

**KEEPING
SAFE**g



Keeping Children Safe: Our Duty to Care

Resource Pack

VOLUNTEER **NOW**
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Resource 1.2 Sample Safeguarding Children and Young People Policy Statement

A safeguarding children and young people policy statement is a statement of your intention to keep children and young people safe while in the care of your organisation.

It should be a simple statement such as:

Safeguarding Children and Young People Policy Statement

Staff and volunteers in (insert organisation name) are committed to practice which promotes the welfare of children and young people and protects them from harm.

We wish to ensure that all children and young people can participate in an enjoyable and safe environment in which they can have fun and feel valued.

Staff and volunteers in this organisation accept and recognise our responsibilities to develop awareness of the issues which cause harm to children and young people, and to establish and maintain a safe environment for them. We are committed to reviewing our policy, procedures and practice at regular intervals, at least every three years.

We will endeavour to safeguard children by:

- Following carefully the procedures laid down for the recruitment and selection of staff and volunteers;
- Providing effective management for staff and volunteers through supervision, support and training;
- Reporting concerns to statutory agencies who need to know and involving parents and children appropriately;
- Adopting safeguarding children guidelines through a code of behaviour for staff and volunteers;
- Sharing information about safeguarding children and good practice with children, parents, staff and volunteers
- Ensuring safety procedures are adhered to.

We will review our policy, procedures, code of behaviour and practice at regular intervals, at least once every three years.

Policy written by:	
Policy reviewed on:	
Approved by:	
Effective from:	
For attention of and action by:	Members of the Senior Management Team, Management Committee/Group; managers and leaders; staff and volunteers, children and young people, parents, carers and visitors.
Review due on:	
Designated Officer(s):	(Name and Contact details)

Resource 2.2 Sample Employment Application Form

APPLICATION FORM

Candidate Reference Number:	
JOB TITLE	Return to:

PERSONAL DETAILS (Please complete using block capitals and black ink)			
Surname		Forename	
Address			
		Postcode	
Home Tel No		Work Tel No	
Mobile No			
May we contact you at work?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Email address			
Where did you see this vacancy advertised?			

CURRENT OR MOST RECENT EMPLOYER			
Name			
Address			
Postcode		Tel No	
Position held and brief outline of duties			
Date Started		Date Left	
Reason for leaving			
Job Title		Salary	
Notice period (if applicable)			

PREVIOUS EMPLOYMENT Please give details of employment (paid or unpaid) over the last 10 years. Please give your most recent first				
Name & Address of Employer and Nature of Business	Dates of Employment		Position Held	Reason for leaving
	From	To		

EDUCATION Please give details of all qualifications obtained, along with grade and date achieved. Please give your most recent first				
Level: Secondary/Further/Higher	Dates		Course details and exam results	Date Obtained
	From	To		

PROFESSIONAL QUALIFICATIONS (Held or working towards)				
Professional Body/College/University	Dates		Course details and exam results	Date Obtained
	From	To		

Ability

Qualifications

REFERENCES Please give details of two referees; one must be your current or most recent Line Manager or School or College. References from family or friends are not acceptable

REFERENCE 1		REFERENCE 2	
Name		Name	
Job Title		Job Title	
Organisation		Organisation	
Address		Address	
Postcode		Postcode	
Tel No		Tel No	
Email address		Email Address	

DECLARATION OF CONVICTIONS

See attached - Declaration and Consent Form

DECLARATIONS Please ensure you sign and date this declaration before returning your application form.

DATA PROTECTION ACT DECLARATION - The information on the application form will be held and processed in accordance with the requirements of the Data Protection Act 1998.

I understand that the information is being used to:

- Process my application for employment;
- Form the basis of a computerised record on the recruitment system for processing and monitoring purposes;
- Form the basis of a manual job file with other application forms and will be used for processing;
- If appointed, form the basis of a manual and computerised employment record.

I declare that the information provided on this form is true and complete to the best of my knowledge and belief. I understand that any false or omitted information may result in dismissal or other disciplinary action if I am appointed.

Signature _____

Date _____

Please note:

All information received will be dealt with in confidence, consistent with our commitment to safeguard children and young people

Resource 2.3 Sample Volunteer Application Form

Volunteer Application Form

Name of organisation:			
Address			
Postcode		Tel No	

Please note that the information given below will be used to match potential volunteers to the most appropriate roles available at the time of application to volunteer with *(name of organisation)*

PERSONAL DETAILS (Please complete using block capitals and black ink)

Surname		Forename	
Address			
		Postcode	
Home Tel No		Work Tel No	
May we contact you at work? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Mobile No			
Email address			

Please tick the volunteer roles you would be interested in:

Role Title 1 Role Title 2 Role Title 3 etc
(Or list geographical area/sites available to volunteer in).

When would you be available to volunteer with us? *(Please tick)*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

What motivated you to apply for a volunteer role in (name of organisation)?

--

What previous work experience, including voluntary work do you have?

Do you have any hobbies or interests relevant to the role?

What skills, knowledge and experience do you feel you could bring to a voluntary role in our organisation?

Are there reasonable adjustments that we could make as part of your recruitment process that would enable you to enjoy equality of opportunity in seeking a volunteer role with us?

Please specify:

Please provide names and addresses of two people who we could contact for a reference. (Someone who is not a relative, but has known you for 2 years within the last 5 years).

REFERENCE 1		REFERENCE 2	
Name		Name	
Address		Address	
Postcode		Postcode	
Work Tel No		Work Tel No	
Home Tel No		Home Tel No	

Signed _____

Date _____

Thank you for your interest, we will be in touch soon.
 Please return completed form to:
 Volunteer Organiser, (*name and address of organisation*)

PLEASE NOTE:

All information received will be dealt with in confidence, consistent with our commitment to safeguard children and young people

Resource 2.4 Declaration and Consent Form

We are committed to safeguarding children and young people and to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered materially relevant to the position applied for.

You have applied for a position that is defined as Regulated Activity under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012. This post is not open to anyone who is included on the Children's Barred List.

OR

You have applied for a position that is eligible for an Enhanced Disclosure Check under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012.

(Select as appropriate)

It also falls within the position of an 'excepted' position under The Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means that you must tell us about all offences and convictions, including those considered 'spent', which are not protected. If you leave anything out it may affect your application.

This information **will** be verified through an AccessNI **Enhanced Disclosure Check (EDC)** if you are considered to be the preferred candidate and are being offered the position. The EDC will tell us about your criminal record history (and, if the post is regulated activity, if your name has been included in a Barred List). It is to make sure that individuals who are considered a risk to children and young people are not appointed.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed.

Please complete the attached form and return it with your application. The form also asks you to give your written consent to the AccessNI Check and to agree to further enquiries being made relevant to the declaration, which will only be obtained if you are the preferred candidate. If you do not consent, we will not accept your application.

Applicants can also submit a separate statement of disclosure if they wish. This may include details such as the particular circumstances around the conviction(s); how circumstances may have changed; and what has been learnt from the experience. Applicants can contact the Northern Ireland Association for the Care and Rehabilitation of Offenders (NIACRO) for more information.

Declaration of Criminal Convictions, Cautions and Bind-Over Orders

In Confidence

1. Are you included in the Children's Barred List? (If yes, please give details)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
--	-------------------------------------	------------------------------------

2. Do you have any cases pending? (If yes, please give details)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
---	-------------------------------------	------------------------------------

3. Do you have any convictions, cautions, informed warnings, diversionary youth conferences or bind-over orders that are not subject to 'filtering' (as defined by the Rehabilitation of Offenders (Exceptions) Order(NI) 1979, as amended in 2014)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please provide details below giving as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter.		

4. Have you ever been the subject of a Child Abuse investigation which alleged that you were the perpetrator?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please list full details below including the name of policy unit or HSC Trust involved in the investigation. If possible please provide the approximate date/s.		

Declaration and Consent

I declare that the information I have given is complete and accurate. I understand that I will be asked to complete an AccessNI Disclosure Certificate Application Form if I am considered to be the preferred candidate. I consent to the appropriate AccessNI check being made and I agree to enquiries relevant to this declaration.

Signed:

Date:

Print Name:

Any surname previously known by:

Position applied for:

Resource 2.6 Sample Employee Reference Request Form

Reference Request Form

In Confidence

Name of applicant	
Position applied for	

1	In what capacity do you know the applicant, e.g. line manager, supervisor, professional colleague?				
2	How long have you known the applicant?				
3	Length of Service	Start date	/ /	End Date	/ /
4	Reason for Leaving				
5	Most recent position held				
6	Summary of main duties				
7	Please comment on the following areas as relevant to the post. Please be as specific as possible.				
	<ul style="list-style-type: none">Applicants main strengths				
	<ul style="list-style-type: none">Areas for improvement				
	<ul style="list-style-type: none">Applicant's ability to meet the competencies and skills of the post (see job description)				
8	Please detail any concerns about any aspects of his/her work, where relevant to the post				

9	Please detail any particular supervision or support needs that the applicant may have had if different to above		
10	Has the applicant been subject to any formal action in relation to discipline or competence at any time?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	If yes, please give details		
11	Has the applicant had a satisfactory attendance record?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	If no, please give details		
12	Do you have any concerns about the applicants' suitability to work with children and young people	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	If yes, please give details		

I am aware that this reference will be made available to the applicant, if requested.

Signature

Date

Position Held

Organisation/Business

Tel No

Email Address

Note: We may contact you to clarify any of the information provided.

Resource 2.7 Sample Volunteer Reference Request Form

Volunteer Reference Form

In Confidence

_____ has expressed an interest in becoming a volunteer, and has given your name as a referee.

1 How long have you known this person?

2 In what capacity?

3 What attributes does this person have that would make them a suitable volunteer?

4 Please rate this person on each of the following? (please tick one)

	Poor	Average	Good	V/Good	Excellent
Responsibility					
Self motivation					
Can motivate others					
Commitment					
Trustworthiness					
Reliability					

5 Do you have any concerns about the applicant's suitability to work with children and young people?

YES

NO

If yes, please give details

NOTE: We may contact you to clarify any of the information provided. Please indicate a convenient time for us to do this:

I am aware that this reference will be made available to the applicant, if requested.

Signature

Date

Tel No

Email Address

Resource 3.2 Sample Induction Checklist

What	Who	Date
About the Organisation <ul style="list-style-type: none"> ▪ aims, philosophy and ethos ▪ people we work/volunteer with ▪ work/volunteering we do ▪ limitations of the organisation ▪ structure: departments/teams ▪ management 		
The Building <ul style="list-style-type: none"> ▪ toilets, cloakrooms, parking, etc. ▪ where to get tea/coffee/lunch ▪ health and safety rules 		
The Job/Role <ul style="list-style-type: none"> ▪ worker's/volunteer's area of responsibility ▪ line management ▪ days/hours of work/volunteering and breaks ▪ relevant organisational policies and procedures, including the safeguarding children and young people policy ▪ code of behaviour 		
The Support System <ul style="list-style-type: none"> ▪ who will supervise worker/volunteer, where and when to find them ▪ support available ▪ supervision/support meetings ▪ resources, facilities, equipment ▪ training ▪ complaints procedure ▪ reasonable adjustments, if required 		
Fellow Workers/Volunteers <ul style="list-style-type: none"> ▪ who and what they do ▪ team meetings ▪ working/volunteering with others 		
Other Information <ul style="list-style-type: none"> ▪ settling in – probationary/trial period ▪ claiming expenses ▪ key stakeholders and their roles 		
<p>Employee/Volunteer: I confirm that I have completed all items in the induction checklist and, where indicated, read and understood policies and procedures.</p> <p>Signature _____ Date _____</p> <p>Line Manager: I confirm that all items in the induction checklist have been completed by (name) either with me, or a member of (organisation) authorised by me.</p> <p>Signature _____ Date _____</p>		

Resource 3.3 Support/Supervision/Appraisal Checklist

1. Generally:

How do you feel your work is going?

- What's going well?
- What's not been going so well? Why? What would help?
- Is there anything that has happened which you are unsure about? Are there particular situations that you would like to talk through?

2. Workload:

What is your workload like? E.g. is it too much, too little or about right?

3. Objectives/actions:

Let's review the objectives we set last time which we need to review.

Last meeting you raised issues of... let's talk about...

4. Relationships:

How are you getting on with the rest of the team – staff/volunteers? The children and young people, their family?

5. Personal development

Are there things you would like to learn more about/undertake further training on?

6. Ideas for improvement

Do you have any ideas of how the organisation could improve how it provides its services or its conditions for staff/volunteers?

7. Developments to job/role:

Are there any particular projects/new areas of work you would like to explore?

8. Objectives/action

Are there any actions that we should set ourselves between now and next time we meet? Is there any particular issue that you would like me to bring to the team/management?

9. Safeguarding Children and Young People

Are there any issues in relation to safeguarding children and young people that you would like to raise that we have not yet discussed?

Resource 4.4 Sample Form for Recording and Reporting Concerns, Disclosures and Allegations of Abuse

CHILD/YOUNG PERSON ABUSE REPORT FORM

Please answer all relevant questions as fully as you can and pass the form on as quickly as possible (even if you cannot complete all sections).

Work location	
Name of Child	
Age/Date of Birth	
Gender	
Names of parent(s) (if known)	
Home Address (if known)	

PLEASE COMPLETE THOSE SECTIONS BELOW THAT ARE RELEVANT

1 Disclosure by a child or young person
When was the disclosure made (dates and times)?
Who did the child/young person make the disclosure to?
What did the child/young person actually say?

2 Indicators

Describe any signs or indicators of abuse (with times and dates)

Has the child/young person alleged that any particular person is the abuser
(if so, please record details and the relationship, if any, to the child/young person below)

3 Concerns expressed by another person about a child/young person

Record the concerns that were passed to you (with dates and times) and if possible ask the person who expressed the concerns to confirm that the details as written are correct.

4 Details of any immediate action taken, e.g. first aid, etc

5 Does the child/young person have any particular needs, e.g. communication, etc?

Signatures

To be signed by the person reporting the concern

Name _____

Job title _____

Signed _____ Date _____

Date received and actioned by Designated Officer/Deputy Designated Officer

Name _____

Signed _____ Date _____

Action taken by Designated Officer/Deputy Designated Officer

Signed _____ Date _____

Resource 5.5 Sample Consent Form for the Use of Photographs or Video

(Name of organisation) _____

recognises the need to ensure the welfare and safety of all children and young people. In accordance with our safeguarding children and young people policy we will not permit photographs, video or other images of children and young people to be taken without the consent of the parents/carers and children.

(Name of organisation) _____

will follow the guidance for the use of photographs, a copy of which is available from (insert name). (Name of organisation) will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately, you should inform (insert relevant contact name and number) immediately.

I (parent/carer) _____

consent to

(Name of organisation) _____

photographing or videoing

(Insert name of child) _____

Signed: _____

Date: _____

***I (insert name of children)** _____

consent to

(Name of organisation) _____

photographing or videoing my involvement in

(Activity) _____

Signed: _____

Date: _____

* Young people (16+) may sign this part of the consent form alongside parental consent.

Resource 6.2 Sample Confidentiality Statement

Confidentiality Statement

In (name of organisation) _____

We work very closely with children, young people, their families and outside agencies and there is a possibility that we will come into contact with confidential or sensitive information.

Confidential information is information which is not lawfully in the public domain or readily available from another public source. In this organisation it is our intention to respect the privacy of children and young people and their parents. We aim to ensure that all parents can share information with us in the confidence that it will only be used to enhance the welfare of their child.

This organisation will respect confidentiality in the following ways:

- Parents will have ready access to the records of their own child/children, but will not have access to information about any other child;
- Information given by parents to staff and volunteers will not be passed on to other adults without permission, except with regard to a safeguarding concern;
- We inform parents when we need to record confidential information beyond the general personal information we keep – for example with regard to any injuries, concerns or changes in relation to the child or family, or any discussions with parents/carers on sensitive matters;
- We keep all records securely.

Signed: _____

Date: _____

Review date: _____

Resource 7.2 Sample Accident/Incident/Near Miss Record Form

ACCIDENT/INCIDENT/NEAR MISS

Please circle one of the above

REPORT FORM Ref No:

Name <i>(person involved/injured)</i>		Date	Time	
<i>If more than one person has been involved, please use separate forms for each person.</i>				
Status				
Service User <input type="checkbox"/>	Employee <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Visitor <input type="checkbox"/>	Other <input type="checkbox"/>
If Other, please specify				
Details of Accident/Incident/Near Miss <i>(Please include what happened prior, event details and what was done immediately/by whom? Please include a drawing if helpful and use extra sheets if necessary).</i>				
Details of injuries or damages and any first aid/medical treatment given				
Name of person reporting		Date		
Job title				

Manager Section

Long Term Action Plan

(What action is to be carried out to prevent the Accident/Incident/Near Miss happening again)

Is a risk assessment (or support plan) review required as a result of this Accident/Incident/Near Miss?

Yes

No

Action to be carried out by
(name)

By Date:

Line Manager Section Reviewed by
(name)

Date:

RIDDOR¹ Report confirmed by
(name)

Date:

¹ The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), place a legal duty on employers, self-employed people, people in control of premises to report work-related deaths, major injuries or over-three-day injuries, work related diseases and dangerous occurrences (near miss accidents).

Resource 7.5 Sample Risk Register

Identify MAIN RISKS to people, property and/or organisation's work and reputation	Evaluate the seriousness of these risks		Assessed Level of Risk	Risk Owner	How can you manage these risks				Action Completed (date)	By Whom	Review
	Likelihood of it happening Unlikely Possible Likely	Impact of it happening Minor Moderate Major	Combination of likelihood and impact Low Medium High		Stop the Activity Action needed	Reduce the Risk Action needed	Finance Risk Action needed	Transfer the Liability Action needed			How and when will you review the risks in this area?
A)											
B)											

Resource 7.6 Sample Day Trip/Residential Planning Checklist

Group/organisation: _____		
Date of visit: _____		
From: _____ To: _____		
Venue: _____		
Group Leader: _____		
	Yes	No
The nature of the visit has been established	<input type="checkbox"/>	<input type="checkbox"/>
The target group has been identified	<input type="checkbox"/>	<input type="checkbox"/>
All the relevant information regarding the proposed visit has been presented to management e.g. destination, itinerary, timescales etc	<input type="checkbox"/>	<input type="checkbox"/>
Management has approved the proposed visit	<input type="checkbox"/>	<input type="checkbox"/>
A risk assessment has been undertaken for all aspects of the visit and appropriate control measures have been put in place and recorded: <ul style="list-style-type: none"> • hazards have been identified; • people who may be at risk have been identified; • evaluation of the risk has been undertaken; • additional safety and/or control measures have been established; • information has been disseminated to all relevant persons and appropriate records maintained. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Where residual risks (inherent in all visits) still prevail an appropriate contingency/emergency plan has been put in place and disseminated to all relevant persons	<input type="checkbox"/>	<input type="checkbox"/>
The number of leaders in attendance has been agreed: <ul style="list-style-type: none"> • a group leader has been identified; • accompanying staff/volunteers have been identified; • appropriate AccessNI checks have been undertaken. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Leaders are made fully aware of: <ul style="list-style-type: none"> • their roles and responsibilities; • the standard of conduct required of them during the visits. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Young people and parent/guardians have been informed/briefed and understand the implications of their participation in the visit	<input type="checkbox"/>	<input type="checkbox"/>
Parents/guardians have given written consent for their child to participate in the visit	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No

All relevant information (medical, dietary and contact details) pertaining to the young people participating in the visit has been obtained, recorded and appropriate action taken where necessary	<input type="checkbox"/>	<input type="checkbox"/>
The transport arrangements for the group are appropriate for the nature/type of journey(s) planned	<input type="checkbox"/>	<input type="checkbox"/>
Adequate insurance is in place to cover all aspects of the visit, including transport	<input type="checkbox"/>	<input type="checkbox"/>
Where a residential visit is planned, the overnight accommodation has been assessed as appropriate in terms of: <ul style="list-style-type: none"> • its suitability for the group; • its compatibility with the objectives of the visit; • safeguarding reporting procedures. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Where the visit involves outdoor or adventurous activities, management and the group leader are satisfied that: <ul style="list-style-type: none"> • appropriate management structures and systems are in place in relation to safeguarding and health and safety; • staff are competent to provide the activities; • all relevant checks have been undertaken to ensure the above are in place. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Management has approved the operational arrangements for the visit(s)	<input type="checkbox"/>	<input type="checkbox"/>
Employing authority approval obtained (where appropriate)	<input type="checkbox"/>	<input type="checkbox"/>
<p>Signed: _____</p> <p>Group leader: _____</p> <p>Head of the organisation: _____</p> <p>Date: _____</p>		

Adapted from the Educational Visits Policy, Practice and Procedures – Interboard Document

Appendix 2 Organisational Self Assessment Checklist

Standard 1 – There is a written policy on the organisation’s commitment to safeguarding children and young people.

Criteria	Supporting Evidence	Fully met?	If not fully met: action needed			Attained Date
			What?	By whom?	By when?	
1 There is a written policy statement of the organisation's intention to keep children and young people safe from harm.						
2 There is an outline of the procedures and guidelines that the organisation will implement to meet this commitment, in line with the minimum standards.						
3 The safeguarding children and young people policy is supported by other organisational policies, procedures and guidelines.						
4 The person(s) with responsibility for approval of the policy is named.						
5 The person(s) with responsibility for implementing and reviewing the policy is named.						
6 There is reference to a review of the policy, at least once every 3 years.						
7 The policy outlines how all involved in the organisation are informed about the policy, including children, young people, parents, staff/volunteers and management committee members.						

Standard 2 – The organisation consistently applies a thorough and clearly defined method of recruiting staff and volunteers in line with legislative requirements and best practice.

Criteria	Supporting Evidence	Fully met?	If not fully met: action needed			Attained Date
			What?	By whom?	By when?	
1 There is a clear job description for staff and role description for volunteers, and personnel/volunteer specification outlining the key skills and abilities required.						
2 There is an open recruitment process.						
3 There is an application form that covers past work/volunteering.						
4 There is a declaration form requesting information on previous convictions which are not protected, and investigations, if any.						
5 A consent form for an AccessNI check is completed, if required.						
6 There is an interview process suitable to the post/role and task.						
7 Written references are sought (and followed up orally when necessary).						
8 Where required, an appropriate AccessNI disclosure check is carried out.						
9 The post is approved by management.						

Standard 3 – There are procedures in place for the effective management, support, supervision and training of staff and volunteers.

Criteria	Supporting Evidence	Fully met?	If not fully met: action needed			Attained Date
			What?	By whom?	By when?	
1 There is an induction process for staff and volunteers.						
2 There is a probationary period for staff and trial period for volunteers.						
3 Relevant training is provided appropriate to the post/role.						
4 There is a robust structure and process for support and supervision for all staff and volunteers, appropriate to the post/role.						
5 There is an annual appraisal for staff and review for volunteers.						
6 Comprehensive, written records are kept of: training completed; support and supervision; and annual appraisals/reviews.						

Standard 4 – The organisation has clearly defined procedures for raising awareness of, responding to, recording and reporting concerns about actual or suspected incidents of abuse.

Criteria	Supporting Evidence	Fully met?	If not fully met: action needed			Attained Date
			What?	By whom?	By when?	
1 The policy outlines what constitutes abuse of children and young people and who can abuse.						
2 There is a written procedure outlining how staff and volunteers respond to, record and report safeguarding children and young people concerns.						
3 There is a system to communicate the reporting procedure to staff and volunteers to ensure they are familiar with it.						
4 There is a named Designated Officer and Deputy Designated Officer who have responsibility for dealing with safeguarding children and young people concerns which come to light within the organisation.						
5 There is a procedure for the Designated Officer/Deputy Designated Officer to report safeguarding children and young people concerns to the appropriate authorities.						
6 There is a written procedure outlining how staff and volunteers respond to and report allegations made against staff and volunteers.						
7 There is a guidance on what is meant by confidentiality, and its limitations in relation to responding to safeguarding children and young people concerns.						
8 There is a whistleblowing policy and procedure.						

Standard 5 – There is a written Code of Behaviour that outlines the behaviour expected of all involved in the organisation.

Criteria	Supporting Evidence	Fully met?	If not fully met: action needed			Attained Date
			What?	By whom?	By when?	
1 The Code of Behaviour contains positive statements about how staff and volunteers are expected to behave towards children and young people.						
2 The Code of Behaviour outlines behaviours to be avoided.						
3 The Code of Behaviour outlines unacceptable behaviours.						
4 The Code of Behaviour includes anti-bullying guidelines.						
5 The Code of Behaviour contains guidelines relating to physical contact.						
6 The Code of Behaviour contains guidelines relating to diversity and additional needs.						
7 The Code of Behaviour contains guidelines on the use of technology, including photography.						
8 The Code of Behaviour outlines sanctions in the case of staff and volunteers breaching the guidelines.						
9 The Code of Behaviour is tailored to organisational activities or services.						

Standard 6 – The organisation has written guidelines that outline how relevant information is shared appropriately with parents, children, young people, staff, volunteers and other agencies.

Criteria	Supporting Evidence	Fully met?	If not fully met: action needed			Attained Date
			What?	By whom?	By when?	
1 Appropriate information is gathered about children and young people attending activities.						
2 The policy outlines how information is shared with children, young people and parents.						
3 Consent forms are sought for all activities from those with parental responsibility.						
4 There is a procedure in place for children, young people and parents to share concerns.						
5 There is a complaints/grievance procedure in place and this is communicated appropriately to children, young people, parents, volunteers and staff.						
6 The policy informs staff and volunteers what written records are kept and how they should be stored, accessed and disposed of.						
7 There is a clear policy on confidentiality on how information is shared.						

Standard 7 – The organisation has written guidelines to ensure the general safety and effective management of activities.

Criteria	Supporting Evidence	Fully met?	If not fully met: action needed			Attained Date
			What?	By whom?	By when?	
1 All staff and volunteers have, or have access to, a named or appointed first aid person for each activity.						
2 There are procedures for recording and reporting accidents, incidents and near misses.						
3 There are written procedures for dealing with emergencies.						
4 There are regular fire drills and these are recorded.						
5 Staff and volunteers have quick access to emergency telephone numbers.						
6 All staff and volunteers are qualified and competent in their role.						
7 There is a system for ensuring the safety of equipment.						
8 There are clear ratios for supervision of children and young people at various activities.						
9 Risk assessments are carried out for all activities, including day trips and/or residential.						
10 Transport is roadworthy and adequate for purpose.						
11 There is agreement on which organisation's procedures will be followed on a residential activity.						
12 There are clear guidelines for sleeping arrangements for residential.						