



Quality Safeguarding Standards for Non NHS Providers: Scoring Sheet

Name of Organisation:	
Name and job title of person(s) completing scoring:	
Date completed:	

Introduction

This scoring sheet should be used alongside the ‘Scoring Guidance’ document by non-NHS, voluntary and community sector organisations to self evaluate themselves against the Southampton Safeguarding Child’s Board Safeguarding standards and also NHS standards. It will support organisations to identify any areas of concern or where good practice is being achieved and allow progress against the standards to be measured.

The standards are split up into 11 sections with varying numbers of questions within each section. You should score each question within each standard, if you are unable to answer any question please score it as 4. You should score each question from 1-4 depending on your self assessment of progress. Please use the scoring guidance document to inform the scoring and provide evidence or other comments next to each score if appropriate. The table below summarises the scores you could give.

How to score	Score
Inadequate	4
Adequate	3

Good	2
Outstanding	1

Standard 1: Strategic Leadership

	Score	Evidence or other comments
1.1 My organisation has a strategic manager for ensuring effective safeguarding practices and processes	0	
1.2 My organisation has a safeguarding children policy that is reviewed annually and the review is led by a senior manager	0	
1.3 My organisation's responsibility in relation to safeguarding is clear to all staff	0	
1.4 My organisation has a process that supports proper reporting of child protection concerns to Children's Social Care.	0	
1.5 My organisation has internal case management processes that support the use of the Common Assessment Framework, lead professional and Team around the Child (or subsequent localised arrangements).	0	
1.6 Where my organisation contracts services to other providers, steps have been taken to ensure that the provider organisation is compliant with appropriate safeguarding standards (i.e. they require adherence to LSCB policy and procedures, D&B checks for staff)	0	
Total score for section 1	0	
Action plan/s for achieving compliance		

Standard 2: Integrated Working Practices

	Score	Evidence or other comments
2.1 My organisation has an identified staff member to support practitioners with CAF (or similar local framework), lead professional and Team around the Child practice across the organisation	0	
2.2 The CAF (or similar local framework) champion has attended relevant training	0	
2.3 My organisation has appropriately incorporated the CAF (or local version) into referral processes.	0	
Total score for section 2	0	
Action plan to achieve compliance		

Standard 3: Staff Responsibilities and Competencies		
	Score	Evidence or other comments
3.1 Staff with access to children have statements with their job descriptions and person specifications that articulate their responsibilities around safeguarding	0	
3.2 Staff have clear guidance about whom to report concerns about child safety and welfare.	0	
3.3 All staff have clear guidance about recording concerns about child safety and welfare	0	
3.4 All staff in my organisation have good access to interagency child protection procedures (www.4lscb.org.uk).	0	
3.5 My organisation has identified which staff are responsible for conducting a Common Assessment Framework (or local version) and this is laid out in their job description (if appropriate).	0	
3.6 All staff in my organisation are aware of the additional needs of 'Looked After' children.		
Total score for section 3	0	
Action plan to achieve compliance		

Standard 4: Staff Recruitment and Selection

	Score	Evidence or other comments
4.1 My organisation has quality recruitment and selection procedures for all personnel, including volunteers, that include methods for exploring a candidate's attitude to children and their perception of boundaries of acceptable behaviour towards children.	0	
4.2 Staff in my organisation who are responsible for recruitment and selection receive the appropriate training in order to identify recruits with the core skills required for safeguarding and interagency work	0	
4.3 Staff in my organisation including regular visitors and volunteers with access to children, undergo the appropriate level of Disclosure and Barring check	0	
4.4 My organisation obtains two references before job offers are made to candidates	0	
4.5. All staff recruited to my organisation have to provide a full employment history including periods of unemployment and proof of qualifications.	0	
4.6 Staff undertake a specified probationary period during which time they are assessed and supported as to their suitability to work with children.	0	
Total score for section 4	0	
Action plan to achieve compliance		

Standard 5: Staff Induction, Training and Appraisal

	Score	Evidence or other comments
5.1 All staff in my organisation with direct access to children have a planned induction that includes assessment of learning needs around safeguarding and looked after children.	0	
5.2 Staff in my organisation read and understand the safeguarding reporting processes and procedures detailed in ' <i>What to do if you're worried a child is being abused</i> ' (or local version) during their induction. They are inducted into my organisation's internal systems of identification and reporting of suspected child abuse.	0	
5.3 All staff in my organisation with direct access to children receive regular training on child protection issues and reporting processes, refreshed at least once every three years.	0	
5.4 All staff in my organisation are appropriately qualified for their role and have undertaken relevant learning and development to ensure their knowledge and skills are kept updated.	0	
5.5 My organisation ensures that the number of staff is always compatible with the delivery of safe and effective care.	0	
5.6 All staff in my organisation understand the need for accurate record keeping where there are concerns for the safety and wellbeing of a child.	0	
5.7 All staff in my organisation with management responsibility will be aware of the professional development needs of their staff and be able to demonstrate planned activities to meet those needs.	0	
5.8 My organisation has an annual appraisal process that includes a review of each workers skills competencies and knowledge around child protection issues and processes.	0	

Total score for section 5	0	
Action plan to achieve compliance		

Standard 6: Staff Supervision and Accountability

	Score	Evidence or other comments
6.1 Every member of staff has a named identified manager at all times including times when the organisation has management vacancies	0	
6.2 All staff working in my organisation who are working with children receive regular (at least monthly) management supervision on an individual basis and can access further support when required.	0	
6.3 My organisation has processes to investigate personnel where there is a concern that they do not have the necessary competencies for work with access to children. Appropriate investigative procedures are in place.	0	
6.4 My organisation has a clear accountability structure – all personnel understand the management structure and how they receive support and guidance in their work with and for children	0	
6.5 My organisation will contribute to, and learn from serious case reviews (where applicable).	0	
Total score for section 6	0	
Action plan to achieve compliance		

Standard 7: Equality of Opportunity

	Score	Evidence or other comments
7.1 My organisation has an Equal opportunities Policy and staff understand the implications of the policy in contributing to safeguarding practice and early intervention	0	
7.2 My organisation ensures that all staff are aware of equal opportunities in policy and practice and have the necessary skills and strategies to provide an anti-discriminatory service	0	
7.3 My organisation keeps records of ethnicity, gender and disability and practice is non-discriminatory. Exceptions to this may be appropriate for separate boys or girls' activities or for religious or other groups where exclusivity can be demonstrated to be necessary	0	
Total score for section 7	0	
Action plan to achieve compliance		

Standard 8: Safe Working Practices

	Score	Evidence or other comments
8.1 My organisation has processes and procedures in place to ensure that staff with access to children (or their information) have the knowledge, understanding and skills to establish and maintain safe working relationships with children.	0	
8.2 All staff in my organisation receive clear written guidance on safe working practices with children. Guidance may include statements on professional boundaries, safe group sizes, appropriate physical contact, home visiting, lone working, outdoor education etc.	0	
8.3 When/ if my organisation provides site based services to children, we offer physical environments appropriate to age and development that is safe and secure for the child.	0	
8.4 My organisation has processes and procedures in place to assess and manage risk with regard to children. This includes risk to children from access to certain people, physical environments, equipment and particular activities.	0	
Total score for section 8	0	
Action plan to achieve compliance		

Standard 9: Complaints and Allegations against staff		
	Score	Evidence or other comments
9.1 My organisation has a manager who is trained to handle complaints and allegations of a safeguarding nature made against the organisation's staff	0	
9.2 My organisation knows who the Local Authority Designated Officer (LADO) is and how to contact them to report allegations.	0	
9.3 My organisation has clear, reviewed and updated procedures on complaints and allegations	0	
9.4 My organisation has processes and procedures in place to support and enable 'whistle blowing' on both individuals and other partner organisations where there are concerns that colleagues are harming children or failing to protect children from harm.	0	
Total score for section 9	0	
Action plan to achieve compliance		

Standard 10: Client confidentiality and Information Sharing		
	Score	Evidence or other comments
10.1 Staff in my organisation are aware of good practice in relation to client confidentiality, consent and sharing information with other agencies: with and without consent.	0	
10.2 All staff in my organisation receive guidance and training on good information sharing practice based on the national guidance in ' <i>Information Sharing: Guidance for Practitioners and Managers</i> ' (HM Government 2008)	0	
10.3 My organisation had a confidentiality policy which includes procedures for obtaining and maintaining consent to share and includes the security of personal records held by my organisation	0	
10.4 Staff in my organisation understand that it is their duty to share information even without user consent where there are safeguarding concerns and that the organisation will support all such actions taken in good faith.	0	
Total score for section 10	0	
Action plans to achieve compliance		

Standard 11: Additional Specific Requirements

	Score	Evidence or other comments
11.1 My organisation has a policy in place for medicines management including safe administration of medication	0	
11.2 All staff working in my organisation have received basic first aid training and are competent in responding to common childhood illnesses and accidents.	0	
11.3 Whenever a child with known asthma, epilepsy, significant allergy or other potentially life threatening condition, is being cared for, a member of staff who is trained and competent will be on duty and available to respond.	0	
11.4	0	
Total score for section 11	0	
Action plans to achieve compliance		