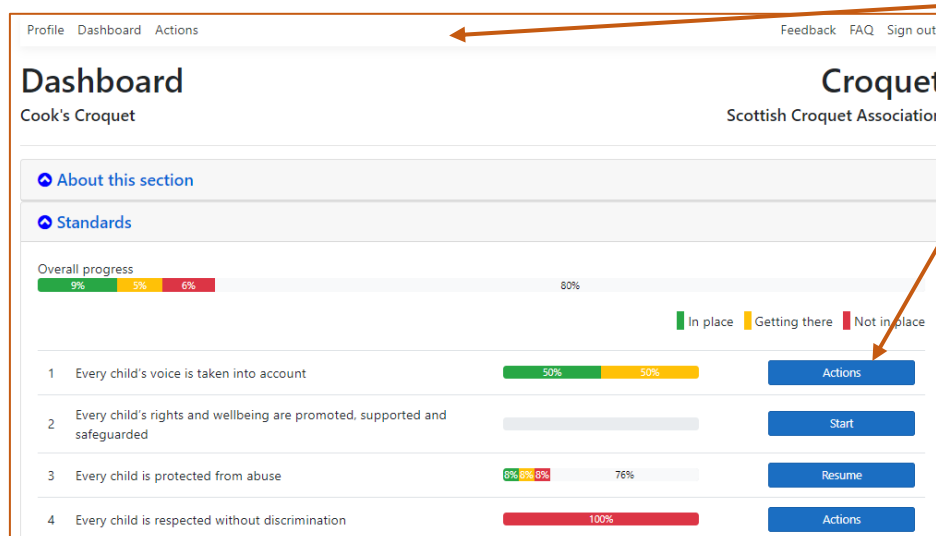


## ACTIONS

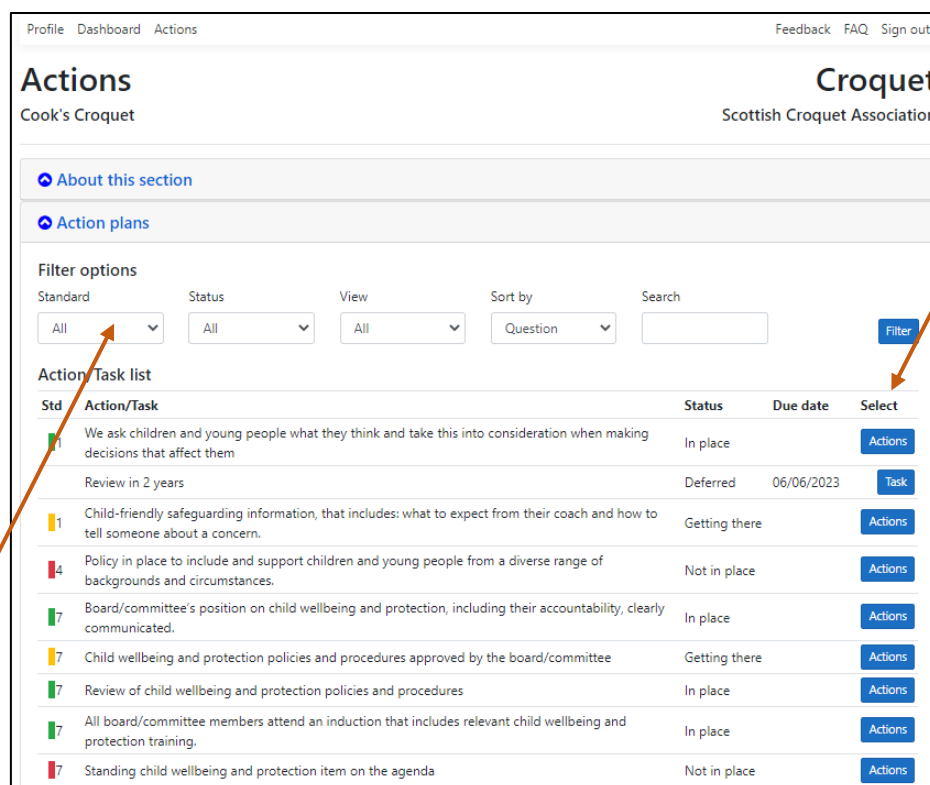
- Once a Standard has been initially assessed, you can then move into setting actions for those requirements that need it (e.g. those that are 'Getting There' or 'Not in Place') Click '**Actions**' next to the Standard, or at the top of the screen, to get started.



The screenshot shows the 'Dashboard' for 'Cook's Croquet' under the 'Scottish Croquet Association'. It features a navigation bar with 'Profile', 'Dashboard', and 'Actions'. The main content area includes a section for 'Standards' with an 'Overall progress' bar showing 9% (green), 5% (yellow), and 6% (red). Below this, a list of standards is shown with their progress bars and status buttons. An arrow points from the 'Actions' button in the first row to the 'Actions' page screenshot below.

Standard	Progress	Status	Action
1 Every child's voice is taken into account	50%	In place	Actions
2 Every child's rights and wellbeing are promoted, supported and safeguarded	0%	Getting there	Start
3 Every child is protected from abuse	76%	In place	Resume
4 Every child is respected without discrimination	100%	In place	Actions

- This section allows you to view all the requirements (defined as Actions here) that you still need to meet for the Standard, including the tasks you may wish to add to your 'To Do List' for this action as you progress. You will be able to define and add these tasks in the '**Update Assessment**' page, which you can reach by clicking on **Actions** next to any requirement.



The screenshot shows the 'Actions' page for 'Cook's Croquet'. It features a navigation bar with 'Profile', 'Dashboard', and 'Actions'. The main content area includes a section for 'Action plans' with filter options for Standard, Status, View, Sort by, and Search. Below this, a table lists actions with their status, due date, and a 'Select' button. An arrow points from the 'Actions' button in the first row of the table to the 'Update Assessment' page screenshot below.

Std	Action/Task	Status	Due date	Select
1	We ask children and young people what they think and take this into consideration when making decisions that affect them	In place		Actions
	Review in 2 years	Deferred	06/06/2023	Task
1	Child-friendly safeguarding information, that includes: what to expect from their coach and how to tell someone about a concern.	Getting there		Actions
4	Policy in place to include and support children and young people from a diverse range of backgrounds and circumstances.	Not in place		Actions
7	Board/committee's position on child wellbeing and protection, including their accountability, clearly communicated.	In place		Actions
7	Child wellbeing and protection policies and procedures approved by the board/committee	Getting there		Actions
7	Review of child wellbeing and protection policies and procedures	In place		Actions
7	All board/committee members attend an induction that includes relevant child wellbeing and protection training.	In place		Actions
7	Standing child wellbeing and protection item on the agenda	Not in place		Actions

You can use the filters available to view other Standards and add actions from here too, rather than having to go back to the **Dashboard** (although you can do it this way if you prefer!) Remember, there's also an '**Actions**' button at the top of every page which will also take you here.

- The filters allow you to view
  - by Standard – either individually or for all Standards
  - by Status, i.e. by your assessment against each requirement. This, by default, is set so that you can see all the requirements that you answered as ‘getting there’ and ‘not in place’, i.e. your ‘to dos’.
  - by View which allows you to view the requirements (i.e. your main actions) that you still need to put in place either on their own, any related tasks on your To Do List that you have set yourself or both.
  - by Sort By which allows you to sort your action plan by requirement or the due date that you have set against it.
- There is also a **Search** function to allow you to search for specific information.

### Edit an Action / Update Assessment

- Here, you can update your initial assessment against the requirement (e.g. from ‘Getting There’ to ‘In Place’) and provide some notes about why you made the change. Any change you make to the Status will be updated on your Dashboard.
- You can also create a ‘To Do List’ if you want to take a note of a task or tasks you need to do to meet this requirement, including assigning a name and date to it. You can do this by clicking on the ‘Add Task’ button.

The screenshot shows a web interface for updating an assessment. At the top, there are navigation links: Profile, Dashboard, Actions, Feedback, FAQ, and Sign out. The main heading is 'Update Assessment' with a subtext: 'Update your assessment status here to show progress made or to reflect any changes.'

Standard 1 - Every child's voice is taken into account	In place	Getting there	Not in place	Not applicable	Info
Every child is respected without discrimination  To make sure children and young people know what to expect to keep them safe, we give them child-friendly safeguarding information, that includes: what to expect from their coach and how to tell someone about a concern.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<a href="#">i</a>

Please provide a note here when changing status

[Update Assessment Status](#)

#### To do list

Add tasks here to help your club achieve this target.

[Add Task](#)

Task title	Status	Due date
Your tasks will appear here once created.		

[Back](#)

Arrows from the text above point to the 'Getting there' radio button, the 'Info' button, and the 'Add Task' button.

- We have provided guidance and resources for each requirement to help you put the minimum in place and continually improve your safeguarding and these can be found in the info button.

## Creating a To Do List / Adding a Task

- Once you have clicked on 'Add Task' in the **Update Assessment** page, you will be taken to this 'New Task' page.
- You can the details of your tasks in the fields and you are also able to assign the task to someone and a date when it is due by.
- Please note that the status of a task differs from that of a main requirement.
- Please do not enter any sensitive information within the fields. You must check the box before clicking save.
- You **must** click save before leaving this screen or your information will be lost.
- The guidance and resources are also available on this screen.

The screenshot shows the 'New Task' form. At the top, there are navigation links: 'Profile', 'Dashboard', 'Actions', 'Feedback', 'FAQ', and 'Sign out'. The main heading is 'New Task'. Below it, the standard is 'Standard 1 - Every child's voice is taken into account'. A paragraph explains that every child is respected without discrimination and that to ensure children and young people know what to expect, they are given child-friendly safeguarding information. The form fields include: 'Task title' (required), 'Status' (dropdown menu with 'Not started' selected), 'Notes' (text area), 'Who' (text field), and 'When' (date picker). A red box contains a confirmation message: 'By ticking this box, I confirm I have not included any sensitive or personal identifiable information other than where a task has been assigned to an individual. [Required]'. At the bottom are 'Back', 'Save', and 'Delete' buttons. On the right, there is a sidebar with sections: 'Why is this important?' (containing bullet points about protecting children and providing information), 'How can we put this in place?', 'How can we show this in place?', 'Where can I find resources to help?', 'Progress History', and 'About this section'. Arrows from the instructions point to the 'Task title', 'Status', 'Who', 'When', and the sidebar.

- Your action plan can also be printed, via Microsoft Excel. To do this, click Export. You will be prompted to 'Open' or 'Save' the document. Further options to filter (e.g. by person who the action has been allocated) are available in Excel.

The screenshot shows a file download dialog box. The text inside says: 'What do you want to do with ActionPlan.xlsx (5.1 KB)? From: demo.sportscotland.org.uk'. There are buttons for 'Open', 'Save', 'Cancel', and a close button (X).