**Self-evaluation proforma for the arrangements for child/adult protection in further education, work-based learning and youth organisations**

**For use by the Designated Person and the child and adult protection team**

**DESIGNATED POSTS AND DUTIES**

There is a safeguarding champion, designated person (DP), deputy designated person (DDP) for child and adult protection in the organisation who form part of a designated child and adult protection team.

Yes  No Names:

Comments/Proposed Actions

The DP leads the review of child and adult protection and reports annually to the Board of Governors/Management Committee/ Education Authority (EA).

Yes  No Date of last report:

Comments/Proposed Actions

The names of the DP, DDP and the system for reporting child and adult protection concerns are known to all learners, staff, parents/carers and stakeholders (as appropriate).

Yes  No

Comments/Proposed Actions

There is a designated member of the Board of Governors/Management Committee/EA who has responsibility for child and adult protection.

Yes  No Name:

Comments/Proposed Actions

All members of the management committee/Education Authority have knowledge and understanding of:

* the organisation’s child and adult protection policy and procedures.
* Relevant DE and DfE Circulars and the Department of Health policy [‘Adult Safeguarding: Prevention and Protection in partnership key documents’](https://www.health-ni.gov.uk/articles/adult-safeguarding-prevention-and-protection-partnership)
* Access NI guidance.

Yes  No

Comments/Proposed Actions

**TRAINING REQUIREMENTS**

Child and adult protection training for Designated Person and Deputy Designated Person.

Dates when last trained:       Training valid until:

Comments/Proposed Actions

Training for the Adult Safeguarding Champion.

Date when last trained:       Training valid until:

Comments/Proposed Actions

Training for Organisation Leader.

Date when last trained:       Training valid until:

Comments/Proposed Actions

Training for Designated member of the Board of Governors/Management Committee/EA.

Date when last trained:       Training valid until:

Comments/Proposed Actions

Training for all of the Board of governors/Management Committee.

Date(s) when last trained:       Training valid until:

Comments/Proposed Actions

Training renewal for all staff, to include: permanent and supply staff and paid and unpaid staff.

Date(s) when whole staff last trained:

Date when new staff trained:

Comments/Proposed Actions

**OVERVIEW OF CHILD AND ADULT PROTECTION INCLUDING REVIEW OF**

**KEY POLICY DOCUMENTS**

Child/adult protection policies/procedures have been updated, as appropriate.

Yes  No

Comments/Proposed Actions

There is a written child/adult protection policy and procedures which are reviewed annually and ratified by the Board of Governors/Management Committee/EA.

Yes  No Date when last reviewed/ratified:

Comments/Proposed Actions

There is a confidential system for recording information about:

* concerns of a child/adult protection nature regarding a learner;
* disclosure of concerns of a child/adult protection nature made against a member of staff or volunteer.

Yes  No

Comments/Proposed Actions

There is a system for transferring child/adult protection records, where appropriate.

Yes  No

Comments/Proposed Actions

The Child/Adult Protection policy includes a section on recording, retention and disposal of child/adult protection concerns which follows the procedures outlined in DE Circular 2020/07.

Yes  No

Comments/Proposed Actions

**STAFF RECRUITMENT**

The organisation consistently applies a thorough and clearly-defined method of recruiting staff and volunteers in line with legislation, Circular 2024/10 and effective practice guidance.

Yes  No

Comments/Proposed Actions

**SUPERVISION OF VOLUNTEERS AND VISITORS**

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. (Circular 2024/10).

Yes  No

Comments/Proposed Actions

External facilitators used by the organisation are supervised if they do not have AccessNI clearance. When they do, they are informed of the organisation’s arrangements for child and adult protection.

Yes  No

Comments/Proposed Actions

**LEARNERS, CARERS/PARENTS**

All learners have been informed and understand the arrangements for child and adult protection, including how to raise a concern and how they will be supported and listened to.

Yes  No

Comments/Proposed Actions

Parents/carers are provided with a copy of the child/adult protection policies and complaints procedure (as appropriate), when the learner is first enrolled, and a summary every two years thereafter.

Yes  No

Comments/Proposed Actions