarding training, or learning activities undertaken by staff/  volunteers, or provided for beneficiaries.  Collect feedback and ask how it will impact on their work/ understanding. |  | e.g. Safeguarding training log  e.g. Safeguarding training collective feedback  e.g. Feedback returned to training providers / commissioned deliverers /online providers | * Who is responsible? * To do what? * By when? |  |
| Review which posts within the charity can and must have a DBS check from the Disclosure and Barring Service | Roles CAN have an enhanced DBS check where they meet eligibility and MUST have an enhanced DBS check with a barring list check where the role delivers regulated activity |  | e.g. Assessment of each role for DBS eligibility / regulated activity  e.g. Log of all DBS check applications and the certificates viewed | * Who is responsible? * To do what? * By when? |  |

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| **Expected Practice** | **Prompts** |  | **Evidence** | **Action Plan** | **Date Achieved** |
| Have a risk assessment process in place for posts which do not qualify for a DBS check, but which still have contact with children or adults at risk | Risk assess contact and take steps to minimise the risks to children and adults at risk |  | e.g. Risk assessment of roles without checks but with some level of contact  e.g. Action plan implemented to minimise risks; use of supervision, code of conduct, etc. | * Who is responsible? * To do what? * By when? | 00/00/0000 |
| Periodically review your safeguarding policy and procedures, learning from any serious incident or ‘near miss’ | Set a review timetable to ensure policy and procedures are up-to-date and in line with current legislation, etc. Evaluate the effectiveness of procedures implemented and seek to improve in all areas. |  | e.g. Review timetable  e.g. Evaluation procedure, including feedback from those who may have been affected by your procedures | * Who is responsible? * To do what? * By when? | 00/00/0000 |
| Consider how to improve the safeguarding culture within your charity | Culture is influenced by sound leadership, clear policies and good role modelling of the expected conduct, values and ethos throughout the organisation but lead by the Board. Create a safe place to raise concerns. |  | e.g. Safeguarding as a regular Board agenda item  e.g. Safeguarding discussed at staff/team meetings  e.g. Internal messaging and promotion of ethos and values, examples of “lived values” and being open to challenge | * Who is responsible? * To do what? * By when? |  |

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| **Expected Practice** | **Prompts** |  | **Evidence** | **Action Plan** | **Date Achieved** |
| If you work overseas, find out what different checks and due diligence you need to carry out in different geographical areas of operation | Know the reporting requirements, safeguarding legislation, policies and culture of the region, *however* deliver a clear message that abuse is abuse regardless of circumstances. |  | e.g. Log required compliance for the region  e.g. Log use of International Child Protection Certificate, if appropriate | * Who is responsible? * To do what? * By when? | 00/00/0000 |

**Resources**

**TSSW Knowledge Hub**

Third Sector Support Wales

<https://thirdsectorsupport.wales/>

The TSSW Knowledge Hub lists the County Voluntary Councils which are sources of assistance in your area, hosts online learning modules including Safeguarding, and provides safeguarding information within the Good Governance pillar.

**Safeguarding**

Wales Council for Voluntary Action

<https://wcva.cymru/safeguarding/>

**The Wales Safeguarding Procedures**

Safeguarding Wales

[www.safeguarding.wales](http://www.safeguarding.wales)

The Wales Safeguarding Procedures are available to download as an app to a phone, tablet or laptop

**Safeguarding in Wales Legislation**

Social Care Wales

<https://socialcare.wales/hub/sswbact>

The legislation for safeguarding in Wales can be found on the Hub

**Safeguarding and Protecting People for Charities and Trustees**

Charity Commission

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

**DBS Checks**

UK Government

<https://www.gov.uk/dbs-check-applicant-criminal-record>

Eligibility for an enhanced DBS check is met when the role (salaried or voluntary) requires responsibility for, or repeated contact with opportunity for a relationship of trust with, children or adults at risk. Trustees making welfare decisions about children or adults at risk are eligible for enhanced DBS checks.

**DBS Guidance Leaflets**

UK Government

<https://www.gov.uk/government/publications/dbs-guidance-leaflets>

Salaried staff or volunteers placed in regulated activity MUST have an enhanced DBS check with barring list (child or adult’s workforce, or both) before taking up the role.

**International Child Protection Certificate**

ACRO

<https://www.acro.police.uk/icpc/>

**WCVA Safeguarding Officer**

01745 357574

0300 111 0124 (Local costs from a landline)

[safeguarding@wcva.cymru](mailto:safeguarding@wcva.cymru)

WCVA Safeguarding Officer can assist all voluntary sector organisations operating in Wales with their safeguarding responsibilities.

**This is a template document, please amend and use as appropriate,**

**we suggest that you set up with your own logo and branding.**

The information provided in this sheet is intended for guidance only. It is not a substitute for professional advice and we cannot accept any responsibility for loss occasioned as a result of any person acting or refraining from acting upon it.

**Disclaimer**



Third Sector Support Wales is a network of support organisations for the whole of the third sector in Wales.

It consists of the 19 local and regional support bodies across Wales, the County Voluntary Councils (CVCs) and the national support body, Wales Council for Voluntary Action (WCVA).

For further information contact

<https://thirdsectorsupport.wales/contact/>