**PART A: TO BE COMPLETED BY NOMINATED CHILD PROTECTION/SAFEGUARDING COORDINATOR**

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| Evaluative activity (🗸): | CIAG |  | College |  | Modern Apprentice |  | Private College |  |
| Name of college, training or service provider: |  | | | | | | | |
| Name of designated person for child protection/safeguarding: |  | | | | | | | |

Please arrange for the nominated Child Protection/Safeguarding Coordinator to provide self-evaluation evidence related to child protection and safeguarding. You should focus on the effectiveness and impact of your practices, any relevant issues you have been addressing and/or improvements you have been making sign and date the profroma.

During the course of evaluative activity the Child Protection/Safeguarding co-ordinator should make the following documentation available to the College HMI, Managing Inspector or Lead Inspector as appropriate:

* Child protection and safeguarding policy documents.
* Records or logs of incidents of bullying.
* Information related to current or recent complaints (in the context of safeguarding and child protection).
* Training records demonstrating that all staff and, where applicable, volunteers regularly undergo child protection and safeguarding training.
* Where relevant, samples of files including those who are on the child protection register, records of administration of medicines, accidents and injuries.

**Part 1 CHILD PROTECTION**

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| **Recognising Child Protection Concerns**   * How well do current arrangements for protecting children and young people take account of the National Guidance for Child Protection in Scotland (2014)? * What arrangements are in place to ensure that all staff (including volunteers and partners) are aware of their responsibilities in line with the National Framework for Child Protection Learning and Development (2012). How effectively do these arrangements ensure that all staff are kept informed with new developments in child protection and safeguarding, such as female genital mutilation, PREVENT (radicalisation and extremism), honour-based violence? |
| **Evidence** |
| **Sharing Child Protection Concerns**   * How effectively do you share child protection information to ensure children and young people are well supported following a child protection/safeguarding concern? |
| **Evidence** |
| **Child Protection Planning**   * If applicable, how many children and young people are currently on the child protection register? * How do you monitor the progress of children and young people, currently and previously, on the child protection register? |
| **Evidence** |
| **Child Protection/Safeguarding in the context of school/college partnership activity**   * Highlight any specific arrangements, including reporting arrangements, with schools, local authority(ies), colleges and/or other relevant partners? |
| **Evidence** |

**Part 2 SAFEGUARDING**

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| Please provide self-evaluation evidence related to the following areas of safeguarding focusing on any relevant issues you have been addressing and/or improvements you have been making.   * **Curriculum**: developing children’s, young people’s and protected adults’ understanding and awareness of safeguarding issues and developing their resilience * **Digital technology**: ensuring children, young people and protected adults use the internet, social media and mobile technology safely * **Equalities policy/ framework** which takes account of key equalities looked after children/care leavers and all protected characteristics * Where appropriate, policies and practices related to **physical intervention and restraint** * **Bullying and recording of violent incidents** * **Complaints**: Please provide brief details of any recent or current complaints, concerns or allegations which should be drawn to the attention of the inspection team. * Arrangements for **first aid** and, where relevant, **administration of medicines** |
| **Evidence** *(Continue on further pages as required.)* |

Signed: ………………………………………..

NAME: …………………………..……………. Date: …………………

**PART B: To be completed by College/Managing/Lead HMI or relevant member of the evaluation team**

I have discussed with relevant staff the safeguarding and child protection return provided by the college, training or service provider. Based on the evidence provided by the establishment, we have agreed the following with the college/training/service provider:

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These issues have been drawn to the attention of appropriate senior staff and logged on the RERF. Accountability for appropriate action that needs to be taken to address these issues now resides with the senior managers of the college/training/service provider.

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| Signature of senior manager or nominee:  \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_  **Post Held**: **Date:** |

Signature of Team Member (where applicable): ………………..…

Name: ………………………………………

Signature of College/Managing/Lead HMI: …….…………………………..

Name: ………………………………………. Date: …………………