**Self-evaluation proforma for the arrangements for child protection in schools, non-statutory early years settings and Education Other Than At School (EOTAS) Centres**

The information presented below is **not intended as an exhaustive list of the issues to be considered.**

**For use by the Designated Teacher\* and/or the Safeguarding Team (of which the Designated Governor for Child Protection should be an active member).**

\*Designated Officer in voluntary and private settings.

**DESIGNATED POSTS AND DUTIES**

There is a designated teacher (DT) and deputy designated teacher (DDT) for child protection in the organisation who form part of a designated safeguarding team.

Yes  No Names:

Comments/Proposed Actions

The DT leads the review of child protection and reports annually to the Board of Governors (Voluntary and private settings should interpret all references to ‘board of governors’ as ‘board or management committee’ and references to ‘governors’ as ‘board/committee members’).

Yes  No Date of last report:

Comments/Proposed Actions

The names of the DT, DDT and the system for reporting child protection concerns are known to all learners, staff, parents/carers, governors and stakeholders (as appropriate).

Yes  No

Comments/Proposed Actions

There is a designated governor who has responsibility for child protection.

Yes  No Name:

Comments/Proposed Actions

All members of the board of governors have knowledge and understanding of:

* The organisation’s child protection policy and procedures.
* Relevant DE Circulars such as 2017/04, Safeguarding and Child Protection.

Yes  No

Comments/Proposed Actions

**TRAINING REQUIREMENTS**

Training for Designated Teacher and Deputy Designated Teacher(s).

Dates when last trained:       Training valid until:

Comments/Proposed Actions

Training for Principal/Organisation Leader.

Date when last trained:       Training valid until:

Comments/Proposed Actions

Training for Designated Governor.

Date when last trained:       Training valid until:

Comments/Proposed Actions

Training for Chair of Governors.

Date when last trained:       Training valid until:

Comments/Proposed Actions

Training for all Governors.

Date(s) when last trained:       Training valid until:

Comments/Proposed Actions

Training for all Staff (including permanent and supply staff and paid and unpaid staff).

Date(s) when whole staff last trained:

Date (s) when new staff trained:

Comments/Proposed Actions

Training Requirements for School Governors on Staff Recruitment and Selection Panels (Circular 2006/08 Child Protection).

Dates & details of training & names of governors:

Comments/Proposed Actions

Governor Awareness training in relation to Child Sexual Exploitation.

Date(s) when last trained:       Training valid until:

Comments/Proposed Actions

**OVERVIEW OF CHILD PROTECTION INCLUDING REVIEW OF**

**KEY POLICY DOCUMENTS**

There is a written child protection policy and procedures which are reviewed annually and ratified by the Board of Governors.

Yes  No Date when last reviewed/ratified:

Comments/Proposed Actions

Child protection policies/procedures have been updated in line with most recent guidance, as appropriate, to reflect for instance, all forms of abuse and involvement in Operation Encompass (Operation Encompass in statutory sector only).

Yes  No

Comments/Proposed Actions

A copy of the child protection policy is published on the school website.

Yes  No

Comments/Proposed Actions

There is a confidential system for recording information about:

* Concerns of a child protection nature regarding a learner.
* Disclosure of concerns of a child and/or adult protection nature made against a member of staff or volunteer. A hardback book is used as an official record and contains original, unredacted records of the concern. It is signed and dated annually by the chairperson at a governors meeting (even if there have been no entries) and this action is recorded in the minutes.

Yes  No

Comments/Proposed Actions

The Child Protection policy includes a section on recording, retention, transferring and disposal of child protection concerns or is linked to the school’s Record Retention and Destruction Policy and Disposal of Records Schedule. (As outlined in in Circular 2020/07 Child Protection: Record Keeping in Schools)

☐ Yes ☐ No

Comments/Proposed Actions

The minutes from board of governor meetings reflect that child protection is included within the agenda and that governors receive a full annual report on child protection matters (It is best practice that they receive a termly report of child protection activities).

Yes  No

Comments/Proposed Actions

The annual child protection report does not contain the names of children/young people and includes reference to learners attending EOTAS centres, when relevant, and contains:

1. number of complaints of a child protection nature against staff;
2. number of referrals to Social Services/PSNI;
3. number of children on the child protection register (known to the school);
4. details of the preventative curriculum and any initiatives or awareness raising undertaken within the school, including training for staff.

Yes  No

Comments/Proposed Actions

The annual report includes details of the preventative curriculum and any initiatives or awareness raising undertaken within the school, including training for staff.

Yes  No

Comments/Proposed Actions

**STAFF RECRUITMENT**

The organisation consistently applies a thorough and clearly defined method of recruiting staff and volunteers in line with legislation, Circular 2025/06 and best practice.

Yes  No

Comments/Proposed Actions

**SUPERVISION OF VOLUNTEERS AND VISITORS**

Appropriate procedures are in place to manage the recruitment and supervision of all volunteers, including risk assessment to determine if volunteers, or other individuals not on the payroll, should or should not be vetted. (Circular 2025/06).

Yes  No

Comments/Proposed Actions

External facilitators used by the school are always supervised if they do not have AccessNI clearance or in the case that they do, are informed of the school’s arrangements for child protection.

Yes  No

Comments/Proposed Actions

**LEARNERS, CARERS/PARENTS**

All learners have been informed and understand the arrangements for child protection, including how to raise a concern and how they will be supported and listened to.

Yes  No

Comments/Proposed Actions

Parents/carers receive a copy, or summary, of the Child Protection Policy at intake and, at a minimum, every two years thereafter (Issue of a summary of the full policy is sufficient provided it contains clear details of how to access the full policy, including a hard copy if required.).

Yes  No

Comments/Proposed Actions

A copy of the Child Protection Flowchart, personalised to your school/setting/organisation, and names/photographs of the safeguarding team, is displayed clearly in a place that is visible to parents/learners/visitors.

Yes  No

Comments/Proposed Actions