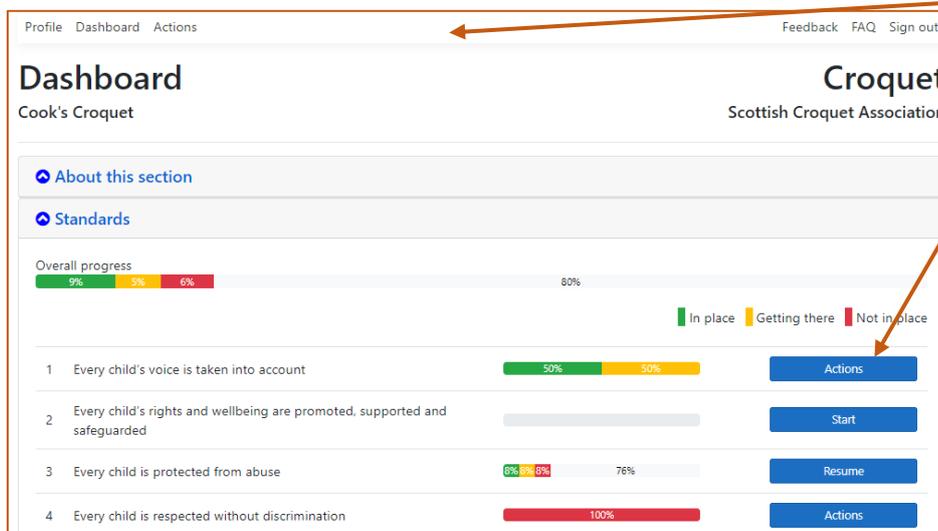


ACTIONS

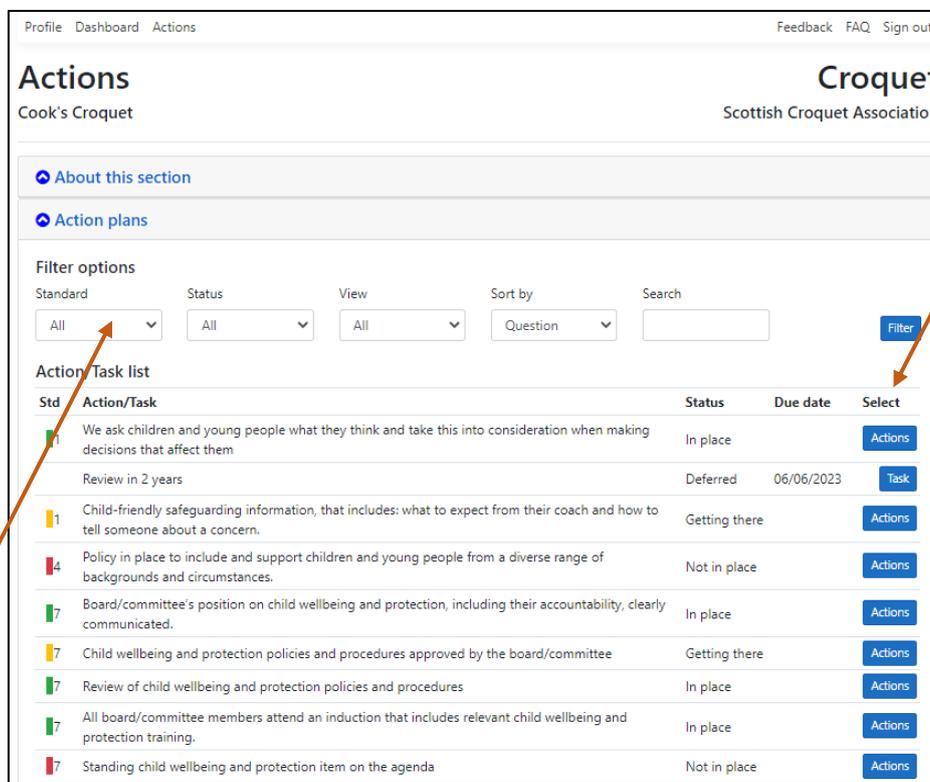
- Once a Standard has been initially assessed, you can then move into setting actions for those requirements that need it (e.g. those that are 'Getting There' or 'Not in Place') Click 'Actions' next to the Standard, or at the top of the screen, to get started.



The screenshot shows the 'Dashboard' for 'Cook's Croquet' on the Croquet Scottish Croquet Association website. It features a navigation bar with 'Profile', 'Dashboard', and 'Actions' (highlighted with an arrow). Below the navigation, there's a section for 'Standards' with an 'Overall progress' bar showing 80% completion. A legend indicates 'In place' (green), 'Getting there' (yellow), and 'Not in place' (red). A table lists four standards with their respective progress bars and 'Actions' buttons.

Standard ID	Description	Progress	Action
1	Every child's voice is taken into account	50% (50% In place, 50% Getting there)	Actions
2	Every child's rights and wellbeing are promoted, supported and safeguarded	0%	Start
3	Every child is protected from abuse	76% (8% In place, 68% Getting there, 24% Not in place)	Resume
4	Every child is respected without discrimination	100% (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 includes a navigation bar with 'Profile', 'Dashboard', and 'Actions' (highlighted with an arrow). Below the navigation, there's a section for 'Action plans' with 'Filter options' for Standard, Status, View, Sort by, and Search. A table lists various actions with their status, due dates, and 'Actions' buttons.

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 displays the 'Update Assessment' interface. At the top, there are navigation links for 'Profile', 'Dashboard', and 'Actions', along with 'Feedback', 'FAQ', and 'Sign out'. The main heading is 'Update Assessment', followed by the instruction: 'Update your assessment status here to show progress made or to reflect any changes.'

The central part of the interface is a table for 'Standard 1 - Every child's voice is taken into account'. The table has five columns: 'In place', 'Getting there', 'Not in place', 'Not applicable', and 'Info'. The 'Getting there' column is selected, indicated by a filled radio button. Below the table, there is a text area for providing a note when changing the status, and an 'Update Assessment Status' button.

Below the table is a 'To do list' section with the instruction: 'Add tasks here to help your club achieve this target.' It includes an 'Add Task' button and a table with columns for 'Task title', 'Status', and 'Due date'. A yellow message box states: 'Your tasks will appear here once created.' and there is a 'Back' button at the bottom.

- 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 enter 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.

Profile Dashboard Actions Feedback FAQ Sign out

New Task

Standard 1 - Every child's voice is taken into account

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.

Task title [Required]

Status
Not started

Notes

Who

When
dd/mm/yyyy

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]

Back Save Delete

Why is this important?

- To help protect children and young people, we need to give them information about what to expect at the club and how to raise a concern if they are worried about something.
- This includes what to expect from adults so that they know if something is amiss.
- By providing this in a child-friendly and age appropriate format, it helps them to understand it.

How can we put this in place?

How can we show this in place?

Where can I find resources to help?

Progress History

About this section

- 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.

What do you want to do with ActionPlan.xlsx (5.1 KB)?
From: demo.sportscotland.org.uk

Open Save ^ Cancel X