

## Section 11 self-assessment tool

### User Details



This self-assessment tool accompanies the Best Start tender documents and should be completed in full by all providers wishing to tender in the Best Start procurement

|                               |  |
|-------------------------------|--|
| Organisation name and address |  |
| Date completed                |  |
| Completed by                  |  |
| Job title                     |  |
| Email address                 |  |
| Telephone number              |  |
| Signed-off by                 |  |
| Sign-off date                 |  |

### **Need Help?**

#### **Contact:**

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The CSCP publishes a regular newsletter where safeguarding courses, information and details of Croydon safeguarding practice reviews and other learning materials are available.

[Croydon Safeguarding Children Partnership Home - Croydon Safeguarding Children Partnership \(croydonlcsb.org.uk\)](http://croydonlcsb.org.uk)

You can sign up to the newsletter on the website where there are a number of resources and information which will help professionals working to safeguard children and families in Croydon.

[Croydon Safeguarding Children Partnership News Archives - Croydon Safeguarding Children Partnership \(croydonlcsb.org.uk\)](http://croydonlcsb.org.uk)

## Section 11 self-assessment tool

### Introduction

2004. This is a self-assessment tool that aims to assess the effectiveness of the arrangements for safeguarding children at a strategic level. Each tenderer must ensure that any statements made within the tool are **backed by evidence** to meet

The tool assesses each tenderer against 8 standards as set down in the 'Statutory Guidance on Making Arrangements to Safeguard & Promote the Welfare of Children'. If your organisation covers more than one Safeguarding Partnership area, please ensure that any arrangements, practice or issues specific to Croydon are highlighted.

The **BLUE** section is to demonstrate **Croydon Focused Evidence** - some of the CSCP is keen to evidence how all partners recognise and respond to children with a disability, SEN, (Special Educational Need) or hidden disability such as autism or ADHD. Research shows that these children are at least 3 times more likely to be abused or harmed and also less likely to receive an adequate response if abused or

*“Disabilities is an umbrella term, covering impairments, activity limitations, and participation restrictions. An impairment is a problem in body function or structure; an activity limitation is a difficulty encountered by an individual in executing a task or action; while a participation restriction is a problem experienced by an individual in involvement in life situations.”*

The self-assessment tool is made up of 8 worksheets.

Each worksheet focuses on the standard and outlines the requirements to be achieved.

Follow the links below to each worksheet where you enter your score against each of

- [1. Senior management commitment to the importance of safeguarding and](#)
- [2. A clear statement of the agency's responsibility towards children is available to](#)
- [3. A clear line of accountability within the organisation for work on safeguarding](#)
- [4. Service development takes account of the need to safeguard and promote welfare and is informed by the views of children and families.](#)
- [5. Staff training on safeguarding and promoting the welfare of children for all staff working with or in contact with children & families](#)
- [6. Recruitment, vetting procedures and allegations against staff](#)
- [7. Inter-agency working](#)
- [8. Information sharing](#)

**1. Senior management commitment to the importance of safeguarding and promoting children’s welfare**

| Please read each statement below and decide whether your organisation has 'Fully met', 'Partly met' or 'Not met' the standard. |  | 1. Not met   | 2. Partly met   | 3. Fully met  | Croydon focused evidence  | Rating | Please provide evidence of your compliance in this area or how you intend to meet the requirements. <b>This section cannot be left blank.</b> |
|--|--|--|---|---|---|--------|---|
| 1.1  | There is a named person responsible for safeguarding at senior management level / trustee / on senior management committee.                          | There is no named person responsible for safeguarding at senior management level / trustee / on senior management committee. | <i>Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard.</i> | A named person at senior management level or a trustee or on senior management committee is identified and responsible for safeguarding children.   | Who is the person attending multi-agency meetings or training on behalf of your organisation?<br>What is their attendance rate for the last 12 months?  |        |   |
| 1.2  | All staff or volunteers that come into contact with children and young people are able to access supervision or support in relation to safeguarding. | Staff and volunteers are not supported or supervised regularly in relation to safeguarding children.                         | <i>Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard.</i> | It can be evidenced that staff and volunteers are supported and supervised regularly in relation to safeguarding children. Evidence would include a section on regular supervision forms, regular time spent reflecting on safeguarding issues or notes within client/case files. | Are you aware of the Escalation Policy? (aka: The Resolution of Professional disagreement in Safeguarding Children)<br>Have you had cause to use it? Was it successful?<br>Reflective Supervision is encouraged. Do use you the guidance?<br><a href="#">The Resolution of Professional disagreement in Safeguarding Children</a> |        |   |
| 1.3  | Please add any information to additionally support your compliance in this area.   |  |   |   |   |        |   |

**Remember to fill in the blanks**

**ONCE COMPLETED GO TO NEXT SECTION**

**2. A clear statement of the agency’s responsibility towards children is available to all staff**

| Please read each statement below and decide whether your organisation has 'Fully met', 'Partly met' or 'Not met' the standard. |  | 1. Not met  | 2. Partly met   | 3. Fully met  | Croydon Focused Evidence   | Rating | Please provide evidence of your compliance in this area or how you intend to meet the requirements. <b>This section cannot be left blank.</b> |
|--|--|---|---|---|--|--------|---|
| 2.1  | The organisation has a child protection policy in place that provides clear guidance on what action to take if there are concerns about a child's safety or welfare. | There is no child protection policy available to staff or volunteers. | <i>Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard.</i> | A clear child protection policy is in place within the organisation which is reviewed every 2 years. <i>Please embed/attach a copy of your Child Protection Policy here</i> | The organisations safeguarding policy references Croydon contacts and Croydon pathways. The organisation knows how many children it refers to Early Help and/or SPOC. It knows the outcome of those contacts, as well as the number which specifically relate to Children with SEN, a disability or a hidden disability like autism. |        |   |
| 2.2  | An effective complaints process is in place and available to all child and adult service-users.  | There is no complaints process in place.                              | <i>Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard.</i> | There is an effective and accessible process in place for child and adult service-users to make a complaint.<br><br>Complaints are responded to in a timely manner.         | The CSCP Escalation policy is named as a reference document  |        |   |
| 2.3  | Please add any information to additionally support your compliance in this area.   |   |   |   |  |        |   |

**Remember to fill in the blanks**

**ONCE COMPLETED GO TO NEXT SECTION**

**3. A clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children**

| Please read each statement below and decide whether your organisation has 'Fully met', 'Partly met' or 'Not met' the standard. |   | 1. Not met  | 2. Partly met  | 3. Fully met  | Croydon Focused Evidence  | Rating | Please provide evidence of your compliance in this area or how you intend to meet the requirements. <b>This section cannot be left blank.</b> |
|--|---|---|--|---|---|--------|---|
| 3.1  | There is a named person/s who takes the lead on safeguarding on the front-line service.   | There is no named person with a clearly defined safeguarding role at operational level.                                     | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard. | There is a named person identified at operational level with a clearly defined role in respect of safeguarding children and young people.<br><br>The named person is easily contactable and there are cover arrangements in place if named person is unavailable.<br><br>Both the named person and deputy should receive training for this role.  | Who is the named individual for Croydon? Are they defined as a Safeguarding Lead? How many times has their advice been sought for a child or young person known to your organisation? What meetings do they attend in the borough? What CSCP subgroups are they a member of? What safeguarding training have they completed? Please show dates. |        |   |
| 3.2  | Staff and volunteers are aware of their responsibilities if they are concerned about a child or young person and know the procedures to follow in such circumstances. | Staff likely to come into contact with children do not have a clear understanding of their responsibility towards children. | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard. | All staff and volunteers likely to come into contact with children as part of their job understands their responsibility towards children and there is guidance on how to behave towards children, staff and volunteers<br><br><a href="#">Croydon Safeguarding Children Partnership Learning &amp; Development</a><br><a href="#">Croydon Safeguarding Children Partnership (croydonlcsb.org.uk)</a> | The procedures the staff follow are Croydon specific (for Croydon children)   |        |   |
| 3.3  | Please add any information to additionally support your compliance in this area.  |   |  |   |   |        |   |

**Remember to fill in the blanks**

**ONCE COMPLETED GO TO NEXT SECTION**

**4. Service development takes account of the need to safeguard and promote welfare and is informed by the views of children and families**

| Please read each statement below and decide whether your organisation has 'Fully met', 'Partly met' or 'Not met' the standard. |  | 1. Not met   | 2. Partly met   | 3. Fully met  | Croydon Focused Evidence   | Rating | Please provide evidence of your compliance in this area or how you intend to meet the requirements. <b>This section cannot be left blank.</b> |
|--|--|--|---|---|--|--------|---|
| 4.1  | The organisation takes into account the need to safeguard children, when planning a new service or considering how to improve a service. | The organisation cannot demonstrate that service development takes into account the need to safeguard and promote the welfare of children. | <i>Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard.</i> | Consideration is given within plans as to how the delivery of services will take account of the need to safeguard and promote the welfare of children.<br><i>Examples of good practice include: Child appropriate surveys, using SCR learning to influence service delivery, aligning user feedback with service delivery goals</i> | When planning new work/service delivery, what steps are taken to positively influence the safeguarding of Croydon Children? What do you do specifically for children with a disability, special education need or hidden disability? |        |   |
| 4.2  | Service development plans are informed by the views of children and families.  | Plans are developed without reference to the wishes and feelings of children, young people and families.                                   | <i>Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard.</i> | Children and families are actively involved in the design, development and delivery of services. <i>Evidence of surveys or feedback from children and young people can be added here.</i>   | What work/feedback has been carried out with Croydon children to shape how your service is delivered in Croydon? What has been done specifically for children with a disability, special education need or hidden disability?        |        |   |
| 4.3  | Please add any information to additionally support your compliance in this area.   |  |   |   |  |        |   |

**Remember to fill in the blanks**

**[ONCE COMPLETED GO TO NEXT SECTION](#)**

## 5. Staff training on safeguarding and promoting the welfare of children for all staff working with or in contact with children and families

| Please read each statement below and decide whether your organisation has 'Fully met', 'Partly met' or 'Not met' the standard.   | 1. Not met   | 2. Partly met   | 3. Fully met   | Croydon Focused Evidence   | Rating | Please provide evidence of your compliance in this area or how you intend to meet the requirements. <b>This section cannot be left blank.</b>                      |
|--|--|---|--|--|--------|--|
| <p>5.1 All staff and volunteers have training on child protection when they join the organisation which includes an introduction to the organisation's child protection policy.</p> <p>The induction should be within the first six months of employment (or TUPE) and before inter-agency training.</p> | <p>The induction does not include reference to the organisation's child protection policy and staff responsibilities in protecting children.</p> <p><a href="#">Croydon Safeguarding Children Partnership Local Policies &amp; Procedures - Croydon Safeguarding Children Partnership (croydonlcsb.org.uk)</a></p> | <p>Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard.</p> | <p>An induction process is in place which includes familiarisation with child protection responsibilities and the policies and procedures to be followed if there concerns about a child's safety or welfare.</p> <p>It always takes places within first 6 months of employment and before individuals can take part in multi-agency training.</p> <p><b><i>The percentage of staff who have completed appropriate safeguarding training is:</i></b></p> | <p>What Croydon specific safeguarding training has taken place in your organisation in the last 12 months? What training specifically for children with disabilities has taken place in the last 12 months (this might be safeguarding CWD or communicating with CWD or other courses specific to a raised awareness of the additional vulnerabilities of children with disability, such as our free, on line autism awareness course)</p> |        |  |
| <p>5.2 A record is kept of staff or volunteers who have completed induction training when they join the organisation.</p>  | <p>A record is not kept or is not kept up to date.</p>   | <p>Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard.</p> | <p>A record is kept up to date and information is readily available and accessible.</p>  | <p>What multi-agency events have your staff attended in the last 12 months in Croydon (SCR or Learning Reviews, Multi-agency audits, CSCP Conference Events). Do you use scenario led team sessions to test out your "what to do if.....?" knowledge?</p>  |        |  |
| <p>5.3 The organisation ensures that all staff working or having contact with children are appropriately trained in child development and in how to recognise and act on signs of child abuse or neglect.</p>  | <p>There is no such additional training offered to staff.</p>  | <p>Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard.</p> | <p>All staff working with children are appropriately trained in child development and in how to recognise and act on potential signs of abuse and neglect.</p> <p>All staff undertaking specialist roles receive necessary specialist training.</p>  | <p>Do your staff use the GCP2 Tool? (Neglect Tool) Do your staff use the MACE Screening Tool? Do you record data to show the type and prevalence of disability (as per the WHO definition on our introduction page)</p>  |        | <p>Please list the percentage of staff trained to Level 1, Level 2 and Level 3 Safeguarding. Additional evidence of training courses attended is also welcomed</p> |
| <p>5.4 Training should include information on local thresholds.</p>  | <p>Training does not make reference to local thresholds for service delivery:</p>  | <p>Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard.</p> | <p>Training makes reference to local thresholds for service delivery:</p> <p>See the CSCP Website for Thresholds &amp; Indicator of Needs Protocols.</p> <p><a href="#">Croydon Safeguarding Children Partnership Local Policies &amp; Procedures - Croydon Safeguarding Children Partnership (croydonlcsb.org.uk)</a></p>   | <p>Are your staff aware of the Early Help Strategy for Croydon? Are your staff aware of the SEND Delivery Plan for Croydon?</p>  |        |  |

|      |   |   |  |   |   |  |  |
|------|---|---|--|---|---|--|--|
| 5.5. | There is a training plan for staff according to their level of need within the organisation regarding safeguarding children training.   | There is not a training plan for staff according to their level of need regarding safeguarding children training. | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard.                                   | Staff receive appropriate training regarding safeguarding children and young people, according to their level of need.  | The Croydon offer for training (CSCP website and newsletter) is available for all staff and regularly accessed.   |  |  |
| 5.6  | The organisation reviews staff training needs to ensure knowledge of child protection is maintained and up-to-date.   | There is little or no evidence of training needs being regularly reviewed.  | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard.                                   | Training needs are regularly reviewed in relation to safeguarding. There is clear evidence that the organisation is responsive to latest safeguarding issues and guidance.  | When did you last align your policies with CSCP/Croydon based guidance? Do you implement the guidance around recognising CWD and refining your data and service delivery using the information your organisation has captured?    |  |  |
| 5.7  | The organisation ensures supervisors and managers are equipped with the skills and knowledge to provide effective supervision, management and oversight of child protection cases | There is little or no evidence to show that managers/supervisors appreciate this aspect of their role             | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard.                                   | Staff would say that they feel supported when making decisions about child protection, and feel that managers have relevant knowledge to discuss cases. Staff feel that their personal feelings and wellbeing is also considered and appropriately managed/supervised when required | Without identifying a child or their families, briefly describe an occasion where supervisor support has been sought and provided. How does the occasion fit with the guidance in the Reflective Supervision Standards Document ? |  |  |
| 5.8  | The organisation has knowledge of Croydon Serious Case Reviews (CSCR), and have taken steps to embed associated learning with relevant staff                                      | There is no knowledge of Croydon SCRs or knowledge of the themes and learning associated with Croydon SCRs        | There is some knowledge of Croydon SCRs. There is good evidence to show how some of the themes and learning has been shared with relevant staff. | There is good understanding of the Croydon SCRs. The themes and learning has been shared with relevant staff  |   |  |  |
| 5.9  | Please add any information to additionally support your compliance in this area.  |   |  |   |   |  |  |

**Remember to fill in the blanks**

**ONCE COMPLETED GO TO NEXT SECTION**



## 6. Recruitment, vetting procedures and allegations against staff

| Please read each statement below and decide whether your organisation has 'Fully met', 'Partly met' or 'Not met' the standard. |  | 1. Not met  | 2. Partly met  | 3. Fully met  | Croydon Focused Evidence   | Rating | Please provide evidence of your compliance in this area or how you intend to meet the requirements. <b>This section cannot be left blank.</b> |
|--|--|---|--|---|--|--------|---|
| 6.1  | The organisation has an accessible safer recruitment policy which covers how to recruit safely for staff and volunteers who have contact with children.  | There is no safer recruitment policy.   | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard. | There is an accessible safer recruitment policy. There is evidence that every recruitment panel has a member who has completed Safer Recruitment Training in the last 3 years. <i>Embed or attach a copy of your Safer Recruitment Policy here</i>  | A sample of Croydon deployed staff (working with children) records have been checked. They were recruited in line with Safer Recruitment policy. (Panel member has Safer Recruitment Training in last 3 years) |        |   |
| 6.2  | All staff and volunteers who have contact with children are properly selected and have appropriate checks in place. At a minimum these should be in line with the CSCP minimum standards for safe recruitment. | The organisation does not carry out DBS checks on staff and volunteers.<br><br>There is little or no evidence of references being taken up and previous employment checks being made. | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard. | The organisation adheres to the CSCP minimum standards for safe recruitment including:<br>- carrying out DBS checks on all staff and volunteers who work with children and repeat on three yearly basis.<br>- undertaking clear checks of employment history and identity<br>- obtaining at least 2 references which comment on suitability of working with children (if appropriate).<br><br>Organisations conduct face to face interviews and ensure that any anomalies or discrepancies are checked. | A sample of Croydon deployed staff (working with children records have been checked. They were recruited in line with Safer Recruitment policy.  |        |   |
| 6.3  | The organisation has a retention policy for the results of checks carried out on staff   | The organisation does not have a retention policy for the results of checks, or cannot provide sufficient evidence when requested.  | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard. | The organisation has a clear retention policy and regularly update their records.   | A sample of Croydon deployed staff (working with children) records have been checked. The results of checks is clearly shown and in line with the retention policy.  |        |   |
| 6.4  | Staff involved in recruitment are suitably trained (e.g. at least one member on the short listing / interview panel must have been on safer recruitment training)  | There are no staff trained in safe recruitment within the organisation.   | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard. | There is at least 1 person trained in safer recruitment within the organisation.  | A sample of Croydon deployed staff (working with children) records have been checked. The staff member recruiting them had Safer Recruitment Training  |        |   |
| 6.5  | There are clear procedures for handling allegations of abuse against staff and volunteers.   | There are no clear procedures within the organisation for handling allegations of abuse against staff or volunteers.  | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard. | There are clear procedures in place for complaints about staff and volunteers, and there are a variety of methods available to inform children, young people, families and staff about this process.  | The name of the Croydon LADO is known and appropriately displayed for staff to access.   |        |   |

|      |  |  |  |   |   |  |  |  |
|------|--|--|--|---|---|--|--|--|
| 6.6  | There is a 'whistle-blowing' procedure for all staff/volunteers who have concerns about poor practice.   | The organisation does not have a 'whistle blowing' procedure.  | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard. | There is an accessible 'whistle blowing' procedure for staff to confidentially report their concerns.   | The "whistle blowing" policy references the CSCP Escalation Policy                          |  |  |  |
| 6.7  | The organisation has disciplinary procedures in relation to allegations of abuse against staff and volunteers in line with the 'London Child Protection Procedures' (15.4)                                     | The organisation has no disciplinary procedures in place for dealing with allegations of abuse against staff and volunteers.         | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard. | The organisation has clear disciplinary procedures for dealing with allegations against staff and volunteers.   | The name of the Croydon LADO is known and appropriately displayed for staff to access.      |  |  |  |
| 6.8  | Records are maintained detailing checks taken in respect of staff and volunteers.  | The organisation has no or poor recording systems in place for allegations.  | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard. | The organisation has clear recording systems in place for allegations.  | The name of the Croydon LADO is known and appropriately referenced in the recording system. |  |  |  |
| 6.9  | In the case of an allegation against a staff member or volunteer, the organisation ensures that immediate consideration is given to how best safeguard children (e.g. suspension or not working unsupervised). | The organisation does not have arrangements in place to safeguard children in the event of an allegation against staff or volunteer. | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard. | The organisation gives full consideration and has arrangements in place to safeguard children when an allegation is made against a staff member or volunteer.   |   |  |  |  |
| 6.10 | There is a named senior person to whom allegations or concerns should be reported.   | There is not a named senior person in the organisation who is responsible for dealing with allegations or concerns.                  | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard. | There is a named senior officer to whom allegations or concerns should be reported.<br><br>The named person is easily contactable and there are cover arrangements in place if named person is unavailable. | Who is the named senior person for Croydon concerns?  |  |  |  |
| 6.11 | Please add any information to additionally support your compliance in this area.   |  |  |   |   |  |  |  |

**Remember to fill in the blanks**

[ONCE COMPLETED GO TO NEXT SECTION](#)

## 7. Inter-agency working

| Please read each statement below and decide whether your organisation has 'Fully met', 'Partly met' or 'Not met' the standard. |   | 1. Not met   | 2. Partly met  | 3. Fully met   | Croydon Focused Evidence   | Rating | Please provide evidence of your compliance in this area or how you intend to meet the requirements. <b>This section cannot be left blank.</b> |
|--|---|--|--|--|--|--------|---|
| 7.1  | The organisation has a commitment to inter-agency working and understand the roles and responsibilities of other organisations.   | <p>The organisation is not committed to inter-agency working and staff do not understand its importance.</p> <p>Staff are not aware of other organisations' involvement with children and families who use their services.</p> <p>Staff do not attend multi-agency meetings or understand the importance of their attendance and contribution.</p> | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard. | <p>The organisation is fully committed to inter-agency working, and staff and volunteers understand its importance.</p> <p>Staff are aware of other organisations roles and responsibilities for safeguarding and promoting the welfare of children.</p> <p>Attendance at multi-agency meetings is expected throughout the organisation. Attendance at multi-agency meetings is monitored and action taken to address non-attendance.</p> <p>There are processes in place for resolving inter-agency differences in relation to thresholds, actions to take, decision making and roles/responsibilities.</p> | <p>What multi-agency meetings or training in Croydon have your staff attended in the last 12 months?</p> <p>What CIN/TAF/CP meetings have your staff attended in Croydon? Where attendance has been requested, what steps have you made to send reports, or follow up for minutes/plans?</p> |        |   |
| 7.2  | Staff are able to identify children who would benefit from additional services. They are clear about the circumstances in which a referral to SPOC and MASH is necessary. | Staff are not able to identify children who would benefit from additional services and are not clear about the circumstances in which a referral to Children's Social Care is necessary.   | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard. | <p>Staff are able to identify children who would benefit from additional services and aware of the process of when to refer a child they have concerns about to Children's Social Care.</p> <p>Staff are able to apply CSCP Indicators of Need Matrix used in Croydon and understand the thresholds of different services.</p>   | Do you use the Croydon Early Help Guidance (Effective Support - right help right time)?  |        |   |

|     |  |   |  |  |  |   |
|-----|--|---|--|--|--|---|
| 7.3 | Staff are able to make referrals to SPOC and MASH of a high quality.                                 | Staff and volunteers do not know how to make good referrals to Children's Social Care.        | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard. | <p>Staff and volunteers make high-quality referrals to Children's Social Care and include:</p> <ul style="list-style-type: none"> <li>- Full names, dates of birth and gender of children</li> <li>- Family address and, where relevant, school/nursery attended</li> <li>- Names and dates of birth of all members of the household</li> <li>- Ethnicity, first language and religion of children and parents</li> <li>- Any special needs of the children</li> <li>- Any significant recent or past events</li> <li>- Cause for concern including details of allegations, their sources, timing and location</li> <li>- Child's current location and emotional and physical condition</li> <li>- Whether the child needs immediate protection</li> <li>- Details of any alleged perpetrator</li> <li>- Referrer's relationship with and knowledge of the child and his or her family</li> <li>- Known involvement of other agencies</li> <li>- Information regarding parents' knowledge and agreement to referral</li> </ul> | Do you know how many referrals to SPOC are returned or "no further actioned"? What action are you taking to improve the rate of accepted referrals? Is this rate the same for disabled and non disabled children? Do you use the Consultation Line when appropriate? | Details of numbers of referrals and whether they are accepted or not are welcomed |
| 7.4 | There are accessible policies in place to support effective interagency working in individual cases. | There are no policies in place to support effective inter-agency working in individual cases. | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard. | <p>The organisation has clear procedures and protocols for effective inter-agency working and communication between partner agencies.</p> <p>Staff are aware of local policies and protocols and apply them when they are working on individual cases.</p> <p>Details of attendance at multi-agency meetings</p>   | Do you have details on staff attendance at TAF meetings or CP meetings? We can evidence respectful challenge (where required) and our input to plans at meetings. Our staff feel that their view is valued and appropriately considered at multi-agency meetings.    |   |
| 7.5 | Please add any information to additionally support your compliance in this area.                     |   |  |  |  |   |

**Remember to fill in the blanks**

**ONCE COMPLETED GO TO NEXT SECTION**

**8. Information sharing**

| Please read each statement below and decide whether your organisation has 'Fully met', 'Partly met' or 'Not met' the standard. |  | 1. Not met   | 2. Partly met  | 3. Fully met   | Croydon Focused Evidence  | Rating | Please provide evidence of your compliance in this area or how you intend to meet the requirements. <b>This section cannot be left blank.</b> |
|--|--|--|--|--|---|--------|---|
| 8.1  | The organisation has a clear understanding of the responsibility to share information relevant to safeguarding children and guidance on information sharing for staff. | The organisation does not understand its responsibility to share information in order to safeguard children.<br><br>There is no clear guidance available to staff about information-sharing with other organisations.  | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard. | The organisation can demonstrate that it has a clear understanding of its responsibility to share information in order to safeguard children.<br><br>There is guidance available to staff on information-sharing with other organisations.<br><br>All staff who come into contact with children should understand the purpose of information sharing in order to safeguard and promote children's welfare. | Do you use a Sharing Agreement signed and adopted by Croydon multi-agency organisations?  |        |   |
| 8.2  | All staff and volunteers who come into contact with children should understand the purpose of information sharing in order to safeguard children.                      | Staff and volunteers are unaware of the organisation's policies and their personal responsibilities relating to information sharing.<br><br>Staff and volunteers are not confident about what they can share under the law, including how to obtain consent to share information and when information can be shared even though consent has not been obtained. | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard. | All staff and volunteers are aware of their personal responsibilities relating to sharing information in order to safeguard children and understand its purpose.<br><br>All staff / volunteers are confident about what they can and should do under the law, including how to obtain consent to share information and when information may be shared even though consent has not been obtained.           | Do you use Croydon specific examples or scenarios when training staff? For example - learning from audits, when sharing is and isn't appropriate and the impact it had on children concerned. |        | Evidence of attendance at strategy and child protection meetings is also relevant here.   |
| 8.3  | Staff are aware of who to go to should they require clarification on information sharing.  | Staff do not know who to go to if they have any concerns about sharing information.  | Please rate 'Partly met' if your agency has some arrangements in place, but is not fully meeting the standard. | Staff have a named contact to whom they can go for clarification of any issues in relation to information sharing.   | Who is the Croydon staff member your staff should contact?  |        |   |
| 8.4  | Please add any information to additionally support your compliance in this area.   |  |  |  |   |        |   |

**Remember to fill in the blanks**

## Scoring Guidance: Evaluation of Best Start Safeguarding Method Statement

Eight questions make up the safeguarding self-assessment toolkit. To ensure alignment with the other method statements, the total marks available for the safeguarding method statement is five.

Providers must score at least 60% in each question to pass. The scoring variable in each question shows the required score for a 'not met', 'partially met' or 'fully met' answer.

For example:

For Question 1 (worth a total of 0.25%), a partially met answer would need a score of at least 0.15% (i.e. 0.60% of 0.25).

On each sheet, the evaluation panel should input the provider name in Row 1 and the agreed score in Row 9 - 'Evaluators score'.

The scores for each question will be automatically added to calculate a 'Total Score' in Row 13. To pass the total score should be a minimum of three which equates to 60% of the five marks available. The total score should not exceed five.

Please return the completed scoring sheet to [Croydonbeststart@croydon.gov.uk](mailto:Croydonbeststart@croydon.gov.uk) cc'd to [Sarah.adesikun@croydon.gov.uk](mailto:Sarah.adesikun@croydon.gov.uk) no later than 16:00 Wednesday 13th October 2021.

| Question | Total Marks Available |
|----------|-----------------------|
| 1        | 0.25                  |
| 2        | 1                     |
| 3        | 1                     |
| 4        | 0.25                  |
| 5        | 0.75                  |
| 6        | 0.25                  |
| 7        | 0.5                   |
| 8        | 1                     |

Insert Provider Name:

| Question 1        |                  |             |
|-------------------|------------------|-------------|
|                   | Scoring variable |             |
| Not met           | 0                | 0 – 0.14    |
| Partially met     | 0.15             | 0.15 – 0.19 |
| Fully met         | 0.2              | 0.2 – 0.25  |
| Evaluators score: |                  |             |
| TOTAL AVAILABLE   | 0.25             |             |

| Question 2        |                  |            |
|-------------------|------------------|------------|
|                   | Scoring variable |            |
| Not met           | 0                | 0 – 0.59   |
| Partially met     | 0.6              | 0.6 – 0.79 |
| Fully met         | 0.8              | 0.8 – 1    |
| Evaluators score: |                  |            |
| TOTAL AVAILABLE   | 1                |            |

| Question 3        |                  |            |
|-------------------|------------------|------------|
|                   | Scoring variable |            |
| Not met           | 0                | 0 – 0.59   |
| Partially met     | 0.6              | 0.6 – 0.79 |
| Fully met         | 0.8              | 0.8 – 1    |
| Evaluators score: |                  |            |
| TOTAL AVAILABLE   | 1                |            |

| Question 4        |                  |             |
|-------------------|------------------|-------------|
|                   | Scoring variable |             |
| Not met           | 0                | 0 – 0.14    |
| Partially met     | 0.15             | 0.15 – 0.19 |
| Fully met         | 0.2              | 0.2 – 0.25  |
| Evaluators score: |                  |             |
| TOTAL AVAILABLE   | 0.25             |             |

| Question 5        |                  |             |
|-------------------|------------------|-------------|
|                   | Scoring variable |             |
| Not met           | 0                | 0 – 0.44    |
| Partially met     | 0.45             | 0.45 – 0.59 |
| Fully met         | 0.6              | 0.6 – 0.75  |
| Evaluators score: |                  |             |
| TOTAL AVAILABLE   | 0.75             |             |

| Question 6        |                  |             |
|-------------------|------------------|-------------|
|                   | Scoring variable |             |
| Not met           | 0                | 0 – 0.14    |
| Partially met     | 0.15             | 0.15 – 0.19 |
| Fully met         | 0.2              | 0.2 – 0.25  |
| Evaluators score: |                  |             |
| TOTAL AVAILABLE   | 0.25             |             |

| Question 7        |                  |            |
|-------------------|------------------|------------|
|                   | Scoring variable |            |
| Not met           | 0                | 0 – 0.29   |
| Partially met     | 0.3              | 0.3 – 0.39 |
| Fully met         | 0.4              | 0.4 – 0.5  |
| Evaluators score: |                  |            |
| TOTAL AVAILABLE   | 0.5              |            |

| Question 8        |                  |            |
|-------------------|------------------|------------|
|                   | Scoring variable |            |
| Not met           | 0                | 0 – 0.59   |
| Partially met     | 0.6              | 0.6 – 0.79 |
| Fully met         | 0.8              | 0.8 – 1    |
| Evaluators score: |                  |            |
| TOTAL AVAILABLE   | 1                |            |

TOTAL SCORE: 0