RSH Safeguarding Organisation Capacity Self-Assessment

# Introduction

This safeguarding self-assessment tool is the basis for strengthening your organisation’s capacity. It will form the basis of a conversation between you and your mentor to identify priority areas of capacity strengthening. You will review the organisational capacity assessment with your mentor and use the results and develop a plan that will strengthen your organisation’s safeguarding capacity. Your organisation should own and manage the action plan.

The self-assessment asks you to consider 16 statements in three categories:

* Diagnosis
* What is needed
* Mechanisms in place.

For each of those statements, consider how your organisation performs currently and then score that performance from 1 (we have a clear need for increased capacity) to 4 (we have a high level of capacity). Try to gather input from as many of your colleagues across the organisation as you can. To get the most benefit from this assessment, you’ll need to be honest about your performance. You will complete the self-assessment in the template provided.

That will give you the most accurate and helpful assessment of your organisation’s strengths in preventing and responding to sexual exploitation, abuse and harassment (SEAH) and safeguarding concerns. It will also help to identify areas which need further strengthening.

Steps for completing and using the self-assessment:

* Nominate several staff from your organisation to complete the self-assessment.
* Consider the evidence and justification before you agree on a score. Please provide examples of the evidence / justification for the scoring and be ready to share that evidence with RSH and your mentor.
* Assign a rating for each of the listed criteria.
* Look at the results and decide on your organisational priorities for capacity strengthening. Note those priorities at the bottom of the form under the heading, “Our priorities for capacity strengthening”.
* Agree a safeguarding capacity strengthening action plan with your mentor.
* Discuss with your mentor to agree a safeguarding capacity strengthening action plan for your organisation which identifies priority areas for support over a six-month period.
* Discuss with your mentor how that support will be provided.
* Review the action plan with board members, staff and volunteers to ensure that everyone is on board with the process.
* Agree key milestones for tracking your progress and agree final self-assessment scores at the start of the mentor programme.
* At the end of the mentor programme, repeat the self-assessment and share the results with RSH for monitoring purposes.
* Review the changes your organisation has made.

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| Standard | 4 – high level in place | 3 – moderate level in place | 2 – basic level in place | 1 – clear need for increased capacity | *Evidence / justification for scoring* |
|  | *Criteria to help you identify where you are on your safeguarding journey have been included below. Where there is more than one element detailed in the box and you feel you meet one but not the other, please select the score you think best reflects where you are on your journey. This will help inform the mentoring support and capacity plan that is developed together with your mentor.* | | | | |
| DIAGNOSIS | | | | |  |
| Understanding risks   * The organisation maintains a register of safeguarding risks and mitigation measures, including programme risks and organisational risks. * Risk levels reflect the context in which the organisation is working and the patterns of harm and abuse being experienced in that context. * The Board and senior management regularly manage and monitor the risk register. |  |  |  |  |  |
| Safeguarding standards, strategy and policies  The organisation has policies and procedures in place which adhere to national legislation and legal requirements e.g. HR policy and Code of Conduct aligns with national legislation regarding employment law and reporting criminal offences etc.  The organisation has strategy, policies and procedures in place which reflect international safeguarding standards (for example IASC, KCS, CHS) |  |  |  |  |  |
| WHAT IS NEEDED | | | | |  |
| Training and communication on *policies and procedures*  The organisation has a safeguarding policy and code of conduct which it regularly communicates. Staff, volunteers and communities understand and use these tools. |  |  |  |  |  |
| Culture and leadership  The organisation’s leadership encourages an open and transparent culture which addresses power and privilege.  Leaders model respect and accountability in their relationships with everyone. Leaders take complaints n seriously and act on them in a timely manner |  |  |  |  |  |
| Governance and accountability  The organisation has identified accountability and responsibility for safeguarding at different levels of the organisation (Board, Senior management through to project staff) |  |  |  |  |  |
| HR  The organisation has safe recruitment and people-management practices which are adhered to (including advertisements reference checks, interviews) |  |  |  |  |  |
| Learning and development (staff and volunteer capacity building)   * The organisation communicates the importance of safeguarding to all staff, volunteers, communities and beneficiaries. * The organisation integrates safeguarding messages into induction and ongoing learning and development plans |  |  |  |  |  |
| Safe programmes  The organisation designs, delivers and evaluates programmes by assessing needs and risks, mapping the safeguarding context, and understanding vulnerability and capacities of different groups, including partners |  |  |  |  |  |
| Media and communications   * The organisation’s funding, media and communications activities prioritise the interests of people and communities served by the programme. * Communications must not pose any potential or actual risk to the subject because of the material generated, and they must respect the privacy and dignity of the subject. * All communications materials should be obtained, developed, stored, distributed, and published in a safe manner and with permission and consent |  |  |  |  |  |
| Fundraising  Costs for safeguarding activities are included in funding proposals (staff costs, training costs, Community-Based Reporting Mechanism etc) |  |  |  |  |  |
| Mechanisms in place | | | | |  |
| Reporting mechanisms  Complaints and reporting mechanisms, for staff and community, have been set up in consultation with diverse groups, they are clearly communicated and widely accepted and are survivor centred |  |  |  |  |  |
| Partnerships  Partnership arrangements include safeguarding responsibilities and partners are supported to meet these commitments |  |  |  |  |  |
| Information and Communication Technology (ICT)  ICT systems support the organisation to securely store information and process large amounts of information on staff and the populations with whom the organisation works.  ICT systems should also ensure and prevent access to inappropriate sexual or illegal online content |  |  |  |  |  |
| Survivor centred response  Survivors are consulted with and listened to; survivor-centred principles (do no harm, safety, confidentiality, respect, dignity, agency and control, the right to choose, right to information, autonomy) guide all prevention and response interventions |  |  |  |  |  |
| Case Management  Relevant staff are trained on how to appropriately receive, document and refer safeguarding concerns that might arise. Case management system involves clear referral pathways. The system is in line with legal and social welfare provision in the country. |  |  |  |  |  |
| Investigations  Confidential investigation guidelines are in place and we know how to access specialist, trained investigation personnel available (either within the staffing or  external) to undertake investigations. |  |  |  |  |  |

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| **Our priorities for safeguarding SEAH capacity strengthening are:** |
| Priority 1 |
| Priority 2 |
| Priority 3 |
| Priority 4 |

*Last updated: December 2022*