**Self-evaluation proforma for the arrangements for child/adult protection in further education, work-based learning and youth organisations**

The information presented below is **not intended as an exhaustive list of the issues to be considered. For use by the Designated Person and the Child and Adult Protection/Safeguarding Team.**

**DESIGNATED POSTS AND DUTIES**

There is a safeguarding champion, designated person (DP), deputy designated person (DDP) for child and adult protection in the organisation who form part of a designated child and adult protection/safeguarding team.

[ ]  Yes [ ]  No Names:

Comments/Proposed Actions

The DP leads the review of child and adult protection and reports annually to the Board of Governors/Management Committee/ Education Authority (EA).

[ ]  Yes [ ]  No Date of last report:

Comments/Proposed Actions

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

[ ]  Yes [ ]  No

Comments/Proposed Actions

There is a designated member of the Board of Governors/Management Committee/EA who has responsibility for child and adult protection.

[ ]  Yes [ ]  No Name:

Comments/Proposed Actions

All members of the management committee/Education Authority have knowledge and understanding of:

* The organisation’s child and adult protection policy and procedures.
* Relevant DE and DfE Circulars, such as 2017/04, Safeguarding and Child Protection in Schools, and the Department of Health policy [‘Adult Safeguarding: Prevention and Protection in partnership key documents’](https://www.health-ni.gov.uk/articles/adult-safeguarding-prevention-and-protection-partnership)
* Access NI guidance.

[ ]  Yes [ ]  No

Comments/Proposed Actions

**TRAINING REQUIREMENTS**

Child and adult protection training for Designated Person and Deputy Designated Person.

Dates when last trained:       Training valid until:

Comments/Proposed Actions

Training for the Adult Safeguarding Champion.

Date when last trained:       Training valid until:

Comments/Proposed Actions

Training for Organisation Leader.

Date when last trained:       Training valid until:

Comments/Proposed Actions

Training for Designated member of the Board of Governors/Management Committee/EA.

Date when last trained:       Training valid until:

Comments/Proposed Actions

Training for all members of the Board of Governors/Management Committee.

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

**OVERVIEW OF CHILD AND ADULT PROTECTION INCLUDING REVIEW OF**

**KEY POLICY DOCUMENTS**

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

[ ]  Yes [ ]  No Date when last reviewed/ratified:

Comments/Proposed Actions

Child/adult protection policies/procedures have been updated in line with most recent guidance, as appropriate.

[ ]  Yes [ ]  No

Comments/Proposed Actions

A copy of the child/adult protection policy is published on the setting’s/organisation’s website.

[ ]  Yes [ ]  No

Comments/Proposed Actions

There is a confidential system for recording information about:

* Concerns of a child/adult protection nature regarding a learner.
* Disclosure of concerns of a child/adult protection nature made against a member of staff or volunteer.

[ ]  Yes [ ]  No

Comments/Proposed Actions

The Child/Adult Protection policy includes a section on recording, retention, transferring and disposal of child/adult 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

**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 organisation are always supervised if they do not have AccessNI clearance or in the case that they do, are informed of the organisation’s arrangements for child/adult protection.

[ ]  Yes [ ]  No

Comments/Proposed Actions

**LEARNERS, CARERS/PARENTS**

All learners have been informed and understand the arrangements for child and adult 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/Adult 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

Safeguarding Information Boards are clearly visible throughout the organisation/ setting, displaying clearly for both staff and service users: photographs, names and contact details of key designated staff; and easy read information which ensures accessibility to key information and procedures on, for example, how to ‘Raise a Concern’ / ‘Make a Complaint’.

[ ]  Yes [ ]  No

Comments/Proposed Actions