

Child Safeguarding Toolkit for Business Self-Assessment

A self-assessment can support your business to understand where you have embedded child safeguarding into activities, celebrate your achievements and prioritize your areas for improvement. Some tips for completing this:

- Gather a group from a variety of teams and functional areas across your business for a holistic view of activities and progress
- Update the document at regular intervals to track progress
- Use the document as a monitoring and learning tool to support your continued approach to embedding child safeguarding

Embedding child safeguarding takes continuous progress. Even activities that are completed require regular review to ensure they continue to be suitable and relevant.

UNICEF's Child Safeguarding Toolkit for Business outlines five steps to strengthen safeguarding activities and culture within your business.

Step 1

Conduct a child **safeguarding risk assessment** that reveals the ways in which employees and partners acting on behalf of the company come into contact with children. Our company:

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| ■ has documented all the activities where personnel have contact with children | |
| ■ has a record of all roles and positions that involve, or may involve contact with children | |
| ■ has identified all the areas of operation where there is risk of harm to children | |
| ■ has a system in place for conducting risk assessments for specific individual activities involving children | |
| ■ is monitoring the use of safeguarding risk assessments to ensure activities involving children are planned and conducted safely | |

Step 2

Conduct a **gap analysis** of existing policies, processes, and governance structures and develop additional structures and guidance to address gaps related to child safeguarding. Our company:

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| ■ has identified and communicated applicable legal requirements for child safeguarding in each country we operate | |
| ■ has a governance structure with clear lines of accountability with child safeguarding owned at the senior leadership level | |
| ■ has included child safeguarding commitments into our company code of conduct for employees | |
| ■ has integrated child safeguarding expectations into our approach to working with vendors and suppliers, including through policies and in codes of conduct | |
| ■ has embedded safeguarding considerations into our recruitment and hiring practices | |
| ■ provides training on child safeguarding to all personnel and partners | |
| ■ has a process to report and respond to child safeguarding concerns raised by employees and third parties | |
| ■ promotes a culture of accountability where concerns are taken seriously, timely actions are taken to reduce risk, and whistleblowers are protected | |

Step 3

Develop a policy commitment that outlines your company's commitment to keep children safe from abuse and maltreatment by its employees and partners acting on its behalf. Our company:

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| ■ has set out its commitment to keep children safe via a dedicated safeguarding policy or by integrating this commitment into existing policies | |
| ■ has a policy that includes: | |
| ■ a statement of commitment | |
| ■ key child safeguarding risks | |
| ■ duties of care, roles and responsibilities | |
| ■ governance arrangements | |
| ■ reporting mechanisms | |
| ■ senior management and the board have a process to review and endorse the policy | |
| ■ clearly defines expected and prohibited safeguarding behaviours either through a standalone code of conduct or by integrating them into existing codes of conduct | |

Step 4

Develop an implementation plan to meet the commitments outlined in the safeguarding policy. Our company:

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- has developed a child safeguarding implementation plan with priorities, owners, and timelines

Governance

- has developed a governance structure for safeguarding, including a safeguarding lead from the senior leadership, and at Board level
- has allocated appropriate budget and resources for safeguarding to ensure sustained investment into this work
- has appointed a designated child safeguarding lead and provided them with training, authority and time to carry out their responsibilities effectively.

Human Resources

- has integrated safeguarding considerations into recruitment practices, and communicated these requirements to candidates
- has a process to review candidate suitability through interviews and background checks as appropriate to the role
- has a clear onboarding process that includes child safeguarding training relevant to the role

Awareness & Communication

- has an internal communications plan to raise awareness of our commitment to child safeguarding
- has clearly communicated our zero-tolerance approach to any harm to children
- has mechanisms in place to review progress in strengthening our safeguarding culture

Training

- has embedded child safeguarding into learning and development
- has mapped roles which require additional or specialized safeguarding training and ensures the training is delivered accordingly

Step 5

Establish a **reporting structure** for safeguarding concerns and support employees to **take action** when they identify a concern. Our company:

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| ■ has clear reporting procedures outlined in policy or guidance documents | |
| ■ has communicated these reporting procedures to personnel through appropriate channels (meetings, posters, online files) | |
| ■ has communicated reporting procedures to all company personnel, and has clearly explained: | |
| ■ who to contact if a safeguarding concerns arises or a colleagueraises a concern | |
| ■ what action to take in an emergency situation (where a child requires immediate medical care or protection) | |
| ■ has clearly defined procedures for responding to a child safeguarding concern including: | |
| ■ Who makes decisions and timeline for decision making | |
| ■ How information and action steps are documented, handled, and stored | |
| ■ When and how to refer concerns to external authorities, child protection services or legal support, in line with applicable laws | |

After completing the Self-Assessment, the document can be used to:

- Understand your company's strengths and gaps in child safeguarding
- Set your child safeguarding strategy and map next steps
- Report to senior leadership to advocate for and allocate suitable budget and resources
- Track progress at regular intervals

Embedding child safeguarding takes continuous progress. Even activities that are completed require regular review to ensure they continue to be suitable and relevant.

Further guidance to strengthen safeguarding activities and culture within your company in each of the five steps can be found in the [Child Safeguarding Toolkit for Business](#).