



# ORGANISATIONAL SAFEGUARDING ASSESSMENT (OSA) USER GUIDE

The Organisational Safeguarding Assessment (OSA) has been designed to support organisations to measure their safeguarding arrangements against a set of criteria agreed by both children's and adults safeguarding partnerships.

You should complete the OSA if your organisation works with children, young people or adults at risk or if your organisation comes into contact with them as part of your wider activities. The degree of compliance required within each standard will depend on the role and function of your individual organisation.

## LOGGING ON

**If you have not completed an OSA before (previously known as the Section 11 Audit Tool).**

1. Click on 'create new account'
2. Complete all the fields
3. Click 'Create New Account'
4. An email will be sent to the email address that you have used on the form. [Check your email including your spam or junk email folders.]
5. Copy and paste the link in the email into a web browser
6. Choose a password (make sure the password is in line with your organisations IT policy)
7. Repeat the password
8. Click 'Submit' and then you are ready to complete your first Organisational Safeguarding Assessment form.

**If you have previously completed an OSA before (previously known as the Section 11 Audit Tool).**

1. Click on 'lost password'
2. Fill in the email address associated with your account and press submit
3. An email will be sent to your email address. Please check your spam or junk email folders.
4. Click on the link within the email or paste the link into a web browser.
5. You will then be asked to choose a new password (make sure the password is in line with your organisations IT policy).
6. You can then go to 'My Submissions' to see your last submitted assessment.

If you have followed these instructions, checked your junk folder for auto response emails and **still can't log on**, contact your local Safeguarding Partnership with the details of any error messages and a description of the issue.

# GETTING STARTED

## If your “My Submissions” page is empty

The ‘My Submissions’ page shows you the most recent version of the assessment you have worked on. If this is empty you have not yet filled out any part of your ‘Safeguarding form’ and therefore should do this first.



## Completing a Safeguarding Form

When you click on ‘Safeguarding Form’ you will find all the questions that need completing for your safeguarding assessment.

Fill out all the fields and then click ‘next’ to move onto the next set of questions.

You can save the document as often as you like. There is an autosave function built in, but you will still need to ‘save draft’ as soon as possible and it will update your assessment even if you logged out by accident.

# USING THE TRAFFIC LIGHT SYSTEM OF RED, AMBER OR GREEN

Please answer all of the questions by selecting the most appropriate rating for your organisation.

Red = Means that arrangements need to be developed as a matter of urgency

Amber = Means that some measures are in place but others require reviewing or improvement

Green = Means that the necessary arrangements are in place, up to date, and meet the required minimum standard.



When completing the audit, please indicate how the standards are applied by your organisation and state your reasoning for this. It is important to be objective and accurate to identify where your safeguarding arrangements can be improved.

If a question is not applicable to the work of your organisation, please select a GREEN rating and explain the reason for this not being applicable in the comments box.

Please note that you should answer all the questions prior to submission. If an Organisational Safeguarding Assessment has been submitted without all questions answered, unanswered questions will be allocated a RED rating.

To ensure that your safeguarding arrangements are effective, it is good practice to undertake periodic reviews. This reflects a sign of willingness to make your policy a “living document” and while identifying areas that may require further development.

## SUBMITTING YOUR FORM

When you have completed your Safeguarding Form, click on the 'Submit' button at the bottom of Standard 9. A copy will then be sent to your local safeguarding partnership, who might monitor compliance and also identify any support you might require to ensure that you are fully compliant.

Please contact your local safeguarding partnership for further details on how they will use your assessment.

If you are a statutory organisation, then your submitted assessment will form part of your local safeguarding assurance process. Please contact your local safeguarding partnership for further details.

The system has also been designed to 'auto save' your work so you can quickly return to where you left off however when you do log back on please press the 'Update Form' button to ensure it is reflected on your assessment.



## HOW TO DOWNLOAD

### How to download a copy of your completed safeguarding assessment

1. Click on download submission
2. Highlight this box
3. Click on 'apply to selected items'
4. The document will automatically download a full 'word' version of your assessment.
5. You can then save this onto your computer.

You can also download an action plan which will pull through just your 'amber' and 'red' ratings, so that you can quickly identify areas for improvement without the need to go back through your assessment.

### How to download your action plan

1. Click on the 'action' box and choose 'download action plan'
2. Follow steps 2-4 above.  
The action plan will download only the questions which you have marked as 'amber' or 'red'.
3. You can then save your action plan to your computer.

When you have addressed any areas for improvement, please log back on and update your assessment.

## IF YOU LOSE YOUR PASSWORD

Please use the lost password function to create a new one. You will be sent an email to the email address that you used to register with. Please check your spam or junk email folders.

**We are constantly looking for ways to improve this website, if you have any suggestions then please contact your Local Safeguarding Partnership.**