

## Umhlali Child Protection Risk Assessment Tool

<b>ECD / SCHOOL NAME:</b>			
<b>DATE OF 2017 ASSESSMENT</b>	<b>DATE OF 2018 ASSESSMENT</b>	<b>DATE OF 2019 ASSESSMENT</b>	<b>DATE OF 2020 ASSESSMENT</b>
<b>SCORE: 2017</b> ___/23	<b>SCORE: 2018</b> ___/23	<b>SCORE: 2019</b> ___/23	<b>SCORE: 2020</b> ___/23

**Complete the form below for each given year. Note that “✓” indicates “Yes”, while “✗” indicates “NO.”**

<b>CHILD PROTECTION AND SAFEGUARDING COMPONENTS</b>		<b>2017</b> ✓ OR ✗	<b>2018</b> ✓ OR ✗	<b>2019</b> ✓ OR ✗	<b>2020</b> ✓ OR ✗
1.	The agency has a written child protection policy or has some clear arrangements to make sure that children are kept safe from harm.				
2.	There are clear child protection procedures in place that provide step-by-step guidance on what action to take if there are concerns about a child’s safety or welfare.				
3.	There is a named child protection person/s with clearly defined role and responsibilities.				
4.	There are policies and procedures or agreed ways of recruiting representatives and for assessing their suitability to work with children, including (where possible) police and reference checks.				
5.	There are some written guidelines for behaviour or some way of describing to staff and other representatives what behaviour is acceptable and unacceptable especially when it comes to contact with children.				
6.	The consequences of breaking the guidelines on behaviour are clear and linked to organisational disciplinary procedures.				
7.	Guidance exists on appropriate use of information technology such as the internet, websites, and digital cameras etc. to ensure that children are not put at risk.				

Keeping Children Safe. *Keeping Children Safe Toolkit for Child Protection and Keeping Children Safe (2006)*, and *Developing Child Safeguarding Policy And Procedures A Facilitator’s Guide (2014)*.

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CHILD PROTECTION AND SAFEGUARDING COMPONENTS		2017 OR	2018 OR	2019 OR	2020 OR
8.	There are known ways in which staff/ representatives can raise concerns, confidentially if necessary, about unacceptable behaviour by other staff or representatives.				
9.	Child protection must be applied in ways that are culturally sensitive but without allowing acts that are harmful to children.				
10.	There is a written plan showing what steps will be taken to keep children safe.				
11.	All members of staff and volunteers have training on child protection when they join the organisation, which includes an introduction to the organisation's child protection policy and procedures where these exist.				
12.	All members of staff and other representatives are given opportunities to learn how to recognise and respond to concerns about child abuse.				
13.	Children know they have a right to be safe from abuse.				
14.	Everyone in the organisation knows which staff member has special responsibilities for keeping children safe and how to contact them.				
15.	Contact details for local child protection resources, safe places, national authorities and emergency medical help are easily accessible.				
16.	Children are given information on where to go to for help and advice in relation to abuse, harassment and bullying.				
17.	Contacts are made at a local level with child protection/welfare agencies.				

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CHILD PROTECTION AND SAFEGUARDING COMPONENTS		2017 OR	2018 OR	2019 OR	2020 OR
18.	Staff responsible for keeping children safe have access to specialist advice, support and information.				
19.	Arrangements are in place to monitor compliance with child protection measures put in place by the organisation.				
20.	All incidents, allegations of abuse, and complaints are recorded and monitored.				
21.	Policies and practices are reviewed at regular intervals, ideally at least every three years.				
22.	Children and parents/caregivers are consulted as part of a review of protection policies and practices.				
23.	All staff are prohibited from consuming alcohol or smoking while on the property and / or in the presence of children.				
<b>SCORING</b> Count all "✓" replies as "1"		___/23	___/23	___/23	___/23