

# Viva Child Protection Self-Assessment

Tick the box 'yes', 'no' or 'sometimes' for each question as you think about how far each is true for your organisation.

Beliefs		Yes	No	Sometimes
1	The Bible is relevant for how children are treated in our workplace.			
2	It is important to protect children from all harm.			
3	I know what the UN Convention on the Rights of the Child is.			
4	The UN Convention on the Rights of the Child is a good basis for keeping children safe.			
5	It is important that children are listened to and consulted.			
Policy and Procedures		Yes	No	Sometimes
6	We have written rules on how to protect children from harm and staff have seen these.			
7	These rules have to be followed by everyone and there are consequences if they are not.			
8	Child protection procedures in place provide step-by-step guidance on what action to take if there are concerns about a child's safety or wellbeing.			
9	There is a named child protection person/s with a clearly defined role and responsibilities.			
10	Child protection procedures take account of local circumstances.			
Preventing Harm to Children		Yes	No	Sometimes
11	Before joining the organisation, staff are checked to see if they have a record of harming children.			
12	There are guidelines on what is acceptable and unacceptable behaviour when working with children, e.g. on methods of disciplining children or contact with children.			
13	There is guidance on how to use technology such as the internet, websites and cameras to ensure that children are not put at risk.			
14	Where there is direct responsibility for running activities with children, they are adequately supervised and protected at all times.			
15	The procedure for reporting concerns about unacceptable behaviour by other staff or representatives is well-known.			
Implementation and Training		Yes	No	Sometimes
16	There is clear guidance to staff, partners and other organisations (including donors) on how children will be kept safe.			
17	We are aware of traditional behaviour in our culture which can be harmful to children and these acts are not allowed.			
18	There is a written plan showing what steps will be taken to keep children safe.			
19	All members of staff and volunteers have training on the organisation's child protection policies and procedures.			
20	All members of staff and other representatives have the opportunity to learn about how to recognise child abuse and how to respond to concerns about child abuse.			

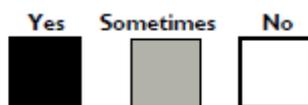
Information and Communication		Yes	No	Sometimes
21	Children are made aware of their right to be safe from abuse.			
22	Everyone in the organisation knows which named staff member has special responsibility for keeping children safe, and how to contact them.			
23	Contact details are readily available for local child protection resources, safe places, national authorities and emergency medical help.			
24	Children are provided with information on where to go for help and advice in relation to abuse, harassment and bullying.			
25	Contacts are established at a national and/or local level with the relevant child protection/welfare agencies as appropriate.			
Monitoring and Review		Yes	No	Sometimes
26	Leaders or managers check that everyone is following the child protection rules.			
27	All incidents, allegations of abuse and complaints are recorded and monitored.			
28	Policies and practices are reviewed at regular intervals, ideally at least every 3 years.			
29	Children can talk confidentially about how safe they feel in the organisation.			
30	Children and parents/carers are consulted on their views on how well policies and practices aimed at keeping children safe are working in practice.			

### The Self-Audit Web

The self-audit web lets you make a diagram of your organisation, showing how well your organisation is doing in making children safe, and where you need to take further action.

When you have finished the self-audit tool, transfer your answers to the web. Colour in one section for each question under each category, according to your answers in the survey.

Use different colours or shading to represent your answers:



The boxes with the most colour or shading will show the areas your organisation is strong in, while those with less colour indicate areas you may need to focus on as you work on improving child protection in your organisation.

