



**SCOUTS**<sup>®</sup>  
Creating a Better World



## **SAFE FROM HARM ASSESSMENT GUIDELINES**

Strengthening Safe from Harm  
in your National Scout Organization



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Creating a Better World

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Safe From Harm  
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# INTRODUCTION

Keeping children, young people, and adults safe from harm or abuse is the highest priority in Scouting and it is the duty of National Scout Organizations and Associations (NSOs) to ensure a safe environment for all.

As Member Organizations of the World Organization of the Scout Movement (WOSM), NSOs are required to meet the standards outlined in the Safe from Harm Assessment Tool (Assessment Tool), a set of a criteria that evaluates levels of safeguarding and protection of children and young people against international best practices<sup>1</sup>. It is, however, important to note that the purpose of the Assessment Tool is not to grade individual NSOs but to provide a way to better understand how Safe from Harm is being implemented at NSOs.

NSOs can use the Assessment Tool to conduct an internal evaluation of their organization's Safe from Harm practices (Self-Assessment) and later request a WOSM Safe from Harm Assessment (WOSM Assessment), which is conducted by a WOSM assessor and a Safe from Harm expert. Completing these assessments enables NSOs to identify the current state of their Safe from Harm practices based on clearly defined and measurable criteria adopted by WOSM.

WOSM developed these guidelines to help NSOs use the Assessment Tool to conduct Safe from Harm assessments. It provides information and direction on various areas, including scope, recommended processes, scoring methods, and next steps. In doing so, this document enables NSOs to reflect on their practices, processes, policies, and procedures so that they can identify areas of strength, opportunities for improvement, and demonstrate transparency and accountability to their members and the community.

NSOs should note that the requirements outlined in the Safe from Harm assessments apply to all National Scout Organizations and Associations. It is the responsibility of a National Scout Organization to ensure that all National Scout Associations within its federation meet the stated criteria. If one or more National Scout Association does not meet these criteria, then the Member Organization will be considered as non-compliant

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1. "Best practices" refers to standards used by Scout Organizations and other non-governmental organisations.

# 4 SAFE FROM HARM DIMENSIONS

**The Safe from Harm Assessment Tool consists of the four dimensions of child, youth, and adult safeguarding. This section provides an overview of the criteria that are covered in each of these dimensions.**

## **Dimension 1: Child and Youth Safeguarding**

Child and youth safeguarding looks at the measures an NSO puts in place to achieve the core aim of Safe from Harm: protecting children and young people. This includes having in place a strong National Safe from Harm Policy, a Code of Conduct that covers the behaviour of adults towards young people, and a Safe from Harm team or coordinator. This dimension also encourages NSOs to reflect on how to communicate and ensure the implementation of child and youth safeguarding across the organisation.

## **Dimension 2: Safeguarding, Selection, Recruitment and Training of Adults in Scouting**

To ensure the implementation of Safe from Harm at all levels, this dimension looks at various elements related to the Adults in Scouting lifecycle. From the selection process to training, this dimension highlights how to prepare adults to offer safe experiences for children, young people and adults.





### **Dimension 3: Report, Response, and Case Management**

This dimension covers safeguarding reporting as an essential element of a strong safeguarding structure, including the procedures and mechanisms that an NSO must have in place for members to share concerns relating to potentially harmful situations. Safeguarding reporting procedures are linked with risk management and events and are implemented at all levels in an NSO, taking into account the protection of victims and data privacy.

### **Dimension 4: Education**

This dimension focuses on the prevention aspect of Safe from Harm. It includes elements around access to child-friendly documents so that children and young people can be empowered to protect themselves and have access to safe spaces, trained "listening ears", educational materials on Safe from Harm, and learning opportunities in the Youth Programme.

# SAFE FROM HARM ASSESSMENT TOOL

## What is it?

NSOs can use the Assessment Tool to evaluate the performance of their organisation in four dimensions: child and youth safeguarding; safeguarding, selection, recruitment and training of Adults in Scouting; report, response and case management and education

## Why should we do it?

- To assess the current state of Safe from Harm in your organisation against international best practices.
- To get a general check of your organisation in Safe from Harm to identify areas of improvement and help prioritise future areas of action to strengthen capacity.
- To help define a Safe from Harm implementation plan by targeting your organisation's strengths and opportunities for improvement.
- To help your organisation strengthen its implementation of Safe from Harm through support and access to resources and funding.
- To assess your organisation's compliance status against the WOSM Safe from Harm standards.
- To prepare for a WOSM Assessment, conducted by a WOSM assessor and a Safe from Harm expert.

## Who should do it?

When using the Assessment Tool, the process should:

- Be led by your NSO's leadership team, which is composed of the Safe from Harm team, board members, and any other members relevant to the topic.
- Be supported by your NSO's national board. Note that the outcome of the Self-Assessment is equally important for both the Safe from Harm team and the board.
- Involve key staff and volunteers in charge of Safe from Harm at the national level.

## When should we do it?

NSOs are encouraged to follow these recommendations when conducting a Safe from Harm assessment:

- During a stable period: avoid transitions, such as right before or after a General Assembly, or if your organisation or country is experiencing a crisis.
- At the start of the development of your strategic plan.

In accordance with WOSM's membership requirements, NSOs must complete a Safe from Harm Self-Assessment every two years as part of their annual reporting process.

## How do we do it?

NSOs are recommended to complete one dimension at a time and assign team members to lead the collection of documentation required.

### SAFE FROM HARM AND GSAT

*The Global Support Assessment Tool, known as GSAT, is a capacity strengthening tool and quality standard that supports NSOs in meeting international best practices in good governance and quality Scouting.*

*To ensure that both GSAT and the Safe from Harm Assessment Tool support each other and reflect WOSM's view that child, youth, and adult safeguarding is its highest priority, GSAT aligned its standards to meet specific criteria.*

*"Across the self-assessment, 6 criteria were identified as key good practices/principles considered as essential, "the minimum required" for the implementation of safeguarding in your organisation. These 6 criteria are therefore identified as red flags, "major non-conformities", and if not met will imply the non-conformity of the organisation with WOSM safeguarding standards. They are considered a priority in the assessment follow-up." - GSAT FAQ*

*The Major Non-Conformity standards of the WOSM Safe from Harm assessment will be reflected in the different dimensions of GSAT. You can find them in the section "What are Major Non-Conformities?"*

## How do we use the scoring method for the assessments?

For each of the criteria, we encourage you to reflect on and assess the situation at your organisation using the scoring method outlined below:

| STATUS                               | EXPLANATION   | SCORE |
|--------------------------------------|---|-------|
| <b>NON-COMPLIANT</b>                 | No evidence exists that the NSO has met any of the standards outlined in this criteria.   | 0     |
| <b>IN ACCORDANCE WITH FEW ITEMS</b>  | Evidence exists that the NSO has met some of the standards outlined in this criteria.   | 1     |
| <b>IN ACCORDANCE WITH MOST ITEMS</b> | Evidence exists that the NSO has met most of the standards outlined in this criteria, and that they are up-to-date and implemented.                     | 2     |
| <b>FULL COMPLIANCE</b>               | Evidence exists that the NSO has met all the standards outlined in this criteria. They are up-to-date, implemented, regularly evaluated, and refreshed. | 3     |
| <b>NOT APPLICABLE</b>                | Not applicable due to the local circumstances or in relation to another non-compliant criteria.   | n/a   |

**Examples:**

Below are examples to provide guidance on the scoring method for the Self-Assessment. Remember that the Self-Assessment will help identify your organisation's areas of improvement in Safe from Harm. Be honest, avoid overestimating or underestimating the situation at your organization, and always think about whether an external assessor would share your opinion.

**Criteria 3: The NSO has made their National Safe from Harm Policy and Code of Conduct publicly available, and communicated and disseminated them across the organisation.**

| Statement   | Score                        |
|---|------------------------------|
| The NSO has made their National Safe from Harm Policy and Code of Conduct publicly available, and communicated AND disseminated them across the organization. | FULL COMPLIANCE              |
| The NSO has made their National Safe from Harm Policy AND Code of Conduct publicly available BUT they have NOT been disseminated across the organization.     | IN ACCORDANCE WITH FEW ITEMS |
| The NSO does NOT have a National Safe from Harm Policy or Code of Conduct.  | NON-COMPLIANT                |

**Criteria 8: The NSO has a written Code of Conduct that specifies acceptable and unacceptable behaviour regarding interactions between adults.**

| Statement  | Score                        |
|--|------------------------------|
| <p>The NSO meets ALL the following criteria:</p> <ul style="list-style-type: none"> <li>• Demonstrates that its Code of Conduct includes behaviour between adults.</li> <li>• Has a list of “dos” and “don’ts” on acceptable and unacceptable behaviour between adults.</li> <li>• The NSO’s Code of Conduct is communicated and made available on the NSO’s official communications platform.</li> <li>• Has included the Code of Conduct in in-person or online training.</li> </ul>                             | FULL COMPLIANCE              |
| <p>The NSO can:</p> <ul style="list-style-type: none"> <li>• Demonstrate that its Code of Conduct includes behaviour between adults.</li> <li>• The NSO’s Code of Conduct is communicated and made available on the NSO’s official communications platform.</li> </ul> <p>BUT does not:</p> <ul style="list-style-type: none"> <li>• Have a list of “dos” and “don’ts” on acceptable and unacceptable behaviour between adults.</li> <li>• Include the Code of Conduct in in-person or online training.</li> </ul> | IN ACCORDANCE WITH FEW ITEMS |
| The NSO has none of the Code of Conduct elements   | NON-COMPLIANT                |

## Where can I find the Assessment Tool?

The Assessment Tool can be found on the Safe from Harm page in WOSM's digital platform for members.

NSOs will be able to use a digital tool to conduct their Safe from Harm Assessment to go through each dimension, input and save their scores. Further guidance on this digital solution will be made available to Member Organizations.

## What are Major Non-Conformities?

The Assessment Tool contains 23 criteria, of which six are considered key and serve as red flags that enable NSOs to spot priorities areas in the assessment follow-up. These criteria are classified as "major non-conformities" and must be met to achieve the minimum standards.

NSOs that do not meet these items will need to implement immediate and urgent action to ensure compliance with WOSM membership requirements. Early intervention is crucial and NSOs are encouraged to reach out to their World Scout Bureau (WSB) Regional Support Centre and request a WOSM Safe from Harm service at any stage of the self-assessment process for support.

| Dimension of Best Practices   | Criteria |
|---|----------|
| Child and Youth Safeguarding  | 1        |
|   | 4        |
| Safeguarding, Recruitment, Selection and Training of Adults in Scouting | 10       |
|   | 12       |
| Report, Response and Case Management                                    | 13       |
| Education   | 20       |

## Are the results confidential?

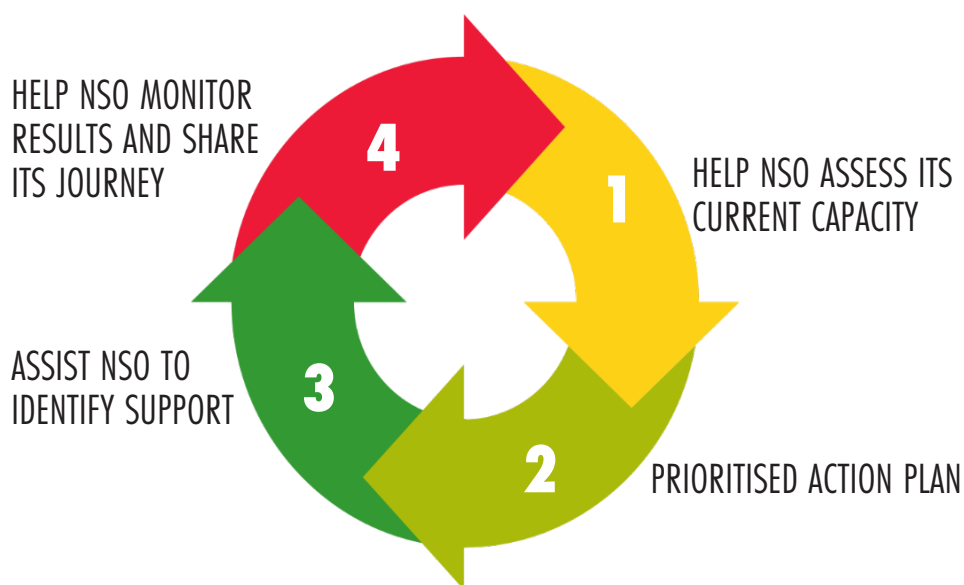
The results of your Self-Assessment belong to your NSO and will be kept confidential within WOSM. The WSB Global and Regional Support Centre may use this information internally to understand trends or adjust the support being delivered but will never disclose them to a third party without the expressed consent of the NSO concerned.

# SAFE FROM HARM ASSESSMENT CYCLE

While each NSO will be at a different stage in their Safe from Harm journey, the following section is designed to help all Member Organizations gain a better understanding of the stages in the Safe from Harm assessment cycle and ensure a safe environment for children, young people, and Adults in Scouting.

Safe from Harm assessments allow NSOs to build on the principles of continuous improvement. They can be described in four parts:

1. NSOs can use them to assess their performance against international best practices and WOSM standards, and identify challenges and areas for improvement.
2. Based on the outcomes, NSOs can get support to develop an action plan with concrete objectives and measurable results.
3. NSOs can identify the support they require, if needed, and request a WOSM Safe from Harm Service.
4. Progress will be monitored regularly and shared on the Safe from Harm webpage on WOSM's digital platform for members to inspire other NSOs looking to strengthen their Safe from Harm practices.



Whether your NSO is in the early or advanced stages of Safe from Harm implementation, we suggest that you:

- Read the Safe from Harm documentation found on the Safe from Harm webpage on WOSM's website for members, starting with the World Safe from Harm Policy.
- Familiarise yourself with the requirements of the Assessment Tool.
- Ensure that your NSO's national board is aware and supportive of your Safe from Harm plan and its processes. While your NSO's leadership team can conduct the self-assessment itself, the full commitment of the national board is essential to support and define the next steps based on the outcomes.
- Request a Safe from Harm service through the WOSM Services platform and get a consultant assigned to support you.

### WOSM SAFE FROM HARM CONSULTANTS

*Trained Safe from Harm Consultants can support NSOs throughout the Safe from Harm assessment journey. Use the WOSM Services platform to request support, such as getting a preparatory briefing, extra guidance, or clarification on specific elements of Safe from Harm. Support can be done virtually and provided free of charge.*

*WOSM's Safe from Harm Consultants can help you:*

- *Link your project with the broader capacity strengthening cycle.*
- *Explain the purpose of the Self-Assessment, its dimensions, and criteria.*
- *Help identify the evidence and documentation needed to complete a Self-Assessment and WOSM Assessment.*
- *Explain the scoring system and method.*
- *Identify gaps in your Safe from Harm framework.*

### Keep in mind:

Safe from Harm assessments can take significant resources to prepare for and complete, therefore it is important that NSOs do not underestimate the amount of time required at each stage. NSOs should also note that each assessment is only one step in implementing Safe from Harm at your NSO. Read more under "Next Steps".

# SELF-ASSESSMENT

NSOs can use the Assessment Tool to conduct a Self-Assessment and evaluate the current state of Safe from Harm at their organisation by following the steps below.

Please note that the purpose of a self-assessment is not to grade individual NSOs but to better understand how Safe from Harm is being implemented at NSOs.



## **Step 1: Complete the Self-Assessment and annual reporting requirements**

### **A. Preparation phase**

Before starting, NSOs should assign a team responsible for completing the Self-Assessment. It can include members of an NSO's board, Safe from Harm team, key staff, and volunteers in charge of Safe from Harm at the national level.

This team should start by reviewing and familiarising themselves with the criteria contained in the Assessment Tool. They should also reflect on how best to complete the Self-Assessment - either together as a team or by assigning sections to specific individuals.

Once the team is ready, they must score their NSO in each of the Assessment Tool's 23 criteria. It is recommended to first complete the Self-Assessment as a draft before submitting a final version. You can refer to the scoring method on page 12 to understand how to grade each criteria.



## Tips before starting the Self-Assessment

- ✓ Make sure that you understand the overall process. You can request a WOSM Service in Safe from Harm to introduce and guide you through the Self-Assessment process.
- ✓ Involve the relevant people.
- ✓ Be objective.
- ✓ Be honest.
- ✓ Avoid overestimating or underestimating the time needed to complete the Self-Assessment.
- ✓ Consider whether your responses would be seen in the same way as an external assessor.
- ✓ Remember that this is a support tool that will help you identify your organization's areas of improvement in Safe from Harm.

### B. Submit the Self-Assessment

After the team has reviewed its scores, your NSO will be ready to submit its Self-Assessment report as part of the annual reporting process. You will also be required to provide comments and clarifications to support your submission.

Please note that you will not be able to make any changes to the Self-Assessment after it has been submitted.

## C. Complete your annual reporting requirements

NSOs must complete a Self-Assessment every two years based on the annual reporting timeline. Your NSO has between May and October to complete its annual reporting requirements on Safe from Harm and supply the following documentation:

1. Self-Assessment report
2. National Safe from Harm Policy
3. Safeguarding Reporting Procedure
4. Contact details of the national Safe from Harm team or coordinator

NSOs that do not complete the annual reporting process may have their membership suspended.

NSOs will receive details on the annual reporting timeline and requirements every two years from WOSM's annual reporting team.



### Step 2: Feedback from regional panels

After your NSO has submitted its Self-Assessment, it will be reviewed by a regional panel of experts. Based on your documents, comments, and scores, the regional panel will provide you with a report that outlines the following:

- Overall compliance of your organisation with Safe from Harm
- Review of your uploaded documents in the annual report
- Compliance of your organization with the Major Non-Conformity criteria
- Score from the Self-Assessment
- Recommendations and requirements from the regional panel
- Timeline to review any elements that require improvement

The regional panel's report will be shared with the relevant NSO by the Regional Support Centre up to four months after the close of the annual reporting deadline. The Regional Support Centre can follow up with NSOs based on the outcomes of the regional panel's report.

### Step 3: Next steps

After receiving the regional panel's report, an NSO should follow these steps to start implementing any identified areas of improvement:

1. Review the outcomes of the report with the Safe from Harm team.
  - b. Which requirements must be completed based on the Major Non-Conformity elements?
  - c. What are the recommendations of the regional panel in each of the dimensions of the Self-Assessment?
  - d. What should my organisation prioritise? Which resources are needed to implement the requirements and recommendations of the regional panel?
  - e. Does my organisation need support to achieve the requirements and recommendations of the regional panel? What type of support is needed?
2. Based on these outcomes, set a plan of action with objectives based on the defined priorities.
3. Assess the resources needed to ensure the implementation of the action plan.
4. Request a WOSM Safe from Harm Service to receive support to meet the requirements and implement the recommendations of the regional panel.

NSOs must take steps to implement the feedback of the regional panel to meet the requirements of the annual report (mentioned in "complete your annual reporting requirements") and Major Non-Conformity criteria. Failure to do so could lead to the suspension of an organization's membership with WOSM.



# WOSM ASSESSMENT

After completing the Self-Assessment, NSOs can also use the Assessment Tool to conduct a WOSM Assessment and work with a WOSM assessor and a Safe from Harm expert to evaluate the current state of Safe from Harm at their organisation by following the steps below.

We recommend that you have your Self-Assessment to hand and have reviewed the report from the regional panel before proceeding with the WOSM Assessment.



## Step 1: Kick-off meeting

Members of an NSO's Safe from Harm team and national board taking part in the WOSM Assessment should start by holding a kick-off meeting that is led by the national leadership.

The meeting will offer an opportunity to introduce the WOSM Assessment and its process. It should cover the follow elements:

- **Include**  
Make sure that all relevant parties are onboard and understand the overall process.
- **Responsible**  
Agree on the appointment of one person responsible to lead the process and ensure overall follow-up and that deadlines are respected.
- **Create teams**  
Assign teams to address different dimensions, keeping in mind the positive engagement of the national board (see Suggested Method box on the opposite page for team actions).
- **Timelines**  
Agree on specific timelines to complete work.
- **Share**  
Communicate to different stakeholders within the organisation to achieve a sense of ownership and collaboration.



## RECOMMENDED APPROACH - DIMENSION BY DIMENSION:

Team members can be allocated to different dimensions, such as:

**Dimension 1:** Safe from Harm team, national board, communications team

**Dimensions 2:** Safe from Harm team, Adults in Scouting team, national board

**Dimension 3:** Safe from Harm team, risk management team, events team

**Dimension 4:** Safe from Harm team, educational methods team

## SUGGESTED METHODS FOR COORDINATION

- Each team is responsible for compiling the documentation required in each criteria.
- Consider creating online folders for each dimension so that documentation can be kept in one place.
- Teams can schedule separate meetings to agree on workload sharing and other practicalities.

*Note that the WOSM Assessment process requires the submission of written evidence. The Self-Assessment process only requires comments and clarification of the scoring.*

## Step 2: Progress updates on preparation before the WOSM Assessment

In preparing for the WOSM Assessment, the team should also hold a short meeting to provide progress updates and ensure that everyone remains motivated to complete the process. The meeting should also be used to:

- **Share**

Allocate some time to raise issues or challenges encountered, if any.

- **Timelines**

Wrap up with a check of the timings.

### HOW CAN A SAFE FROM HARM CONSULTANT SUPPORT YOU?

*If you are conducting a WOSM Assessment, a service request will be triggered. Through this request, you will be offered the support of a Safe from Harm Consultant who will be present during the assessment and will also be able to support you in preparing for the assessment*

*Consultants can help your NSO understand more about Safe from Harm, the different types of documentation to prepare, and the scoring approach. They can also help manage your timeline, bring an external perspective, and keep focus on the aims of the WOSM Assessment.*



### TIPS BEFORE STARTING THE WOSM ASSESSMENT

- ☒ Make sure you understand the overall process. By requesting a WOSM Service in Safe from Harm, a Safe from Harm Consultant will be available to introduce and guide you through the WOSM Assessment process.
- ☒ Set clear objectives with your team.
- ☒ Involve the relevant people.
- ☒ Be objective.
- ☒ Be honest.
- ☒ Avoid overestimating or underestimating the time needed to complete the WOSM Assessment.
- ☒ Consider whether your responses would be seen in the same way by an external assessor.
- ☒ Remember that the WOSM Assessment will help identify your organisation's areas of improvement in Safe from Harm.

### Step 3: Conducting the WOSM Assessment

Taking the WOSM Assessment is a commitment made by NSOs as members of WOSM. A team of Safe from Harm experts and a WOSM assessor will support your NSO during the WOSM Assessment along with your assigned Safe from Harm consultant either in person or virtually.

#### OPTION 1: Schedule a two day in-person assessment

Set aside two days for relevant team members to undertake the WOSM Assessment with a WOSM Assessor or Safe from Harm Consultant.

- **Agenda**

You can use the proposed agenda below or organise your meeting based on other priorities, such as team members' availability – particularly volunteers – in agreement with the WOSM Assessment team.

- **Participants**

Gather key members from the preparation phase to contribute to the evaluation, including the national coordinator of Safe from Harm (if appointed), relevant board members, volunteers, and staff members responsible for or overseeing both child and youth safeguarding and adults safeguarding at your NSO. If no individuals have been appointed to these roles, you can involve board and staff members who will undertake these responsibilities in the future.

- **Evaluation**

Go through each criteria and, based on the evidence compiled, the assessors will score the criteria from "full compliance" to "non-compliant".

- **Support**

A WOSM Assessor will facilitate and support you during this assessment. This is an opportunity to share your thoughts around the process and discuss the next steps and actions to take as a result of the assessment, for example, requesting a WOSM service.

- **Conclusion**

At the end of the assessment, there will be a conclusion and assessment with a WOSM Assessor. In case you need additional support, make sure that you can contact other relevant individuals, including your Safe from Harm Consultant, who can be invited to join in person if possible.

## Sample agenda for WOSM Assessment in-person meeting



| Timing                     | Attendance   | Subject(s) / Dimension of the Safe from Harm Assessment Tool  |
|----------------------------|--|---|
| <b>DAY 1</b><br>9:00-10:00 | Safe from Harm team, national board representatives          | Opening meeting: Introductions, goals, method, timing   |
| 10:00-12:00                | Safe from Harm team, national board, communications team     | <b>Dimension 1</b><br>Child and Youth Safeguarding  |
| 13:30-15:15                | Safe from Harm team, Adults in Scouting team, national board | <b>Dimension 2</b><br>Safeguarding, Recruitment, Selection and Training of Adults in Scouting                                       |
| 15:30-17:00                | Safe from Harm team, risk management team, events team       | <b>Dimension 3</b><br>Report, Response and Case Management  |
| 17:00-18:00                | Safe from Harm team, educational methods team                | <b>Dimension 4</b><br>Education   |
| <b>DAY 2</b><br>9:00-10:00 | Safe from Harm team, national board representatives          | Summary of the assessment and discussion about the achieved results, and major non-conformities.                                    |
| 10:00-11:30                |  | Reflection session (feedback and discussion about the presented assessment criteria and processes) and action plan to take forward. |
| 11:30-12:00                |  | Closing meeting: agree on follow-up meeting and next steps.   |

## OPTION 2: Conduct the WOSM Assessment online

Schedule an introductory online meeting where team members can participate and agree on a timeline to undertake the online assessment with the WOSM Assessment team.

The online assessment is recommended only if an in-person assessment is not feasible. The advantage of this option is that it provides ample of time to work and gather information, as it will occur over online sessions totalling 12 hours.

- **Agenda**

You can use the sample agenda and adjust the timings as needed, or organise your sessions based on other priorities, such as team member availability, particularly volunteers, in agreement with the WOSM Assessor.

- **Participants**

Gather key members from the preparation phase to contribute to the evaluation, including the national coordinator of Safe from Harm (if appointed), relevant board members, volunteers, and staff members responsible for or overseeing both child and youth safeguarding and adults safeguarding at your NSO. If no individuals have been appointed to these roles, you can involve board and staff members who will undertake these responsibilities in the future.

- **Evaluation**

Go through each criteria and - based on the evidence compiled - the assessors will score the criteria from "full compliance" to "non-compliant". We recommend that you have to hand and have reviewed your Self-Assessment and the report from the regional panel before the assessment.

- **Support**

A WOSM Assessor will facilitate and support you during this assessment. In case you need additional support, make sure that you can contact other relevant individuals, including your Safe from Harm Consultant, who can be invited to join in person if possible.

- **Conclusion**

At the end of the assessment, there will be a conclusion and assessment with a WOSM Assessor. This is an opportunity to share your thoughts around the process and discuss the next steps and actions to take as a result of the assessment, for example, requesting a WOSM service.

## Sample agenda for online WOSM Assessment meeting

| Timing        | Attendance   | Subject(s) / Dimension of the Safe from Harm Assessment Tool  |
|---------------|--|---|
| 1 hour        | Safe from Harm team, national board representatives          | Opening meeting: Introductions, goals, method, timing.  |
| 2 hours       | Safe from Harm team, national board, communications team     | <b>Dimension 1</b><br>Child and Youth Safeguarding  |
| 2 hours       | Safe from Harm team, Adults in Scouting team, national board | <b>Dimension 2</b><br>Dimension 2 Safeguarding, Recruitment, Selection and Training of Adults in Scouting                         |
| 2 hours       | Safe from Harm team, risk management team, events team       | <b>Dimension 3</b><br>Report, Response and Case Management  |
| 1.5 hours     | Safe from Harm team, educational methods team                | <b>Dimension 4</b><br>Education   |
| <b>1 hour</b> |  | Summary of the assessment and discussion about the achieved results, and major non-conformities.                                  |
| 1.5 hours     | Safe from Harm team, national board representatives          | Reflection session (feedback and discussion about the presented assessment criteria and process) and action plan to take forward. |
| 1 hour        |  | Closing meeting: agree on follow-up meeting and next steps  |

# WHAT'S NEXT?

As introduced at the beginning of these guidelines, the steps that come after your assessments are the most important in terms of understanding the current state of Safe from Harm at your NSO. It is therefore important not to underestimate the follow-up work that must take place.

Your WSB Regional Support Centre is available to support you in the development of priorities and an action plan. You can also make a WOSM Service request to receive tailored support in specific areas of improvement.



## STEP 1: Schedule an action planning follow-up meeting

After completing the assessments, share the results with relevant people in your NSO and discuss them with the national board after a period of reflection.

Continuing the Safe from Harm assessment cycle, your NSO should use this time to schedule a meeting to start developing an action plan. This meeting can consist of a brainstorming session. Don't forget to involve board members to ensure strategic overview.

Use this meeting to focus on Major Non-Conformities, define priority areas for your organisation to focus on, and link the action plan with your NSO's overall strategic plan. It should also provide a space to:

### **Coordinate**

Appoint a leader responsible for the follow-up stage.

### **Seek support**

Consider requesting a Safe from Harm service to get tailored support and advice. If you need further support regarding services, you can reach out to your WSB Regional Support Centre by e-mail.

### **Find resources**

You can also find resources on your identified areas of support on the WOSM Services platform or in WOSM's resource library.

# NOTES

[illegible]

[illegible]



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