



Organisation HealthCheck

Supporting healthier, safer, sustainable organisations

www.communityactionsuffolk.org.uk/organisation-support/quality-framework/cas-healthcheck/



Quality matters

The public wants reassurance that charities are behaving charitably as well as delivering their charitable purposes and the ability of charities to maintain these standards and to meet growing demand depends on retaining the confidence of public, and the public's view of the value provided by the sector".

The Charity Commission



About the Organisation HealthCheck

A free, flexible and valuable self-assessment tool that you can use to meet your specific needs, including:

- Understanding your legal responsibilities
- Gain insights into how well you are leading and governing the organisation
- A clear framework to help you start up/ strengthen
- Complete an 'MOT' of your organisation and action plan to identify areas for improvement.
- Prepare for growth



Organisation matters

4. Governance Matters

Your commitment to effective governance as a safe, well run organisation.

3. Wellbeing Matters

Your commitment to supporting the staff and volunteers in your organisation and to safe recruitment practice.



1. Safeguarding Matters

Your commitment to safeguarding and protecting anyone who comes into contact with your organisation.

2. Health & Safety Matters

Your commitment to providing a safe and healthy environment





02. Self-assessment: Safeguarding Matters

A few quick thoughts before you start your self-assessment...

- It can be very helpful to have other people from your organisation support and contribute to discussions and agree the RAG ratings. You could complete them individually and then compare and discuss your RAG ratings or discuss them as a team and agree your RAG ratings. Your discussions can be most valuable and revealing, giving different insights.
- If you identify areas for development when completing the HealthCheck self-assessment you may find that the Organisation HealthCheck Plus and all its additional resources, including **Example policies and procedures**, could be useful to you and help to develop your policies and procedures from a firm foundation.

Safeguarding is a key governance responsibility for all organisations.

[Click here to download the accompanying Resource Pack for this section](#)

Organisation name				
Date completed				
No.	Requirement	R	A	G
1.1	The organisation has an appropriate safeguarding children policy and procedures compliant with Suffolk Safeguarding Partnership (SSP) for identifying and responding to actual or suspected abuse. These include virtual/online safeguarding.	[[[
1.2	The organisation has an appropriate safeguarding Adults at Risk of Harm policy and procedure compliant with Suffolk Safeguarding Partnership (SSP) for identifying and responding to actual or suspected abuse. These include virtual/online safeguarding.	[[[
1.3	Staff, including volunteers, are equipped to see, recognise and report abuse correctly, in line with Suffolk procedures, and are aware of how to contact the Designated Safeguarding Lead and their role.	[[[
1.4	The organisation supports service users/ their family/carers/ friends to report abuse.	[[[
1.5	The organisation is a safe place for people to be and has zero tolerance for abuse/ bullying by anyone, supported by relevant bullying and harassment policy and procedures.	[[[
1.6	The organisation safeguards people by having appropriate photography and filming policies and procedures; and if working with children this is supported by written consent from parents/ carers to their child/children attending.	[[[
1.7	Safeguarding is a key governance responsibility for the organisation. Trustees, or equivalent, fulfil their safeguarding governance responsibilities and there is a Designated Safeguarding Lead.	[[[
1.8	The organisation supports ethical, meaningful, quality participation giving genuine opportunities for 'service users' to express their views, be involved in decisions or take action.	[[[

Welcome: Resource Pack - Part 1

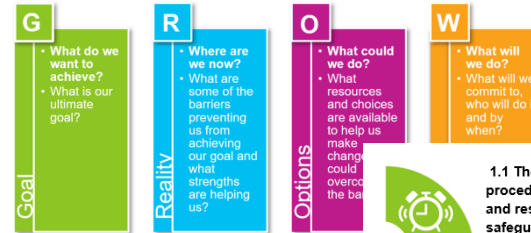
This Resource Pack accompanies the Organisation HealthCheck and is a useful, practical tool to support you in completing your Organisation Health Check Self-Assessment.

The Organisation HealthCheck self-assessment can help you identify and achieve your goals to help your organisation grow. The Resource Pack contains supporting information for every indicator from the Self-Assessment and an action plan you can complete to capture the actions you are going to take, when and by whom to strengthen your organisation.

Top tips! HealthCheck Action Plan: Safeguarding

If you choose to complete the action plan, here's a few quick thoughts before you start...

- It can be helpful to have others from your organisation supporting and contributing to the discussions and development of the organisation's Action Plan.
- You may find that you identify a skills or knowledge gap when completing parts of the HealthCheck. Who would it be helpful to involve from your organisation, or others, in completing the HealthCheck and what support and skills could they offer to complete this?
- Be realistic about what capacity you have to complete this when setting a deadline for completing it.
- If you find gaps in your policies and procedures you could find that the HealthCheck Plus and all its additional resources including example policies and procedures could be useful to you and help you develop your policies and procedures from a firm foundation.
- When completing your action plan remember to GROW...



1.1 The organisation has an appropriate safeguarding children policy and procedures compliant with Suffolk Safeguarding Partnership (SSP) for identifying and responding to actual or suspected abuse. These include virtual/online safeguarding.



Additional information

"Protecting people and safeguarding responsibilities should be a governance priority for all charities. It is a fundamental part of operating as a charity for the public benefit". The Charity Commission

It is important that we all play our part in keeping people safer in both the 'real' and virtual world. A **key way** to do that is to ensure that everyone in your organisation knows their safeguarding responsibilities to see abuse, recognise abuse and report abuse correctly.

Your safeguarding responsibilities extend to more than working with children or your service users/ customers. Your responsibilities also include people who benefit from your organisation's work and staff and volunteers



Support from CAS

At CAS we are here to ensure that VCFSSE organisations receive information and guidance to help them develop and thrive. We offer free guidance and support on a range of issues.

Webpages:

- [Community Action Suffolk safeguarding support](#) for more resources incl. safeguarding policy surgenes, training and events
- [Downloadable free example safeguarding policies and procedures](#)
- [Community Action Suffolk Training and Events](#)



If you are worried about the immediate safety of a child or adult at risk of harm call 999



*Supporting healthier,
safer, sustainable
organisations*

Our values

The Organisation HealthCheck is:

- Person Centred
- Collaborative
- Enabling
- Responsive
and....
- Trusted

History

- Supporting quality since 2005
- Part of the CAS Quality Framework
- Used by:
 - 150+ organisations
 - Voluntary Community Sector
 - Emergencies Partnership (VCSEP)
 - The Warm Handover



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safer, sustainable
organisations*



— SUFFOLK —
**INFORMATION
PARTNERSHIP**

Partners agreed that the HealthCheck will give an extra layer of assurance to their clients, customers and patients when referring on to other organisations within the Warm Handover Referral Scheme.



— SUFFOLK —
**INFORMATION
PARTNERSHIP**

“Good to have an official audit”

“Any form of health checking is worth doing. If deemed important by CAS then definitely worth doing. There should be a set level, but we all should embrace this”

“I think the HealthCheck is a really positive move to provide that extra level of reassurance for all parties involved - both referrers and those who are referred to”

“Now that we work nationally as well as on a local basis this is a great idea and we will definitely take up the HealthCheck”

“I feel that it'll be great to have that extra layer of assurance that our clients will be in a safe pair of hands as we refer them to other services”



ontact us

Visit our Quality Framework webpages for more information

<https://www.communityactionsuffolk.org.uk/organisation-support/quality-framework/>

Or contact me for a discussion:

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CAS Organisation HealthCheck



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Thank you for listening.