**CCCBR Safeguarding Self Audit Tool Template – Version 1**

**Introduction**

Safeguarding is everybody’s responsibility

This audit tool is designed to help each Guild/Association to identify areas of good practice and also areas in which improvement may be needed

The headings within the audit tool reflect the minimum standards which all ringing organisations should aim to meet in order that there can be confidence that all of our young and vulnerable ringers are kept safe

The audit tool is for your own use. You do not need to submit it for appraisal, although you may find it useful to discuss and share your audit with another Guild/Association

**How to use this audit tool**

For each question, the Guild/Association should honestly appraise itself and should draw attention to areas of achievement or strength as well as to any areas of deficit. Where areas for development are identified, the Guild/Association should identify how this can be achieved and wherever possible, a plan and a timescale for this.

The audit should be completed at least every 3 years

***The scoring system***

Please answer all of the questions within this audit tool as honestly as possible by selecting the most appropriate rating for your Guild Association. Please remember that no-one expects perfection but this tool can help your Guild or Association improve, develop and grow your safeguarding responsibilities

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| |  |  | | --- | --- | | Red | Means that a plan needs to be developed as soon as possible | | Amber | Means that some of the measures are in place but others require reviewing or improvement | | Green | Means that the necessary arrangements are in place, up to date, and meet the required minimum standard | |  |  |
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| **1. Guild/Association commitment to the importance of safeguarding and promoting the welfare of young and vulnerable ringers** | | | |
| **Evidence required** | Evidence submitted/comments | **Rating** | **If you have chosen Red/Amber what are you doing to address this?** |
| 1. A named person has been identified to champion safeguarding within the Guild/Association.   Please state their name and job title. |  |  |  |
| 1. All Guild/Association officers demonstrate a good understanding of safeguarding |  |  |  |
| 1. Safeguarding activity is routinely monitored and the Guild/Association Safeguarding Lead reports to the membership at the AGM and in the Annual Report |  |  |  |

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| **2. A clear statement of the Guild/Association’s responsibilities towards young and vulnerable ringers is available for all members** | | | |
| **Evidence required** | Evidence submitted/comments | **Rating** | **If you have chosen Red/Amber what are you doing to address this?** |
| a) The Guild/Association has written safeguarding policies and procedures that are reviewed regularly (at least every 3 years). |  |  |  |
| b) The Guild/Association has written policies which include guidance, to address bullying and issues involved in online ringing |  |  |  |
| c) The Guild/Association, its branches and towers have adopted the safeguarding and bullying policies and procedures |  |  |  |
| d) All members are made aware of the safeguarding policies and procedures and how they are applied in practice |  |  |  |
| e) Policies include guidance for situations where any member has a concern that action to safeguard a young or vulnerable ringer has not been followed in accordance with the Guild/Association’s procedures. |  |  |  |

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| **3. Planning for Guild/Association events takes account of the need to safeguard and promote the welfare of young and vulnerable ringers and is informed, where appropriate, by their views** | | | |
| **Evidence required** | Evidence submitted/comments | **Rating** | **If you have chosen Red/Amber what are you doing to address this?** |
| 1. Planning of Guild/Association events routinely takes safeguarding into account? |  |  |  |
| 1. The views of young and vulnerable ringers are appropriately sought when planning a Guild/Association event |  |  |  |

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| **4. Training & DBS checks** | | | |
| **Evidence required** | Evidence submitted/comments | **Rating** | **If you have chosen Red/Amber what are you doing to address this?** |
| 1. The Guild/Association’s safeguarding policy clearly identifies which officers and others require safeguarding training |  |  |  |
| 1. A record is kept of who has completed this safeguarding training |  |  |  |
| 1. All safeguarding training meets the requirements of the Church of England and/or other relevant bodies |  |  |  |
| 1. The Guild/Association’s safeguarding policy clearly identifies which officers and others require DBS checks |  |  |  |
| 1. A record is kept of who has a current DBS check |  |  |  |

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| **5.Communication and Information sharing** | | | |
| **Evidence required** | Evidence submitted/comments | **Rating** | **If you have chosen Red/Amber what are you doing to address this?** |
| 1. Accessible information is made available to all members in order they may understand when and how to share information if they have concerns that a young or vulnerable ringer may be being abused or support? |  |  |  |
| 1. All members understand how to respond if someone discloses behaviours of concern towards a young or vulnerable ringer, including disclosures by the person themselves |  |  |  |
| 1. All members understand the issues involved in confidentiality in relation to safeguarding and the importance of not promising to keep secrets |  |  |  |
| 1. The Guild/Association safeguarding champion identifies the local Diocesan Safeguarding Advisor(s) and nurtures a close working relationship with them |  |  |  |
| 1. The Guild/Association website includes a section for any young or vulnerable ringer with concerns to access advice and support |  |  |  |