

## **Child and Youth Protection Self Audit Tool**

This self-audit tool has been developed as a way of measuring where your organisation is in relation to meeting the standards of making sure children and adolescents are safe, and where you need to improve.

The checkpoint questions below are designed to draw out the minimum requirements that all agencies committed to protecting children and youth should be striving for. However, depending on the nature of your organisation's work with children and adolescents as well as the context, environment and conditions you work in, some of the checkpoints may seem more relevant than others.

There are six statements/standards within each area. Read each statement and decide whether each statement is:

- A: in place
- B: partially done
- C: not in place

Tick the A, B or C box as appropriate.

## CHILD AND YOUTH PROTECTION SELF AUDIT

<b>Children, Youth And The Organisation</b>		<b>A</b>	<b>B</b>	<b>C</b>
1	The organisation and its local partners are very clear about their responsibility to protect children and adolescents and make this known to all who come into contact with them.			
2	The way staff and local partners behave towards children and adolescents suggests that they are committed to protecting children and adolescents from abuse.			
3	There is good awareness of the UN Convention of the Rights of the Child (UNCRC) or other children's and youth rights instruments and this is seen as a basis for child and youth protection in the organisation.			
4	Managers and senior staff ensure that children and adolescents are listened to and consulted and that their rights are met.			
5	The organisation and its local partners make it clear that all children and adolescents have equal rights to protection.			
6	The organisation and its local partners manage the behaviour of children and adolescents in ways which are non-violent and do not degrade or humiliate children.			

<b>Policies And Procedures That Help Keep Children and Youth Safe</b>		<b>A</b>	<b>B</b>	<b>C</b>
1	The organisation and its local partners have a written child and youth protection policy or some clear arrangements to make sure that children and adolescents are not harmed.			
2	The policy or arrangements are approved and endorsed by the relevant management body (eg, senior management board, executive, committee).			
3	The policy or arrangements have to be followed by everyone.			
4	There are clear child and youth protection procedures in place that provide step-by-step guidance on what action to take if there are concerns about a child's/adolescent's safety or well-being.			
5	There is a named child and youth protection person with clearly defined roles and responsibilities.			

6	The child and youth protection procedures also take account for local circumstances.			
<b>Preventing Harm To Children And Adolescents</b>		<b>A</b>	<b>B</b>	<b>C</b>
1	There are policies and procedures or agreed ways of recruiting staff and for assessing their suitability to work with children and adolescents, including possible police and reference checks.			
2	There are written guidelines for behaviour or some way of describing to staff and local partners what behaviour is acceptable and unacceptable especially when it comes to contact with children and adolescents.			
3	The consequences of breaking the guidelines on behaviour are clear and linked to organisational disciplinary procedures.			
4	Guidance exists on appropriate use of information technology such as the internet, websites, digital cameras etc to ensure that children and adolescents are not put at risk.			
5	Where there is direct responsibility for running/providing activities, including residential care, children and adolescents are adequately supervised and protected at all times.			
6	There are well-publicised ways in which staff can raise concerns, confidentially if necessary, about unacceptable behaviour by other staff or representatives.			

<b>Implementation And Training</b>		<b>A</b>	<b>B</b>	<b>C</b>
1	There is clear guidance to staff, local partners and other organisations (including funding organisations) on how children and adolescents will be kept safe.			
2	Child and youth protection must be applied in ways that are culturally sensitive but without condoning acts that are harmful to children and adolescents.			
3	There is a written plan showing what steps will be taken to keep children and adolescents safe.			
4	All members of staff and volunteers in the organisation and its local partners have training on child and youth protection which includes an introduction to the organisations' child and youth protection policy and procedures where these exist.			
5	All members of staff and local partners are provided with opportunities to learn about how to recognise and respond to concerns about child or youth abuse.			

6	Work has been undertaken with all local partners to agree good practice expectations based on these standards.			
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<b>Information And Communication</b>		<b>A</b>	<b>B</b>	<b>C</b>
1	Children and adolescents are made aware of their right to be safe from abuse.			
2	Everyone in the organisation and the local partners know which named staff member has special responsibilities for keeping children and adolescents safe and how to contact them.			
3	Contact details are readily available for local child and youth protection resources, safe places, national authorities and emergency medical help.			
4	Children and adolescents are provided with information on where to go to for help and advice in relation to abuse, harassment and bullying.			
5	Contacts are established at a national and/or local level with the relevant child and youth protection/well-being agencies as appropriate.			
6	Staff members with special responsibilities for keeping children and adolescents safe have access to specialist advice, support and information.			

<b>Monitoring and Review</b>		<b>A</b>	<b>B</b>	<b>C</b>
1	Arrangements are in place to monitor compliance with child and youth protection measures put in place by the organisation.			
2	Steps are taken to regularly ask children and adolescents as well as parents/care-givers their views on policies and practices aimed at keeping children and adolescents safe and the effectiveness of these.			
3	The organisation uses the experience of operating child and youth protection to influence policy and practice development.			
4	All incidents, allegations of abuse and complaints are recorded and monitored.			
5	Policies and practices are reviewed at regular intervals, ideally at least every three years.			
6	Children and adolescents as well as parents/care-givers are consulted as part of these reviews of safeguarding policies and practices.			

Audit tool adapted from Keeping the Children Safe:  
<https://www.keepingchildrensafe.global/your-self-assessment/>