**Audit for Voluntary/Community/Faith Organisations/Third Sector**

This audit is designed to assess whether organisations in the third sector and faith organisations working with children and young people have effective arrangements in place to safeguard and promote their welfare, using section 11 of the Children Act 2004 as guidance. Section 11 of the children act applies to specific agencies and does not refer to the voluntary sector. However, it provides sound parameters for voluntary agencies to use to help agencies assess if they are doing everything they can to ensure their organisations are safe for them, their volunteers, their staff and the children, young people and families who use their services.

The audit sets out 14 safeguarding standards that an organisation would be expected to have in place. Organisations should grade themselves from 1-4 against these standards. The grades are:

1. In place and effective

2. In place, but need improving

3. Currently being established

4. Not in place

Organisations are also required to provide supporting evidence for these grades.

Please send completed audits to [lscp@solihull.gov.uk](mailto:lscp@solihull.gov.uk).

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|  | 1. In place and effective 2. In place, but need improving 3. Currently being established 4.Not in place | | | | |
| **Standard** | **1** | **2** | **3** | **4** | **Evidence** |
| There is a robust safeguarding children procedure available, which is consistent with national guidance, legislation and Multi Agency procedures used in Solihull and details clear lines of accountability and this is reviewed annually.  This should include a written statement of the organisations commitment to protecting children & young people either face to face or via digital technology. It should be signed by the most senior person in the organisation, and have clear written procedures for dealing with situations where a child is in need of services, as well as where a child is being abused or neglected. |  |  |  |  |  |
| There is a named person who has special responsibility for dealing with child protection and who can be easily contacted, plus there are arrangements for cover if that person is not available. Someone at the highest level of the organisation should support that person and takes leadership responsibility for safeguarding and child protection. |  |  |  |  |  |
| There are robust recruitment practices in place – which include a   * written recruitment, selection and induction policy * person specification & role description * application form covering essential information which must be completed by everyone who applies for a position of trust * Face to face interviews with anyone you may want to appoint involving more than one person and using a transparent scoring system. A rule that applicants must provide: * 2 references (one of which should be the last employer reference) * 2 proofs of ID/ address * Original copies of qualifications * Enhanced DBS checks on people in a position of trust that renders them eligible for such checks * Central record of DBS checks * Central record of safeguarding training |  |  |  |  |  |
| There are written procedures to manage allegations about staff, volunteers and students and anyone in a “position of trust” in place that set out clearly the process for sharing information with professionals and make it clear that your organisation will refer to the DBS and Local Designated Officer (LADO) when appropriate. |  |  |  |  |  |
| All staff and volunteers receive basic safeguarding children training so that they know what to do if they are worried about a child.  Anybody in a position of trust is supported to access training to develop their knowledge, skills and experience in order to safeguard children. |  |  |  |  |  |
| There is regular support and supervision and an annual appraisal for all staff and volunteers which includes safeguarding children issues. |  |  |  |  |  |
| There are arrangement in place for:   * effective information sharing, * record keeping and secure storage * partnership working |  |  |  |  |  |
| All staff, managers and volunteers know what to do if they are worried about a child. |  |  |  |  |  |
| There are written procedures in place and available for anyone in the organisation for:   * handling complaints * whistleblowing * a code of behaviour |  |  |  |  |  |
| There is a system in place for children’s views and wishes to be taken into account when checking whether the arrangements you have in place are being used correctly and work effectively. |  |  |  |  |  |
| There is a welcome policy for new children, young people and their families which is inclusive of a diverse group of members. |  |  |  |  |  |
| There is a clear anti-bullying policy in place that takes online bullying into account and all staff are aware of it. |  |  |  |  |  |
| Everyone is committed to a child-centred and co-ordinated approach to safeguarding children. |  |  |  |  |  |
| There is a Health & Safety policy which supports children to learn about possible risks and explore how they may be able to keep safe. |  |  |  |  |  |
| Management or governance committees understand that they are ultimately accountable for all that happens in the organisation and this includes the implementation of all safeguarding procedures. |  |  |  |  |  |