# Self-evaluation proforma for the arrangements for child and adult protection and safeguarding

**For use by** **boards of governors/ management committees in further education and work-based learning, and youth organisations.**

**This proforma is designed to help you evaluate the extent to which your organisation complies with the requirements for the protection of children and adults, and how arrangements reflect effective practice as identified in Department for the Economy (DfE)/Department of Education (DE) Circulars and guidance.**

**PROCESS**

**Boards of Governors/ Management Committees/education authority (EA) must ensure that:**

A Designated Member of the Management Committee/Governor for Child and/or Adult Protection is appointed.

Comments/Proposed Actions

An Adult Safeguarding Champion (ASC), Designated Person (DP) and Deputy Designated Person(DDP) are in place.

Comments/Proposed Actions

All staff have a full understanding of the role of the ASC, DP and DDPs for child/adult protection.

Comments/Proposed Actions

Safeguarding and child/adult protection training, including refresher training is provided to all staff and governors/committee members/EA in line with their roles and responsibilities.

Comments/Proposed Actions

Relevant safeguarding information and guidance is disseminated to all staff and board of governors/management committees/EA with the opportunity to discuss requirements and impacts on roles and responsibilities.

Comments/Proposed Actions

The organisation has a Child/Adult Protection Policy and procedures which are reviewed annually, ratified by the board of governors/management committee, and cover the needs of learners when in the organisation and when placed with employers, subcontractors or based at other external sites.

Comments/Proposed Actions

The organisation ensures that other safeguarding policies are reviewed at least every three years, or as specified in the relevant guidance.

**Other policies (as appropriate and/or relevant to your organisation):**

Attendance

Behaviour Management and Discipline / Positive Behaviour

Pastoral Care.

Addressing Bullying

Safe Handling.

Special Educational Needs.

First Aid and Administration of Medicines Health and Safety

Relationships and Sexuality Education (RSE)

Intimate Care

E-Safety

Educational Visits

Staff Code of Conduct

Whistle blowing.

Comments/Proposed Actions

**CHILD/ADULT PROTECTION POLICY INCLUDES:**

The organisation’s safeguarding/child and/or adult protection ethos which is inclusive of all learners irrespective of race, religion/belief, political views, gender, gender identity and sexual orientation.

Comments/Proposed Actions

Definitions and potential signs and symptoms of abuse for both child and/or adult protection including Child Sexual Exploitation (CSE), domestic violence, consent and coercion.

Comments/Proposed Actions

The procedures to be followed in cases of suspected abuse, drawing on the guidance provided by the Department of Education, the EA, the Department of Health, the appropriate employing authority and/or the Safeguarding Board for Northern Ireland.

Comments/Proposed Actions

Information about Operation Encompass (where appropriate).

Comments/Proposed Actions

Appropriate contact details for the ASC, DP and DDP.

Comments/Proposed Actions

The reporting processes for child/adult protection concerns which are clear and transparent i.e. who to report to and what to record.

Comments/Proposed Actions

The reporting process for concerns about staff or volunteers which are clear and transparent.

Comments/Proposed Actions

How a parent/carer can raise a concern about child/adult protection/safeguarding which is clear and transparent.

Comments/Proposed Actions

All FE/WBL organisation staff and volunteers are recruited and vetted, in line with DfE Circular FE 11/13 and relevant operational guidance documents.

Comments/Proposed Actions

All Youth service staff and volunteers are recruited and vetted in line with DE Circular 2024/10.

Comments/Proposed Actions

Reference to a Code of Conduct for all staff and volunteers working in the organisation.

Comments/Proposed Actions

The organisation’s approach to the Preventative Curriculum (in youth settings).

Comments/Proposed Actions

Reference to other safeguarding policies such as Educational Visits, Digital Safeguarding, Anti-bullying, Mobile Learning, Whistleblowing, Attendance, and Safe Environment.

Comments/Proposed Actions

**SHARING THE CHILD/ADULT PROTECTION POLICY**

The Boards of Governors/Management committee/EA ensure that parents, learners and other relevant stakeholders (e.g. work placement providers) receive a copy, or summary, of the child/adult protection policy and complaints procedures at intake, as appropriate and, at a minimum, every 2 years thereafter.

Comments/Proposed Actions

A poster of the safeguarding/protection team is visible and displayed in numerous areas of the organisation in addition to the reception/main foyer.

Comments/Proposed Actions

A copy of the child/adult protection policy has been shared with all members of staff (teaching and non-teaching).

Comments/Proposed Actions

A copy of the child/adult protection policy is published on the organisation’s website.

Comments/Proposed Actions

Parents/carers, staff and learners contribute to a review of the child/adult protection policy.

Comments/Proposed Actions

**RESPONSIBILITIES OF THE** **BOARD OF GOVERNORS/MANAGEMENT COMMITTEES/EA ON CHILD/ADULT PROTECTION MATTERS**

All members of the Board of Governors/Management Committees/EA have knowledge and understanding of:

* the Child and/or Adult Protection Policy and procedures;
* relevant DE/DfE Circulars such as: 2017/04 (updated September 2024), Safeguarding and Child Protection; and
* relevant DHSSPS/AccessNI guidance.

Comments/Proposed Actions

The Board of Governors/Management Committees/EA has arrangements in place to ensure that the: ASC/DP/DDP and governors have the necessary familiarity with policies and procedures to enable him/her to fulfil his/her responsibilities.

Comments/Proposed Actions

The Board of Governors/Management Committees/EA is satisfied that the policies and procedures are being implemented by the organisation.

Comments/Proposed Actions

The Board of Governors/Management Committees/EA has put arrangements in place to enable the DDP to effectively assume his or her responsibilities in the absence of the ASC/DP and to ensure that the DDP can access relevant records when required.

Comments/Proposed Actions

All organisation staff are aware of the responsibilities of the ASC/DP.

Comments/Proposed Actions

All organisation staff are aware of their responsibilities and the actions to take if they receive an allegation or have a suspicion that a learner may have been abused or neglected, is being abused or neglected, or is at risk of abuse or neglect.

Comments/Proposed Actions

The Board of Governors/Management Committees/education authority is aware of its responsibilities in relation to vetting of all organisation personnel and that all employees/volunteers are vetted.

Comments/Proposed Actions

Appropriate procedures are in place to manage the recruitment and supervision of all volunteers, including risk assessment to determine if volunteers or other individuals not on the organisation’s payroll should or should not be vetted.

Comments/Proposed Actions

All learners undertaking work-experience placements, involving contact with children or adults at risk, have been subject to an appropriate AccessNI check prior to the start of the work placement.

Comments/Proposed Actions

Any area(s) for action that were identified in any previous review of the organisation’s child/adult protection policy and/or its implementation are addressed adequately and there is an action plan in place containing appropriate timelines to address them.

Comments/Proposed Actions

**TRAINING REQUIREMENTS**

Child and adult training for the ASC/DP/DDP.

Name of ASC:

Dates when last trained:

Training valid until:

Name of DP:

Dates when last trained:

Training valid until:

Name of DDP:

Dates when last trained:

Training valid until:

Comments/Proposed Actions

Training for the leader of the organisation.

Dates when last trained:       Training valid until:

Comments/Proposed Actions

Training for the Designated Person on the Board of Governors/Management Committee/EA and all committee members.

Name of Designated Person on the board of governors or management committee:

Dates when last trained:       Training valid until:

Comments/Proposed Actions

All Governors/Members of the Management Committee have received child and adult protection awareness training as part of their induction programme.

Dates when last trained:       Training valid until:

Comments/Proposed Actions

At least one governor/member of the committee sitting on an interview/appointment panel have received specific training on recruitment and vetting of staff.

Names of those trained:

Dates when last trained:       Training valid until:

Comments/Proposed Actions

**ANNUAL CHILD/ADULT PROTECTION UPDATE AND RECORD KEEPING**

The minutes from board of governors/management committee/EA meetings reflect that child/adult protection is included within the agenda and that committee members receive a full annual report on child/adult protection matters (It is best practice that they receive a termly report of child/adult protection activities).

Comments/Proposed Actions

The annual child/adult protection report contains:

1. number of complaints of a child/adult protection nature against staff
2. number of referrals to Social Services/PSNI
3. number of children on the child protection register (known to the organisation)
4. details of the preventative curriculum (if appropriate) and any initiatives or awareness raising undertaken within the organisation, including training for staff.

Comments/Proposed Actions

The annual child/adult protection report does not contain the names of children/young people or adults.

Comments/Proposed Actions

The annual report includes details of the preventative curriculum and any initiatives or awareness raising undertaken within the organisation, if appropriate, including training for staff.

Comments/Proposed Actions

A hardback book is used as an official record for all child/adult protection concerns and contains original, unredacted records of the concern. It is signed and dated annually by the chairperson at a board of governors/management committee/EA meeting (even if there have been no entries) and this action is recorded in the minutes.

Comments/Proposed Actions

Child/adult protection files and information are confidentially stored with access restricted to the principal/leader and ASC/ DP/DDP.

Comments/Proposed Actions

There are clear systems for the recording and retention of child protection concerns which follow the procedures (outlined in DE Circular 2020/07).

Comments/Proposed Actions

There is a confidential system for recording information about:

* safeguarding and child/adult protection concerns;
* disclosures of abuse;
* allegations against staff and actions taken to investigate and deal with outcomes; and
* staff induction and training.

Comments/Proposed Actions

**SAFEGUARDING LEARNERS**

There is a child/adult-centred safeguarding organisation culture which promotes the welfare of all learners.

Comments/Proposed Actions

Safeguarding or ‘keeping safe’ messages are actively promoted with learners within the curriculum and through other activities (e.g. Internet, social networking, on-line safety).

Comments/Proposed Actions

The board of governors/management committee/EA understand how learners and parents/carers contribute to heath, wellbeing and keeping safe.

Comments/Proposed Actions

Risk assessments and risk management plans are in place when required.

Comments/Proposed Actions

There is a cycle of review for safeguarding policies.

Comments/Proposed Actions