

# Safeguarding Children Self-Audit

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## Information to prospective grantees on the Oak Foundation Safeguarding Children Policy

### Policy rationale

As a Foundation, Oak supports fundamental human rights, including the human rights of children, and through its grant-making, addresses a wide range of social justice issues. In 2013, the Foundation developed and adopted a policy aimed at safeguarding children. The policy stemmed from Oak's commitment to a world in which all children and adults are protected from all forms of abuse and exploitation.

In developing its Safeguarding Children Policy, the Foundation committed to ensuring that through all of its programmes, it will strive to prevent abuse and promote the safety, protection, well-being and development of children.

Oak believes that all children have the right to freedom from all forms of violence, abuse and exploitation and that safeguarding children is 'everybody's business'. Although Oak recognises that children are most at risk from those people they know and trust, and that this normally means family and community members, children are sometimes at risk from individuals that may work or come into contact with them through development activities.

Consequently, Oak also believes that adults engaged in positions of trust towards children must exercise the highest levels of integrity and good practice and that there is an obligation on all organisations and professionals working or in contact with children to ensure their operations are 'child safe'. This means that staff and contractors<sup>1</sup> do not represent a risk to children and that programmes, policies and practices are designed and developed in ways that promote the protection of children.

### Implications for prospective grantees

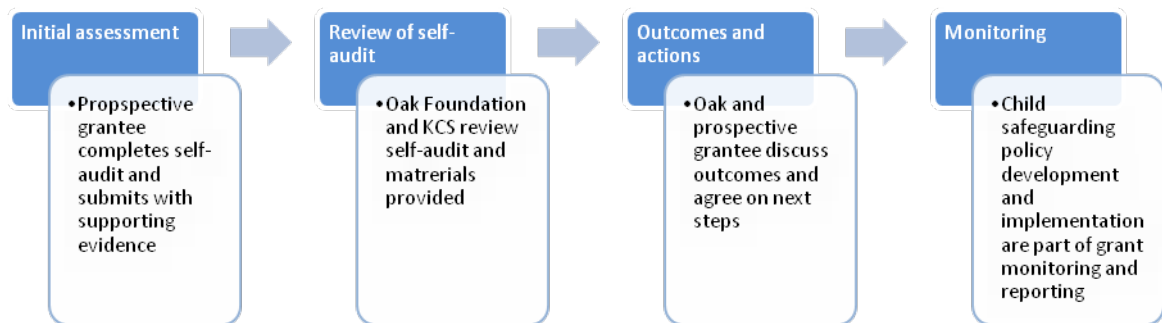
In light of the strongly held protection commitments and principles outlined above, Oak Foundation requests that organisations it funds subscribe to, and operate in accordance with, these values and beliefs. As part of making awards to prospective grantees, the Foundation carries out stringent due diligence checks. Where organisations are applying for funding to support project work that involves working with children<sup>2</sup>, part of this assessment will include evaluating the extent to which prospective grantees have in place measures designed to safeguard children, as follows:

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<sup>1</sup> A contractor is any independent individual or entity commissioned to provide services, goods, materials or any other items as specified in a signed contract, agreement, MOU or similar.

<sup>2</sup> Defined as 'engaged in an activity, on behalf of or funded by Oak, that involves direct contact with, or facilitates access to, children'.

## Ensuring 'child safe' grantees



### Assessment process

The Foundation has developed a set of child safeguarding standards it feels should be met in order to ensure organisations working or in contact with children create a sufficiently 'child safe' environment.

As part of the application process, organisations will be asked to complete a self-audit using these standards so that the Foundation can make an initial assessment of the applicant's existing child safeguarding measures. Supporting information, such as policies, procedures, guidelines and so on, will also be requested. Oak has contracted [Keeping Children Safe](#) (KCS), an international expert in child safeguarding, to help with the assessment process.

Depending on the outcomes of this assessment, organisations may be requested to develop or strengthen their child safeguarding measures prior to an award being made or during the course of the grant period. Performance in the area of child safeguarding and progress on any agreed improvements will be the subject of the Foundation's regular grant monitoring regime.

The Foundation, through its partnership with KCS, is in a position to advise or support organisations that may need to undertake significant improvements in respect of their child safeguarding arrangements.

**Organisation name:** ChildFund Alliance

Please complete this safeguarding children self-audit to the extent possible. This will allow Oak Foundation and KCS to assess how it can support you (if necessary) in developing or strengthening your organisation's child safeguarding measures.

## Risk Assessment

The risk assessment will allow us to assess the frequency and type of contact your organisation has with children. Please check all statements that apply to your organisation in the yellow column.

Risk levels are categorised as high, medium and low (H, M, L, respectively). Please note these columns are for KCS use only. If the box is checked, the associated risk level is found to the right.

PLEASE SEE CHILDFUND ALLIANCE'S SAFEGUARDING POLICY GUIDELINES AT <https://childfundalliance.org/resources/publications/tools-guidelines/1468-keeping-children-safe>

		Check all that apply	For KCS use only		
Core business		✓	H	M	L
Location of business	• Organisation is located in places where national legislation for protecting children is weakly enforced or unenforced	✓			
	• Organisation is located in places where national legislation is strong on child protection and appropriately enforced	✓			
Type of organisation	• Organisation is a grant-making organisation				
	• Organisation is a research organisation				
	• Organisation implements programmes/provides services through its own offices	✓			
	• Organisation implements programmes/provides services through local partners	✓			
Target groups	• Children are the main target group for programming/ research	✓			
	• Children are one of several target groups for programming/ research	✓			
	• Children are not a target group for programming/ research				
	• Children sometimes accompany parents/other adults as part of programming, research or other events	✓			
Service provision and Research	• The services your programme provides/research conducted bring staff or others into contact with children:				

	<input type="radio"/> Every day	✓			
	<input type="radio"/> Every week	✓			
	<input type="radio"/> Every month	✓			
	<input type="radio"/> Never				
	<input type="radio"/> Other(please explain)				

<b>Service provision and Research, cont.</b>	• The service your programme provides/research conducted involves children in activities in centres or spaces away from their homes, including on the street	✓			
	• The services your programme provides for children/research conducted involves confidential one-on-one contact between an adult and child	✓			
	• The services your programme provides /research conducted do not bring staff or others into contact with children				
	• The services your programme provide/research conducted involves parents or caregivers being away from their children to participate	✓			
	• The services are provided/research conducted by regularly employed staff	✓			
	• The services are provided/research conducted by volunteers or contractors	✓			
<b>Communications</b>	• Children's photos and stories are used by the organization to communicate its work or to raise funds	✓			
	• The use of social media with community groups is a key element of the organisation's programme				
	• No information or images of children are obtained by the organisation				

## Self-Audit

Please indicate in the boxes next to the standards<sup>3</sup>, whether the standard is met (M) partly met (P) or not met (N) by your organisation.

Guidance notes below provide general information on completion of the self-audit and assistance on what is required to be in place in order that a standard can be regarded as 'met'.

### Guidance notes

The self-audit should represent a snapshot of current progress in implementing and operating child safeguarding measures across the organisation as a whole. Organisations should respond to the assessment based on an amalgamated set of data or on the basis of a perceived understanding of the extent to which all parts of the organisation are performing in these areas.

Organisations that already have significant child safeguarding measures in place, including their own monitoring and review processes, may discuss with the Foundation the submission of existing reports and assessments that might demonstrate compliance with Oak's standards.

### Evidence of compliance

Where standards are scored as 'met' or 'partly met', please provide documentation or other supporting information that demonstrates how the standard is being addressed. This may include organisational policies, procedures and guidance relating to the areas covered by the standards as well as details of child safeguarding trainings, implementation plans, risk assessments, minutes of discussions (at Board/Director level, for example) of the policy and its implementation, and so on.

The completed self-audit should be returned to Oak along with supporting documentation/information referenced in a way that makes clear to which standard it relates. Following review of the self-audit and supporting materials, Oak will contact to discuss the outcomes.

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<sup>3</sup> Based on standards developed by the Keeping Children Safe Coalition and adapted by DFID.

Area of Safeguarding	Standards for Grantees	M	P	N
<b>Policies and procedures to keep children safe</b>	<p>1. The organisation has a written, comprehensive Safeguarding Children Policy (including a Code of Conduct) that all staff and contractors must follow.</p> <p><b>Indicators:</b> There is a written policy, endorsed by the organisation’s highest authority.</p> <p>The policy is comprehensive in the sense that it contains sections and provisions generally considered to be standard, i.e. a clear statement of commitment to protect children, scope, code of conduct, prevention measures identified such as safe recruitment, training of staff and others, clear reporting requirements and identified ways of raising concerns/making complaints.</p>	<b>M</b>		
	<p>2. The consequences of breaching the Policy are clear and linked to organisational disciplinary procedures.</p> <p><b>Indicators:</b> The status of the policy is made clear and failure to comply with its principles and provisions is communicated in the policy as likely to result in disciplinary action, up to and including dismissal for breaches that represent acts of gross misconduct.</p>	<b>M</b>		

<p><b>Policies and procedures to keep children safe, cont.</b></p>	<p>3. There are clear, well-publicised reporting procedures in place that allow staff, children and families to raise concerns, confidentially if necessary, about unacceptable behaviour or actual/potential abuse by staff or contractors<sup>4</sup> and that provide step-by-step guidance on what action to take.</p> <p><b>Indicators:</b>  Either within the policy or as a separate set of procedures, the organisation outlines a clear and detailed process by which relevant parties, including children and their parents and carers, can raise concerns or make complaints regarding child protection matters.</p> <p>The procedures are informed by/adapted to local contexts in which they are to be operated, i.e. taking account of legal, policy and other frameworks and systems for child protection.</p> <p>The procedures identify confidentiality as a key principle (i.e. it is made clear that information relating to child protection concerns will only be communicated to those that need to know).</p> <p>The procedures demonstrate concern for the safety and security of all those involved in the reporting and response processes, are based on the laws of natural justice and entail timely and appropriate responses to concerns/complaints.</p>	<p><b>M</b></p>		
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<sup>4</sup> A contractor is any independent individual or entity commissioned to provide services, goods, materials or any other items as specified in a signed contract, agreement, MOU or similar.



<p><b>Preventing harm to children</b></p>	<p>4. There are policies and procedures or agreed ways of recruiting staff and contractors that include assessing their suitability to work with children, and that where possible, police and reference checks are undertaken.</p> <p><b>Indicators:</b> Standard good practice recruitment and selection measures exist designed to ensure hiring of good quality staff and associates.</p> <p>Additional safe recruitment measures exist for posts/positions that involve working with/contact with children, e.g. additional background checks (including criminal record checks or equivalent where possible).</p>	<p><b>M</b></p>		
<p><b>Implementation and training</b></p>	<p>5. All members of staff and volunteers have training on safeguarding when they join the organization, which includes an introduction to the organisation’s Safeguarding Children Policy and Procedures.</p> <p><b>Indicators:</b> Induction processes exist that include an introduction to the organisation’s child safeguarding policy.</p> <p>Further training is provided to allow for more detailed input and discussion of matters relating to the policy and to child safeguarding in general.</p> <p>Designated staff for child safeguarding have access to additional learning and development opportunities as necessary to support them in their role.</p> <p>Induction, briefing and training sessions are made widely available to all relevant parties.</p>	<p><b>M</b></p>		

<b>Information and communication</b>	<p>6. Children and families are made aware of their right to be safe from exploitation and abuse at the hands of staff and contractors and how to make complaints, including via a child-friendly mechanism, should any issues or incidents arise.</p> <p><b>Indicators:</b>  The reporting procedures and details of how to complain are widely disseminated in ways that support all relevant parties to use the procedures – this includes child-friendly material/s.</p> <p>Reporting procedures and response mechanisms are child-friendly in that they recognize the particular difficulties children may have in reporting possible/actual harm, facilitate access to complaints mechanism for children and anticipate the need to support children involved in the reporting/responding process, either as witnesses, victim or alleged perpetrators.</p>		<b>PM*</b>	
	<p>7. Everyone in the organisation is informed of which named staff member has special responsibilities under the Policy and how to contact them.</p> <p><b>Indicators:</b>  Reporting procedures identify named individuals responsible for receiving and responding to concerns/complaints and their details as well as information on how to complain about child protection concerns are widely disseminated.</p>	<b>M</b>		

<p><b>Monitoring and review</b></p>	<p>8. The implementation of organisational protection measures is subject to regular monitoring and review to ensure adequate steps have been taken to address child protection risks and the effectiveness of these measures.</p> <p><b>Indicators:</b>  The organisation’s child safeguarding policy stipulates that the policy and its implementation is subject to regular review at a stated interval, e.g. every 3 years.</p> <p>The organisation has an plan that is regularly reviewed/reported on in order to track progress on child safeguarding policy implementation.</p> <p>Child safeguarding is incorporated into risk assessment processes within the organisation to allow for regular review and evaluation of child safeguarding measures.</p>		<p><b>PM</b></p>	
	<p>9. All concerns, incidents or allegations of abuse and complaints are taken seriously, responded to appropriately, recorded, followed up and monitored.</p> <p><b>Indicators:</b>  Systems exist that mean reports are dealt with in a timely, appropriate and effective manner by staff that are sufficiently well trained/experienced and/or of sufficient seniority in the organization.</p> <p>Concerns/complaints are recorded, logged, notified, actioned and followed up – i.e. there is an active case management system in place.</p> <p>Provision exists for the investigation of concerns/complaints.</p>	<p><b>M</b></p>		

<p><b>Partnership responsibilities</b></p>	<p>10. Contractors/consultants working with children must meet the above standards and ensure that their associates and sub-contractors working with children also have in place measures that mean they are in compliance with the standards.</p> <p><b>Indicators:</b> The organisation ensures, through partnership or other contractual agreements, that associates, including contractors and sub-contractors (implementing partners, for example) working/in contact with children, also have in place child safeguarding measures that are in line with Oak’s minimum standards.</p> <p>The organisation has in place systems for monitoring the performance of its associates in the area of child safeguarding.</p>	<p><b>M</b></p>		
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\*The form has been completed by the Secretary General of ChildFund Alliance outlining how the Secretariat based in New York has complied with *Keeping Children Safe: Child Safeguarding Policy Guidelines (April 2017)*. A copy of the **Keeping Children Safe Policy Guidelines** will be uploaded to this application.

**Submitted by:** Meg Gardinier  
Secretary General  
4 May 2018