Keeping Children Safe

Monitoring the rights of children – practical implementation

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UNCRC (1989)

The UN Convention on the Rights of the Child and its optional protocols constitute the standard in the promotion and protection of the rights of the child, containing a comprehensive set of international legal standards for the protection and well-being of children

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UNCRC

All the EU Member States have ratified the UN Convention on the Rights of the Child and have clear legal obligations to promote, protect and fulfil the rights of every child in their jurisdictions

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Child Abuse

Child abuse consists of anything which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospect of a safe and healthy development into adulthood
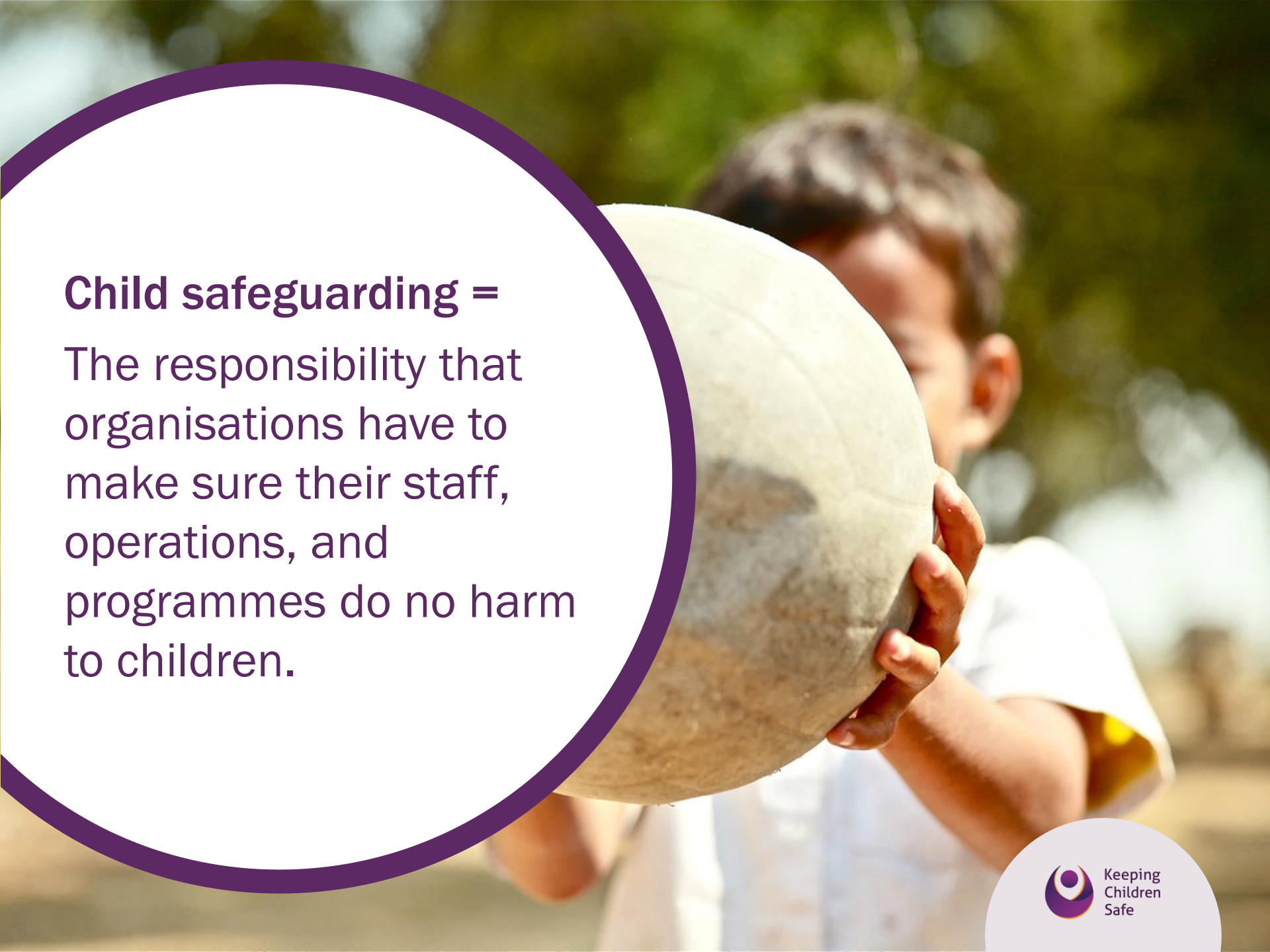
Commission of Inquiry into the Prevention of Child Abuse and Neglect (UK) 1996

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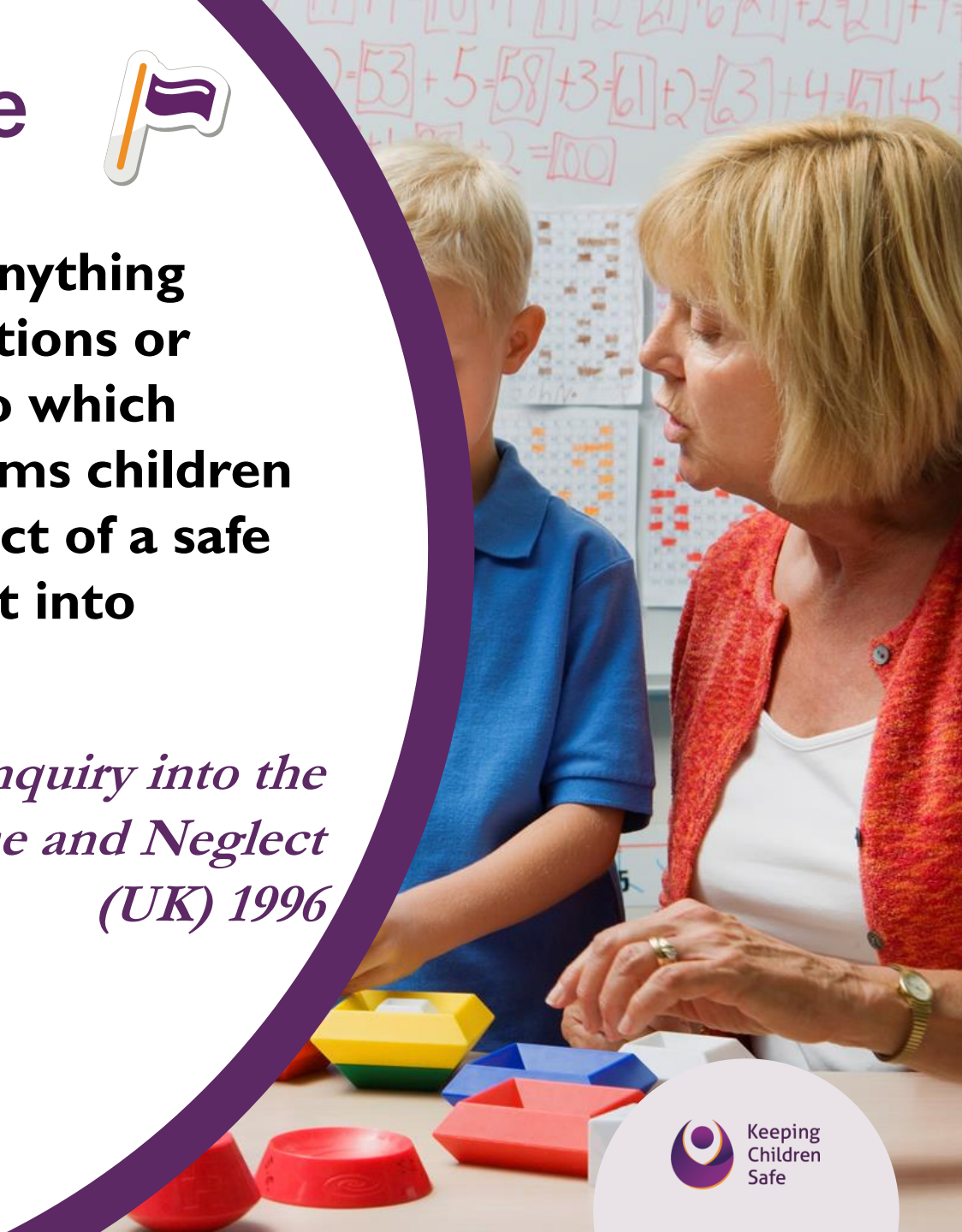
Types of Abuse

- Physical
- Sexual
- Emotional
- Neglect

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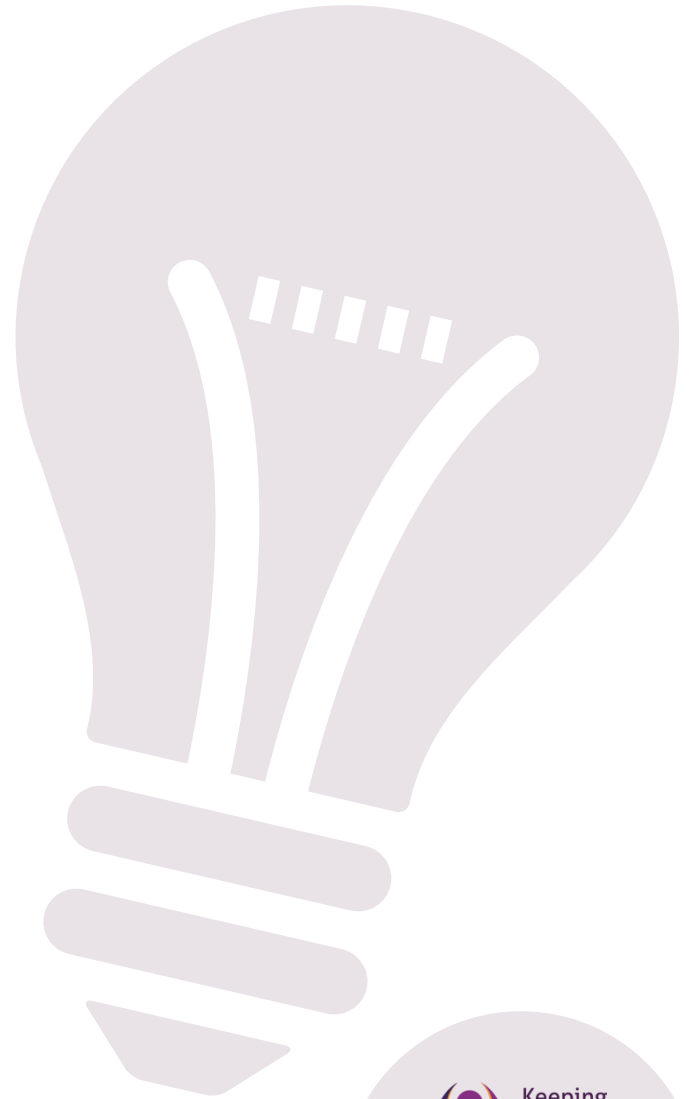
Child safeguarding =

The responsibility that organisations have to make sure their staff, operations, and programmes do no harm to children.

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An organisation needs to know:

- where, when and how your organisation affects children

- what policies and procedures are needed

- who is the appropriate designated child safeguarding person/s

- what safeguarding induction and training is needed

- the organisations code of conduct

Abuse may still take place from within your organisation. At that point, it is how your organisation responds that is crucial for the child and for the organisation.

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Why have Standards?

- To promote good practice

- To protect children

- To provide targets for agencies

Child Safeguarding Standards and how to implement them

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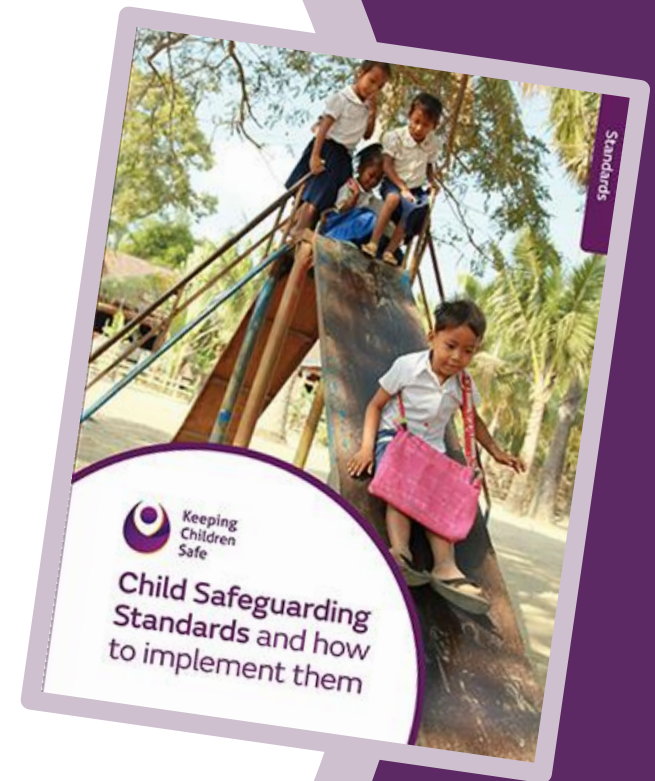
Advantages of implementing child safeguarding standards

- Children are protected

- Organisation staff and associates are protected

- The organisation and its reputation is protected

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Overview of KCS standards

Standard 1 Policy

Standard 2 People

Standard 3 Procedures

Standard 4 Accountability

The Standards
Keeping Children Safe Standards cover four areas:

Standard 1: Policy
The organisation develops a policy that describes how it is committed to preventing, and responding appropriately to, harm to children Page 13

Standard 2: People
The organisation places clear responsibilities and expectations on its staff and associates and supports them to understand and act in line with these Page 17

Standard 3: Procedures
The organisation creates a child-safe environment through implementing child safeguarding procedures that are applied across the organisation Page 24

Standard 4: Accountability
The organisation monitors and reviews its safeguarding measures Page 40

9 Child Safeguarding Standards The Standards

Keeping Children Safe

Standard 1 Policy

The organisation develops a policy that describes how it is committed to preventing, and responding appropriately to harm to children

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Standard 2 People

The organisation places clear responsibilities and expectations on its staff and associates and supports them to understand and act in line with these

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Safe

Standard 3
Procedures

The organisation creates a child safe environment through implementing child safeguarding procedures that are applied across the organisation

Standard 4 Accountability

The organisation monitors and reviews its safeguarding measures

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Insert Name of Organisation and Country Location Here

Keeping Children Safe Certification Standards - Self Assessment Risk Rating

Summary by Standard						
Standard	**Standard Aim**	**level 1 compliance**	**level 2 compliance**	**Overall % compliance by standard**	**Level 1 Risk Rating * by standard**	**Overall Risk Rating ** by standard**
Standard 1: Setting policy	The organisation sets clear policy that describes how it is committed to promoting the well-being of children, preventing abuse and creating a safe, positive environment for children wherein their rights are upheld and they are treated with dignity and respect.	0%	0%	0%	High	High
Standard 2: Organising staff	The organisation communicates clearly its commitments to keeping children safe and the responsibilities and expectations it places on staff and associates – in particular, its partners - through relevant policies, procedures and guidance, and that staff and associates (and other relevant stakeholders, including children) are supported in understanding and acting in line with these	0%	0%	0%	High	High
Standard 3: Planning and implementing - putting child safeguarding in to practice	The organisation ensures a child safe environment through a systematic process of planning and implementation of child safeguarding measures	0%	0%	0%	High	High
Standard 4: Monitoring and review - accountability for safeguarding children	The organisation has in place measures and mechanisms for monitoring and review of safeguarding measures and to ensure both upward and downward accountability in relation to child safeguarding	0%	0%	0%	High	High

Summary Overall			
		Minimum	**All levels**
Office Overall % Compliance *(all criteria, at all levels across all standards)*		0%	0%
Office Overall Risk Rating *(all criteria, at all levels across all standards)*		High	High

**** Risk Rating for Overall Measure only:**
High = 0 to 32%;
Meduim = 33% to 77%;
Low = 78% to 100%

***Risk Rating for Minimum (Level 1) Indicators Only**
High = 0 to 65%;
Meduim = 66% to 89%;
Low = 90% to 100%

Standard 1: Setting policy

The organisation sets clear policy that describes how it is committed to promoting the well-being of children, preventing abuse and creating a safe, positive environment for children wherein their rights are upheld and they are treated with dignity and respect.

Criteria		**(Enter "Yes" in one cell only for either "Met", "Partly Met", "Not Met" or "N/A")**							
		Met	Partly Met	Not Met	N/A	**Action to be taken to address gaps Or** **Resources/support required to meet this criteria**	By whom	By when	**Means of Verification**
1.1	The organisation has a written child safeguarding policy, approved by the relevant management body, to which all staff and associates (including partners) are required to adhere								• Written Safeguarding Children Policy (SCP) exists detailing comprehensive scope and mandatory nature • Minutes of meeting/s at which policy was signed off by senior management
1.2	The policy is written in a way that is clear and easily understandable and is publicised, promoted and distributed widely to all relevant stakeholders, including children								• Different language versions of policy exist as well as versions aimed at other key stakeholders, e.g. children • Observations and interviews with staff and other stakeholders (including children) confirm that the policy has been received and that is clear and understandable. • Observations and interviews with staff and other stakeholders (including children) show an understanding of the policy. • The policy is displayed/visible • Documented list of SCP briefing/ training sessions held and attendees
1.3	The organisation is clear that all children have equal rights to protection and that some children face particular risks and difficulties in getting help, because of their race, gender, age, religion or disability, sexual orientation, social background or culture.								• SCP or other organisational policy contains statements of values and principles that emphasise equal rights to protection
1.4	The policy addresses safeguarding children from harm through misconduct by staff, associates and others, from poor practice, and from its operational activities where these may harm children or put them at risk due to poor design and/or delivery, for example								• SCP identifies a range of risks and potential harm to children that may arise from individuals and operations • There is good practice guidance or documented risk assessment and management process on minimizing for key activities such as such as programming, fundraising, advocacy, and so on, which show that consideration has been given to child safeguarding risks
1.5	The organisation is clear that all behaviour towards children that discriminates, offends, is violent or in any other way impacts negatively on them, is unacceptable and will be acted upon.								• SCP contains statements of values and principles, and/or a Code of Conduct exists that describes the organisation's commitments to protect children and prevent harm (and defines what this harm may comprise) and the sanctions that apply for breaches.
1.6	The UN Convention on the Rights of the Child (and/or regional equivalents) informs the approach of the organisation to working/being in contact with children								• SCP/ organization mission statements and other key organisational policies and procedures references and reflects CRC principles and a concern for the rights of children, especially the right to freedom from abuse

Standard 2: Organising staff

The organisation communicates clearly its commitments to keeping children safe and the responsibilities and expectations it places on staff and associates – in particular, its partners - through relevant policies, procedures and guidance, and that staff and associates (and other relevant stakeholders, including children) are supported in understanding and acting in line with these

Criteria		(Enter "Yes" in one cell only for either "Met", "Partly Met", "Not Met" or "N/A")				Action to be taken to address gaps Or Resources/support required to meet this criteria	By whom	By when	Means of Verification
		Met	Partly Met	Not Met	N/A				
2.1	There are written guidelines for behavior (Code of Conduct) that provides guidance on appropriate/expected standards of behaviour of adults towards children, and of children towards other children								• SCP contains CoC or there is a separate, written CoC • Contents are appropriate in describing what is acceptable/ unacceptable behavior sanctions for breaches
2.2	All members of staff have training on child safeguarding when they join the organisation, which includes an introduction to the organisation's child safeguarding policy and procedures and learning on how to recognise and respond to concerns about child abuse								• Documented induction and training plans which include SCP induction/training • Documented records of SCP inductions/training held including list of attendants.
2.3	The organisation is open and aware when it comes to child safeguarding matters such that issues can be easily identified, raised and discussed								• Observations and interviews with staff reveal awareness of organisation's concern for child safeguarding and/or awareness of key documents such as of SCP, CoC, how and to whom to report concerns, and a belief that concerns are taken seriously. • Associates are provided with copies of the SCP and information on where and how to report concerns. • A review of incidents reported reveal that concerns are taken seriously and addressed appropriately. • Staff have opportunities for one to one discussions with their line manager where they are able to discuss concerns (not just on SCP) • Managers prioritise discussions of SCP concerns • Training/briefing on organisations commitment to safeguard children is compulsory for staff. Addressing fears around reporting is included as part of this. • Evidence that SCP implementation is actively monitored
2.4	The organisation makes clear that ultimate responsibility for ensuring the safety and well-being of children in contact with the organisation rests with senior executives (CEO and Directors)								• The SCP or other safeguarding documentation identifies senior management responsibilities for child safeguarding • Job descriptions for senior managers describe specific management and leadership responsibilities for child safeguarding • Documented accountability mechanisms include Boards of Trustees and/or bodies such as Audit or HR committees holding the Executive to account for child safeguarding
2.5	All managers have specific responsibility for ensuring child safeguarding measures are in place and that staff, associates and other key stakeholders are made aware of and supported in implementing these measures								• The SCP or other safeguarding documentation identifies general management responsibilities for child safeguarding • SC responsibilities are written in to job descriptions for all managers • Review of management annual work/accountability plans indicate inclusion of SCP responsibilities to be executed, and identification of any training/support requirements. • There is documented follow up on execution of responsibilities and appropriate action taken on below par performance. • Records of staff and management meetings indicate that child safeguarding matters have been discussed and actioned
2.6	Regular capacity-building, training, mentoring, advice & support is extended to volunteers and other associates, especially partners								• Records of training sessions aimed at volunteers and partners, or records of training sessions in which they were included • List of attendants
2.7	Staff members and volunteers with special responsibilities for keeping children safe have relevant training and regular opportunities to update their skills and knowledge, as well as access to specialist advice and support (including contact with child protection/welfare agencies)								• Evidence that staff with specialist responsibilities under the SCP (e.g. Focal Points, managers) have received relevant training to enable them to perform their duties or are appropriately skilled (e.g. have attended more in depth workshops beyond induction/introductory sessions) • Evidence that training needs of such staff are regularly assessed and addressed as appropriate.
2.8	Children are made aware of their right to be safe from abuse and are provided with advice and support on keeping themselves safe including information for children, parents/carers about where to go for help								• Documented training/briefing session plans and content • List of attendees and when attended • Evidence of child friendly SCP training/briefing resources
2.9	The organisation designates key people at different levels (including at Director level) as 'focal points' with clearly defined responsibilities, to champion, support and communicate on child safeguarding and for effective operation of the child safeguarding policy								• Records exist of designated child safeguarding staff, which include staff at all levels • A role brief or mini job description exists that describes the role and responsibilities of designated staff
2.1	Names and contact details for all those who have responsibility for child safeguarding are widely publicised								• Documents exist that contain names and contact details of designated child safeguarding staff • Evidence that child safeguarding contacts are publicised in a manner that is appropriate to the stake holder group (e.g. on intranet, agreements to associates, briefing sessions to staff, associates and children)
2.11	A range of policies, procedures and good practice guidance exist, relevant to the nature of the organisation and its operations, that describe how child safeguarding is to be achieved through systems and processes such as programming, risk management, media and communications, ICT, fundraising, sponsorship, working with partners and so on								• Documented risk identification and assessment process which includes consideration of child safeguarding risks, for each of the organisation's key operational areas/business processes (programming, working with partners, media, ICT, recruitment etc) • Documented child safeguarding measures which have been developed as appropriate to the nature of the organisation and in line with identified risks and issues • Review of documentation across the organisation indicates that child safeguarding measures are integrated into key business processes • Review of business processes reveal implementation of safeguarding measures • Documented processes of regularly reviews of key operational /business risks and revisions to safe guarding measures as appropriate.

Standard 3: Planning and implementing - putting child safeguarding in to practice

The organisation ensures a child safe environment through a systematic process of planning and implementation of child safeguarding measures

Criteria		Met	Partly Met	Not Met	N/A	Action to be taken to address gaps Or Resources/support required to meet this criteria	By whom	By when	Means of Verification
	(Enter "Yes" in one cell only for either "Met", "Partly Met", "Not Met" or "N/A")								
3.1	The organisation requires local mapping exercises to be carried out that analyse the legal, social welfare and child protection arrangements in the contexts in which it works								• Documented local mapping process and outcome • Evidence that outcome of local mapping is made available to managers and staff as appropriate and feeds into the development of local SCP procedures.
3.2	There is an appropriate process for reporting and responding to child protection incidents and concerns that fits with the local systems for dealing with incidents of child abuse (as identified in the mapping exercise)								• Documented local reporting procedure exists that are in line with outcomes of mapping process • Evidence of consultation process to ensure that local procedures are informed by local risk assessment and address any significant risks identified via mapping
3.3	There is an overall implementation plan for the organisation that details what child safeguarding measures are to be developed and implemented, by when and who has responsibility for these								• Documented implementation plan/strategy • Plan is owned and managed by specific individuals • Plan details required actions/activities and clearly indicates who is responsible and expected completion dates • Appropriate supports/resources have been allocated to ensure actions/activities can be met
3.4	The identification and mitigation of child safeguarding risks is incorporated into risk assessment processes at all levels, i.e. from identification of corporate risks through to planning an activity involving or impacting on children								• Review of risk registers (at all levels e.g. corporate level, key business processes/operations, programme operations, partnership arrangements) show consideration of child safeguarding risks and appropriate management plan • Documented follow up on implementation of risk mitigation and management plan.
3.5	Safe recruitment/engagement practices are in place that mean staff and associates are recruited/engaged in ways that ensure their suitability to work with children and understand their responsibilities to work within the organisation's child protection policy								• Documented staff recruitment procedures and processes for engagement of associates show compliance with indicator. • A review of staff personnel folders and associate contracts/agreements show evidence that due process has been followed. Where the full process has not been followed there is a documented rationale with appropriate authorisation.
3.6	Adequate human and financial resources are made available to support development and implementation of child safeguarding measures								• Evidence that SCP implementation activities are included in budget setting process and to address key SCP risks • Supports and resources such as training and designation of staff as focal points indicate an appropriate concern for supporting and promoting child safeguarding
3.7	There are clear procedures in place that provide step-by-step guidance on how to report safely and what action to take if the Code of Conduct is breached and there are concerns about a child's safety or well-being								• SCP contains overall reporting procedure • Local procedures exist, based on local mapping, that describe in detail the reporting process in each location
3.8	Child safeguards are integrated with and actively managed into existing business processes and systems (strategic planning, budgeting, recruitment, programme cycle management, performance management, procurement, etc.) to ensure safeguarding children is a feature of all key aspects of operations								• Records and documentation across a range of organisational functions indicate that child safeguarding is integrated into policy and practice • See 2.11
3.9	Complaints mechanisms are developed locally and in consultation/collaboration with children/parents and communities to ensure they are relevant, confidential and child-friendly								• Documented complaints mechanisms exist • Review of documentation related to design of the complaints mechanisms describes consultation processes with local communities, including children • Interviews with local communities, including parents/children, indicate awareness of the complaints mechanism, knowledge of how to make complaints, and confidence in using it
3.10	The design, development and delivery of programmes includes discussion with children and communities regarding possible child safeguarding risks and the most appropriate measures to address these								• Programming guidelines include instruction/advice on how to incorporate child safeguarding into programme cycle management and consultation with children and families on this • Records of monitoring activities with children and families include discussion and consultation on child safeguarding aspects of the project/programme

Standard 4: Monitoring and review - accountability for safeguarding children

The organisation has in place measures and mechanisms for monitoring and review of safeguarding measures and to ensure both upward and downward accountability in relation to child safeguarding

Level		Compliance Indicators	Met	Partly Met	Not Met	N/A	Action to be taken to address gaps Or Resources/support required to meet this criteria	By whom	By when	Means of Verification
		(Enter "Yes" in one cell only for either "Met", "Partly Met", "Not Met" or "N/A")								
1	4.1	Arrangements are in place to monitor compliance with and implementation of child safeguarding policies and procedures through specific measures and/or integration into existing systems for quality assurance, risk management, audit, monitoring and review								• There is documented evidence of implementation plans being used as the basis of tracking progress and are subject to regular review • Review of M&E systems and other performance management processes indicates child safeguarding has been incorporated • Dedicated child safeguarding assessments and/or audits exist
2	4.2	There is a system of regular reporting to key management forums, including Director level, to track progress and performance on child safeguarding, including information on safeguarding issues and child protection cases								• Written reports exist of progress on SC implementation • Minutes of management meetings indicate that reports of progress on SCP implementation have been received and discussed • CP incidents are compiled into an overall report and are regularly drawn to the attention of senior managers. Overall report includes recommendations to address identified risks. There is a documented follow up on implementation of endorsed recommendations.
2	4.3	External or independent bodies such as Boards of Trustees and oversight committees are used to monitor performance in this area and hold senior executives to account in relation to child safeguarding								• Documented accountability mechanisms include Boards of Trustees and/or bodies such as Audit or HR committees holding the Executive to account for child safeguarding • Trustee/s or other individual/s independent of the organisation are designated as lead/s on child safeguarding
2	4.4	Opportunities exist for learning from practical case experience to be fed back into organisational training and development programmes								• A sample review of incidents reported /investigated provides evidence that cases have been documented and outcomes/ recommendations identified. In addition there is a documented process of follow up on the implementation of endorsed recommendations. • Evidence of changes in policy and practice on the basis of case endorsed recommendations and learning . • Training and other learning materials and activities reflect case experience • A mechanism exists to communicate case experience to those responsible for delivering training/L&D
2	4.5	Children, parents/carers and wider communities are involved in a meaningful and appropriate way in developing and monitoring safeguarding measures								• Interviews with staff, parents/carers and children describe an inclusive, consultative process of developing and monitoring/ reviewing the SCP and associated measures • Review of documentation relating to consultation processes, SCP development, monitoring and review activities include discussion and consultation on child safeguarding matters

Thank you

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