



INTERNATIONAL SAFEGUARDS
FOR CHILDREN IN SPORT

International Safeguards for Children in Sport

Self-Audit

This tool is an ideal way to measure where you are on your safeguarding journey, and where you need to prioritise your next steps. It will identify areas of strength and areas in which your organisation may need to improve. It is important for you to remember that:

- This is not a test!
- If there are areas in which you have nothing yet in place then please do not become discouraged, it is great that you are starting your journey
- The more honest you are about your current situation, the more progress you can make
- The key point is that you know where you are on your safeguarding journey and that you know how to move forward

Using checkpoints

The checkpoint questions below are designed to draw out the minimum requirements (criteria) that all sporting agencies committed to protecting children should be striving to meet. Depending on the nature and contexts of your organisation's work with children, some of the checkpoints may seem more relevant than others.

This self-audit tool asks you to think about your organisation in relation to the eight Safeguards. There are a number of criteria within each Safeguard. Please read each statement carefully and decide whether your organisation is at:

A: in place

B: partially in place

C: not in place

Safeguard 01:

Developing your policy

Does your organisation have a policy? Yes/No

If yes, please respond to the statements below.

If no, consider these points as you develop your policy.

	A	B	C
1 Your organisation has a safeguarding policy which is clearly written and easy to understand			
2 The policy clearly describes your organisation's understanding and definitions of all forms of harm			
3 The policy covers your organisation's commitment to safeguard children in all aspects of your organisation's work			
4 The policy is clear that all children have equal rights to protection			
5 The policy is officially endorsed by staff at the highest level of your organisation			
6 Staff at the highest level of the organisation have the responsibility to oversee the implementation of the policy			
7 All staff, volunteers, carers or other representatives have signed up to the policy			
8 Your organisation has consulted with children, parents/carers and staff as part of the initial development and/or on-going review of the policy			
Overall, where are you on this Safeguard?			

Safeguard 02

Procedures for responding to safeguarding concerns

Please respond to the statements below:

	A	B	C
1 There are clear procedures in place that provide step-by-step guidance on what action to take if there are concerns about a child's safety or well-being, both within and external to the organisation			
2 Your organisation has arrangements in place to provide support to children, volunteers and staff during and following an incident, allegation or complaint			
3 There is an identified member of staff in your organisation responsible for leading on safeguarding			
4 Your organisation provides children and young people with information about their rights and about who they can turn to if they are worried, in a process which empowers them			
5 Your organisation has made information available to children and their parents/carers about what is likely to happen following a disclosure, in a format and language that can be easily understood by everyone			
6 Your organisation has a process for dealing with complaints in a fair and transparent way, that includes an appeals process			
7 All incidents, allegations and complaints are recorded, monitored and stored securely			
8 Your organisation has consulted with children, parents/carers and staff as part of the initial development and/or ongoing review of your response system.			
Overall, where are you on this Safeguard?			

Safeguard 03

Advice and support

Please respond to the statements below:

	A	B	C
1 Contacts are established at a national and/or local level with relevant child protection agencies, NGOs and community groups providing support on child protection			
2 Your organisation ensures that staff members with special responsibilities for keeping children safe have engagement with specialist advice, support and information			
3 Children are provided with advice and support on keeping themselves and one another safe			
4 Your system acknowledges that children with additional vulnerabilities (for example a disability) may face extra barriers to getting help			
5 Parents/carers in the wider community are provided with information, advice and support on safeguarding children			
Overall, where are you on this Safeguard?			

Safeguard 04

Minimising risks to children

Please respond to the statements below:

	A	B	C
1 Risk assessments are available and conducted for activities, transport, accommodation and spaces			
2 Steps are taken to minimise any risks identified through risk assessments			
3 If the risks are assessed as too significant then the activity does not go ahead			
4 Training is available to help staff and volunteers recognise the additional risks some children are exposed to, because of their race, gender, age, religion, disability, sexual orientation, social background or culture			
Overall, where are you on this Safeguard?			

Safeguard 05

Guidelines on behaviour

Please respond to the statements below:

	A	B	C
1 Your organisation has written guidelines for behaviour (codes of conduct) which contain statements about treating people with dignity, respect, sensitivity and fairness			
2 Your organisation has guidance and expectations around activities that include time spent away from home, including placing children in the care of others and overnight stays			
3 Where organisations are involved in placing children in the care of others, frequent meetings are held with the child to discuss their experiences			
4 Your organisation has guidance around working with children who have a disability			
5 Your organisation has guidance around the appropriate use of information technology and social media to make sure that children are not put in danger and made vulnerable to exploitation			
6 Your organisation has guidance on positive ways of managing the behaviour of children that do not involve physical punishment or any other form of degrading or humiliating treatment, and are age and gender appropriate			
7 Your organisation has guidance on expected and acceptable behaviour of children towards others, particularly other children (e.g. a learning agreement)			
8 There are clear consequences for not following the guidelines on behaviour that are linked to organisational disciplinary procedures			
9 The highest level of the organisation has the responsibility to ensure that the guidelines are followed			
10 Your organisation has consulted with children, parents/carers and staff as part of the initial development and/or ongoing review of your organisations guidelines on behaviour			
Overall, where are you on this Safeguard?			

Safeguard 06

Recruiting, training and communicating

Please respond to the statements below:

	A	B	C
1 Job descriptions contain statements about treating people with dignity, respect, sensitivity and fairness			
2 The recruitment process includes an interview, character/employment references and a background check in line with local legislation			
3 All staff, volunteers and other relevant people have been trained on safeguarding and child protection, including how to report concerns			
4 The highest level of the organisation has the responsibility to oversee the implementation of this training			
5 All staff, volunteers and relevant people with special responsibilities for safeguarding have access to regular additional training and specialist support			
6 Your organisation has consulted with children, parents/carers and staff as part of the initial development and/or on-going review of your organisations recruitment, training and communication			
Overall, where are you on this Safeguard?			

Safeguard 07

Working with partners

Please respond to the statements below:

	A	B	C
1 Your organisation has worked with partners/members to ensure that there are shared expectations around safeguarding			
2 Your organisation has worked with partners/members to agree how to share learning about making sport safer for children			
3 Your organisation has shared written guidance on current best practice in relation to working with children (for example sharing the international Safeguards for Children in Sport)			
4 Your organisation's safeguarding policy represents an essential part of any partnership/membership agreements			
5 Your organisation publicises information about your policy to your community, partners and members			
6 Your organisation works to sensitise your communities to the importance of safeguarding children			
Overall, where are you on this Safeguard?			

Safeguard 08:
Monitoring and evaluation

Please respond to the statements below:

There are systems in place to monitor and evaluate the effectiveness of your organisations...	A	B	C
1 Policy			
2 Procedures for responding to safeguarding concerns			
3 Advice and support			
4 Systems to minimise the risks to children			
5 Guidelines on behaviour			
6 Recruitment, training and communication			
7 Work with partners to safeguard children			
8 The highest level of the organisation has the responsibility to oversee the implementation of the monitoring and evaluation system			
9 Your organisation has consulted with children, parents/carers and staff as part of the initial development and/or on-going review of your monitoring and evaluation systems			
Overall, where are you on this Safeguard?			

Congratulations on completing the self-audit! This is an important step on your safeguarding journey.

You can now plot your overall results for each Safeguard in the summary table below. This will help you to see where you are and to plan your next step.

	A	B	C
Safeguard 01			
Safeguard 02			
Safeguard 03			
Safeguard 04			
Safeguard 05			
Safeguard 06			
Safeguard 07			
Safeguard 08			