



National Safeguarding Office

Safeguarding Self Audit

INTRODUCTION

The National Safeguarding Office (NSO) have provided this template to facilitate the conducting of a self-audit of safeguarding practices and policy compliance within Organisations and Services ('THE ORGANISATION').

This self-audit is 114 questions divided into four sections

- 1. Safeguarding principles**
- 2. Safeguarding internal policy implementation and practices**
- 3. Relevant workforce policies and practices**
- 4. Other relevant good governance areas**

At the end of each of the four sections, there is a commentary box for you to provide further information or clarity on any of the questions raised in section relating to compliance or confidence levels. Please use this commentary box to highlight areas undergoing service improvement or where service improvements are planned. This commentary box also provides an opportunity to highlight areas that you believe need capacity building support.

The National Safeguarding Office understands that Centres have many demands and requests on their time. Our Office appreciates the co-operation and support of the PICs and management within 'THE ORGANISATION' in undertaking this self-audit. This information can be considered at service reviews and meetings between CHO social care management and funded agencies.



National Safeguarding Office

'The Organisation' Safeguarding Self Audit

SECTION ONE SAFEGUARDING PRINCIPALS

* 1. Details of Person in Charge or delegate completing on line self-audit

Name

Job Title

Name of Centre\Service

Date of completion

* 2. Does your centre/ service have a stated principle and philosophy of person centeredness concerning the provision or delivery of a service?

☐ Yes

☐ No

* 3. Does your service/centre have a stated position on the human rights of service users?

☐ Yes

☐ No

* 4. How confident are you that service users in your centre/ service have the opportunities to live socially valued lives?

0 no confidence

10 full confidence

* 5. Does your centre/service have a stated position on advocacy and empowerment for service users?

☐ Yes

☐ No

* 6. How confident are you that your service/centre operates within the principles and philosophy of person centred care?

0 no confidence

10 full confidence

* 7. How confident are you that effective inter-agency collaboration is happening around safeguarding concerns and your centre?

0 no confidence

10 full confidence

* 8. How confident are you that appropriate boundaries of confidentiality about service users who experience a safeguarding issue are being upheld in your centre/service?

0 no confidence

10 full confidence

* 9. Does your service/centre have a declared “No Tolerance” approach to any form of abuse or harm towards a vulnerable person?

☐ Yes

☐ No

* 10. How confident are you in the effectiveness of the measures being taken to prevent abuse and neglect in your service/centre?

0 no confidence

10 full confidence

11. Please use Section 1 comment box below with the following purposes :

- Highlight actions currently being undertaken or planned to address areas needing service improvement .(Include timelines as relevant)
- Highlight any capacity building or assistance required to address service improvement areas
- Raise any other relevant comment



National Safeguarding Office

'The Organisation' Safeguarding Self Audit

SECTION TWO SAFEGUARDING INTERNAL POLICY IMPLEMENTATION AND PRACTICE

* 12. Does 'The Organisation' have an internal safeguarding policy for vulnerable persons?

- ☐ Yes
☐ No

* 13. Does your internal safeguarding policy include definitions and signs of abuse as outlined in the national HSE policy?

- ☐ Yes
☐ No

* 14. Does the internal safeguarding policy include a section on recognising and responding to signs of abuse and harm?

- ☐ Yes
☐ No

* 15. Do you as person in charge (PIC) know the clear responsibility and obligation of all staff and volunteers to report safeguarding concerns?

- ☐ Yes
☐ No

* 16. Are you as person in charge (PIC) clear on the limits of consent with regard to reporting abuse or neglect?

- ☐ Yes
☐ No

* 17. Does your internal safeguarding policy set out the immediate actions to be taken on receipt of a safeguarding concern or allegation?

- ☐ Yes
☐ No

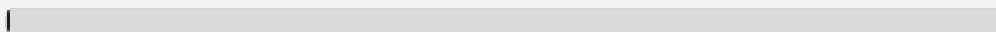
* 18. Are you clear on the grounds for notifying suspicions of abuse that might be criminal in nature to An Garda Siochana?

- ☐ Yes
☐ No

* 19. Rate your confidence in your staff and volunteers ability to recognise signs of abuse or neglect?

0 no confidence

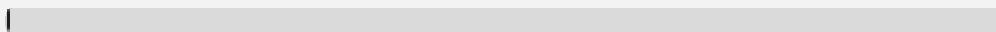
10 full confidence



* 20. Rate your confidence in your staff and volunteers level of awareness of their responsibilities to report safeguarding concerns

0 no confidence

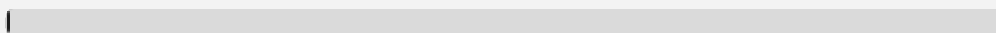
10 full confidence



* 21. Rate your confidence in your staff and volunteers taking the appropriate immediate actions on receipt of safeguarding concerns or allegations

0 no confidence

10 full confidence



* 22. Do you as PIC know the steps to follow in relation to retrospective allegations including notification to TUSLA where necessary?

- ☐ Yes
☐ No

* 23. Do you as PIC know the requirements to notify HIQA with an NFO6 within 3 working days following any allegation suspected or confirmed for any resident in a residential setting?

- ☐ Yes
☐ No

* 24. Does your service/centre have a clearly named Designated Officer (DO)?

- ☐ Yes
☐ No

* 25. Does your service/centre have the DO's name, photograph and contact details on display in services and centres?

- ☐ Yes
☐ No

* 26. Does your service/centre have the confidential recipient (Leigh Gath's) poster displayed prominently?

- ☐ Yes
☐ No

* 27. Has your agency developed a user friendly version of your internal safeguarding policy that is accessible to persons with an intellectual disability?

- ☐ Yes
☐ No

* 28. Has your Centre/ Service developed a user friendly version of your internal safeguarding policy that is accessible to persons with sight impairment?

- ☐ Yes
☐ No

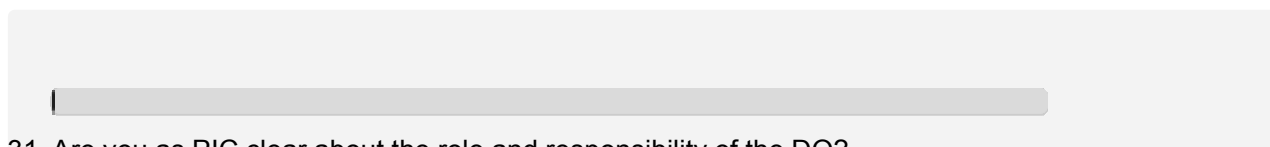
* 29. Do you ensure that 'The Organisation's safeguarding policy is available to service users, parents, carers, advocates, and the wider community if applicable?

- ☐ Yes
☐ No

* 30. How confident are you that service users in your service/centre are able to express or raise concerns about their own safety?

0 no confidence

10 full confidence



* 31. Are you as PIC clear about the role and responsibility of the DO?

- ☐ Yes
☐ No

* 32. How confident are you that preliminary screenings are submitted by your centre/service to the HSE Safeguarding Team within three days?

0 no confidence

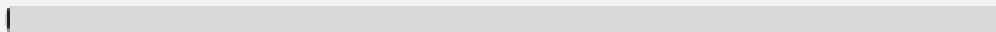
10 full confidence



* 33. How confident are you that preliminary screenings submitted by your centre to the HSE Safeguarding Team are completed to the required standard?

0 no confidence

10 full confidence



* 34. Are you clear on the role and responsibility of the safeguarding co-ordinator?

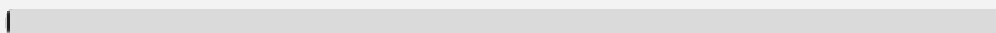
☐ Yes

☐ No

* 35. How confident are you that safeguarding plans when required are acted on and submitted to HSE Safeguarding Team within 21 days?

0 no confidence

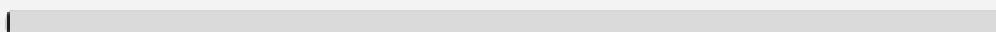
10 full confidence



* 36. How confident are you that service user's views and preferences are adequately taken into account in the drafting of any preliminary screenings or safeguarding plans?

0 no confidence

10 full confidence



* 37. Does your service/centre have a regular meeting or forum for service users?

☐ Yes

☐ No

38. Please use Section 2 comment box below with the following purposes :

- Highlight actions currently being undertaken or planned to address areas needing service improvement .(Include timelines as relevant)
- Highlight any capacity building or assistance required to address service improvement areas
- Raise any other relevant comment



National Safeguarding Office

'The Organisation' Safeguarding Self Audit

SECTION THREE RELEVANT WORKFORCE POLICIES AND PRACTICES

* 39. Do all your staff and volunteers have current valid garda vetting?

- ☐ Yes
☐ No

* 40. Does your centre have a nominated /named complaints officer?

- ☐ Yes
☐ No
☐ If yes, do your service users and relatives know who your complaints officer is?

* 41. Does your service/ centre have an up to date safety statement that is reviewed at regular intervals?

- ☐ Yes
☐ No

* 42. Does your service have a non-abuse complaints policy?

- ☐ Yes
☐ No

* 43. Do you understand your role in dealing with non-abuse complaints?

- ☐ Yes
☐ No

* 44. How confident are you that service users in your centre/service have a mechanism to make a complaint?

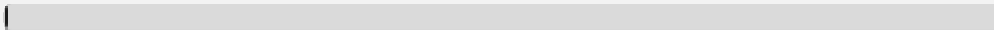
0 No confidence

10 Full confidence

* 45. How confident are you that family members, relatives and friends have a mechanism to make a complaint?

0 No confidence

10 Full confidence



* 46. Do you have a trust in care policy for investigating allegations against staff?

☐ Yes

☐ No

* 47. Do you have specific guidance or policy for staff sleeping over or undertaking waking night cover in your service?

☐ Yes

☐ No

* 48. Do you have specific guidance or policy for staff and volunteers on service users missing from the service/ centre?

☐ Yes

☐ No

* 49. Do you have a written code of behaviour between staff/ volunteers and service users?

☐ Yes

☐ No

* 50. Does your centre/service have a policy on record keeping?

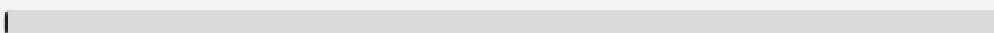
☐ Yes

☐ No

* 51. How confident are you that records kept in your centre are maintained in a safe and confidential manner in line with data protection and information security standards?

0 no confidence

10 full confidence



* 52. Does your service/centre operate a policy on protected disclosures (whistle-blowing) by staff and volunteers?

☐ Yes

☐ No

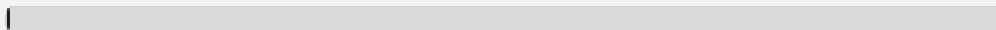
* 53. Do your staff and volunteers know how to make a protected disclosure?

- ☐ Yes
- ☐ No

* 54. How confident are you that your service/ centre has an open working environment and culture that allows staff and volunteers question practices, values and attitudes?

0 no confidence

10 full confidence



* 55. Do you have a staff supervision policy?

- ☐ Yes
- ☐ No

* 56. Do you as Person in Charge receive regular supervision?

- ☐ Yes
- ☐ No

* 57. Do your staff and volunteers receive regular supervision?

- ☐ Yes
- ☐ No

* 58. Does your service or centre use volunteers?

- ☐ Yes
- ☐ No
- ☐ Other (please specify)

* 59. Do you have a policy for volunteers that work with service users?

- ☐ Yes
- ☐ No

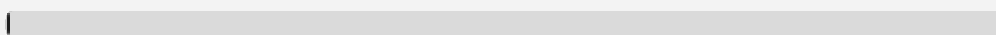
* 60. Do you have a volunteer supervision policy?

- ☐ Yes
- ☐ No

* 61. How confident are you that your volunteer's policy is being properly implemented?

0 no confidence

10 full confidence



* 62. Does your service provide guidance on positive behaviour support?

☐ Yes

☐ No

* 63. Does your centre operate a particular behaviour support model?

☐ Yes

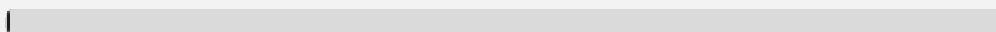
☐ No

☐ If yes, please name the model?

* 64. How confident are you that your behaviour support interventions are effective?

0 no confidence

10 full confidence



* 65. Do you have specific guidance or policy for staff working alone with service users?

☐ Yes

☐ No

* 66. Do you have specific guidance or policy for volunteers working alone with service users?

☐ Yes

☐ No

* 67. Does your centre use restrictive practice such as sensors, locked doors, monitors, cameras etc.?

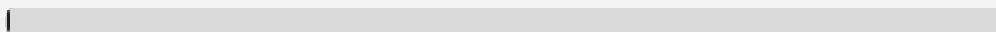
☐ Yes

☐ No

* 68. How confident are you that any restrictive practices being used are appropriate, proportionate, and safe?

0 No confidence

10 Full confidence



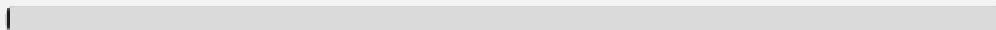
* 69. Do you have guidance for staff and volunteers on managing exceptional healthcare needs?

- ☐ Yes
- ☐ No

* 70. How confident are you that the guidance on the management of exceptional healthcare needs are being applied correctly in your service/centre?

0 no confidence

10 full confidence



* 71. Have all your staff received induction on the organisation's safeguarding policy?

- ☐ Yes
- ☐ No
- ☐ If no, how many staff are still awaiting this induction?

* 72. Have your volunteers received induction on the organisation's safeguarding policy?

- ☐ Yes
- ☐ No

* 73. Do you have a training plan for your centre?

- ☐ Yes
- ☐ No

* 74. Does this plan include training needs analysis in order to facilitate continuous development of staff?

- ☐ Yes
- ☐ No

* 75. Are you satisfied that your staff and volunteers have adequate support and training to address self-harm and assaultive behaviour by service users?

- ☐ Yes
- ☐ No

* 76. Has your DO been invited to undertake HSE training on the national safeguarding policy?

- ☐ Yes
- ☐ No

* 77. Have all your staff attended the Safeguarding Vulnerable Persons Awareness Programme?

☐ Yes

☐ No

☐ If no, how many of your staff are awaiting this training?

* 78. Do you have a dignity at work policy?

☐ Yes

☐ No

* 79. Do you have any concerns with levels of staff turnover in Centre/ Service?

☐ Yes

☐ No

* 80. Do you have any concerns with regard to the use or level of agency staffing in your service/ centre?

☐ Yes

☐ No

☐ Not Applicable

* 81. Can you briefly describe the skill mix of your staff

* 82. Are you satisfied that this skill mix is adequate to meet the care needs of your residents?

☐ Yes

☐ No

* 83. Do you have a regular staff meeting in your service/centre?

☐ Yes

☐ No

* 84. Is safeguarding a standing item on your team meeting agenda?

☐ Yes

☐ No

* 85. Are there regular meetings for persons in charge to meet with 'THE ORGANISATION' management and governance personnel where safeguarding issues/ standards are discussed?

- ☐ Yes
- ☐ No

86. Please use Section 3 comment box below with the following purposes :

- Highlight actions currently being undertaken or planned to address areas needing service improvement .(Include timelines as relevant)
- Highlight any capacity building or assistance required to address service improvement areas
- Raise any other relevant comment



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'The Organisation' Safeguarding Self Audit

SECTION FOUR OTHER RELEVANT GOVERNANCE POLICIES AND PROCEDURES

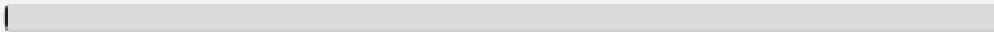
* 87. Do you have children residing in or as visitors to the centre?

- ☐ Yes
☐ No

* 88. How confident are you that the Children's First Child Protection and Welfare policy is followed?

0 No confidence

10 Full confidence



* 89. Does your Centre/ service have an incident reporting system?

- ☐ Yes
☐ No

* 90. Does this incident reporting system capture safeguarding concerns?

- ☐ Yes
☐ No

* 91. Do you use incident reports to study trends of safeguarding issues and concerns in your centre/ service?

- ☐ Yes
☐ No

* 92. Does your service/ organisation have a risk management policy and procedure?

- ☐ Yes
☐ No

* 93. Are you aware of your responsibilities within the risk management policy?

- ☐ Yes
- ☐ No

* 94. Do you know how to escalate a risk within your risk management procedure?

- ☐ Yes
- ☐ No

* 95. Do you receive feedback and guidance from the 'THE ORGANISATION' Quality and Safety Committee?

- ☐ Yes
- ☐ No

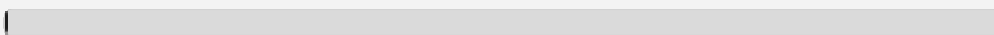
96. Do you have a policy on the handling and management of service user's property, possessions and finances?

- ☐ Yes
- ☐ No

* 97. How confident are you that the policy on handling service user's property, possessions and finances is being applied correctly in your service/centre?

0 no confidence

10 full confidence



* 98. If you are using alternative or complimentary therapies, are you satisfied that they appropriate to the service user's needs?

- ☐ Yes
- ☐ No
- ☐ Not applicable

* 99. Do you have an on-going forum or formal engagement process for families, relatives and friends of service users?

- ☐ Yes
- ☐ No

* 100. Have you developed an engagement process with the local community

- ☐ Yes
☐ No

* 101. Does your centre/service have a policy on the safe administration of medication?

- ☐ Yes
☐ No

* 102. How confident are you that the policy on the safe administration of medication is being applied correctly in your service/centre?

0 no confidence

10 full confidence

* 103. Does your centre/service have a policy on visitors to your service/centre?

- ☐ Yes
☐ No

* 104. How confident are you that the visitor policy is being applied correctly in your service/centre?

0 no confidence

10 full confidence

* 105. Do you have a policy on personal development of service users including friendships?

- ☐ Yes
☐ No

* 106. Do you have a policy on relationships and sexual health of service users?

- ☐ Yes
☐ No

* 107. Do you have a policy on use of restraint and any form of therapeutic intervention that involves restraint?

- ☐ Yes
☐ No
☐ If not applicable please comment on your method of therapeutic intervention?

* 108. How confident are you that any use of restraint within a therapeutic intervention is being applied correctly and safely in your service/centre?

0 no confidence

10 full confidence

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* 109. Can you describe the living space and accommodation provided for your service users:

* 110. Are you satisfied that this living space and accommodation ensures the dignity and respect of your service users?

☐ Yes

☐ No

* 111. Do you have access to adequate clinical support staff in devising and implementation of behaviour support plans and/ or safeguarding plans

☐ Yes

☐ No

* 112. Do you have access to adequate clinical psychology staff in devising and implementation behaviour support plans and/ or safeguarding plans

☐ Yes

☐ No

* 113. Do you have access to adequate mental health personnel in devising and implementation of behaviour support plans and/ safeguarding plans

☐ Yes

☐ No

114. Please use Section 4 comment box below with the following purposes :

Highlight actions currently being undertaken or planned to address areas needing service improvement .(Include timelines as relevant)

•

Highlight any capacity building or assistance required to address service improvement areas

• Raise any other relevant comment

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