

O4 Annual Self-Assessment and Review

Governance accountability · 12 standards check · Board summary

Purpose

This template supports the annual safeguarding review required by F0 Section P. It is a governance accountability tool — distinct from the risk assessment (R0) — that asks: are we actually meeting the safeguarding standards we have committed to? It is completed by the DSL and presented to the board.

Organisation	[Insert]
Review period	[Insert year]
Completed by	[Insert DSL name]
Date presented to board	[Insert]
Board sign-off	[Insert name and date]

12 Safeguarding Standards

Rate each standard: Met / Partially met / Not met. For Partially met or Not met: note what is missing and what action you will take.

Standard	Rating
1. LEADERSHIP COMMITMENT The board has approved the safeguarding policy in the last 12 months and received a formal safeguarding report.	
2. DSL ROLE A named, trained DSL is in post. The DSL has completed their annual training refresher. The Alternate DSL or external backup is named and their details are current.	
3. EVERYONE KNOWS THEIR ROLE All staff and volunteers know who the DSL is and what to do if they have a concern. Induction (P3) has been completed by all those working with participants.	



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4. REPORTING IS SAFE All four reporting channels are operational. The anonymous reporting channel is verified and known to staff and participants. No retaliation against anyone who has raised a concern in the reporting period.	
5. PARTICIPANTS ARE RIGHTS-HOLDERS All participants received F4 (Participant Safeguarding Card) in their language before every project in the reporting period.	
6. TRAINING IS CURRENT All training completion rates meet the requirements in P4. Annual refreshers have been completed.	
7. RISK ASSESSMENT R0 (Safeguarding Risk Assessment) has been completed for every project. The organisational risk register has been reviewed at least once.	
8. CASES WERE HANDLED CORRECTLY All safeguarding concerns were logged in I1 Part B. All cases were classified (Minor/Moderate/Major). All decisions are documented with reasoning. No cases were handled without the required dual review.	
9. PARTNERSHIPS WERE MONITORED O2 (Partnership Monitoring) has been completed for all partnerships. All partners met the required standards or have an improvement plan in place.	
10. RECORDS ARE SECURE I1 Parts A, B and C are stored securely with restricted access. No data breaches were identified. Pseudonymisation is applied correctly.	
11. LEARNING FROM CASES After each closed case, learning was fed back into R0 (risk register) and P4	

(training). Policy updates were made where indicated.

12. POLICIES ARE CURRENT

All Safe Spaces framework documents (F1-F4, P1-P5, R1-R5, I1-I4, A1-A3, O1-O4) are current and have been reviewed in the last 12 months.

Annual Case Summary (Anonymised)

Complete the table below using anonymised data only. No real names or identifying information.

Metric	This year
Total concerns received	
Minor concerns	
Moderate concerns	
Major concerns	
Statutory referrals made	
Internal investigations opened	
Cases closed — substantiated	
Cases closed — unsubstantiated	
Cases still open at year end	
Anonymous reports received	

Board Summary

Use this section to prepare the summary for board presentation. Keep to one page.

Overall assessment

[Met all 12 standards / Met [X] of 12 standards — see below for gaps]

Standards not fully met and actions planned:

[List each standard rated Partially met or Not met, the gap identified, and the action planned with a deadline]

Key developments in the reporting period:

[Any significant changes to DSL structure, new partnerships, changes to legislation or guidance, training completed]

Recommendations for the coming year:



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[List 3-5 priorities for the next 12 months]

References

F0 Section P (Review, Learning and Continuous Improvement). R0 Safeguarding Risk Assessment. P4 Training Plan and Record. I1 Incident Form and Log.
Glossary of Key Terms (Safe Spaces) — for definitions of all bolded terms in this document.



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