ORGANISATIONAL SELF-EVALUATION & REFLECTION TOOL

Recognise strengths. Reflect on practice. Plan meaningful improvements.

Includes a short pre-reflection survey, five organisational review sections and a post-reflection survey.

Childline by ISPCC | Shield Anti-Bullying Programme

shield@ispcc.ie

Welcome to Shield

Thank you for taking part in the ISPCC Shield Anti-Bullying Programme. This tool helps your organisation reflect on its current approach to preventing and responding to bullying, recognise existing strengths and identify areas for improvement.

The five sections explore bullying awareness; policies and responses; inclusion and belonging; working together; and online safety. Please answer openly. Identifying areas for development is a positive part of the process. Completing the tool does not automatically guarantee Shield Status.

Organisation details

Organisation name

County in which your organisation is primarily based

Type of organisation

Name of person completing the evaluation

Role within the organisation

Number of staff and volunteers within the organisation

Date

Part One: Pre-Reflection Survey

Before you begin, please rate your current understanding and confidence.

Rating scale: 1 Strongly disagree | 2 Disagree | 3 Neither | 4 Agree | 5 Strongly agree

1. I understand the different forms bullying can take, including online bullying and identity-based bullying.

I 1 I 2 I 3 I 4 I 5

2. I understand the importance of a whole-organisation approach to preventing and responding to bullying.

I 1 I 2 I 3 I 4 I 5

3. I am confident in my understanding of how bullying concerns should be reported, recorded and responded to within my organisation.

I 1 I 2 I 3 I 4 I 5

4. I understand how children and young people, parents/caregivers, staff and volunteers can contribute to creating a positive anti-bullying culture.

I 1 I 2 I 3 I 4 I 5

5. I feel confident in identifying strengths and areas for improvement in my organisation's approach to bullying prevention and response.

I 1 I 2 I 3 I 4 I 5

6. Before beginning, how would you describe your organisation's current approach?

I Established policies and practices that are regularly reviewed
I Policies and practices in place, but some areas could be strengthened
I Currently developing our approach
I Unsure

Part Two: Organisational Self-Evaluation

1 Understanding Bullying & Creating Awareness

Consider how your organisation recognises bullying and promotes awareness among children, young people and adults.

1. Does your organisation actively recognise and raise awareness of bullying, including online and identity-based bullying?

- Yes, consistently
- Yes, to some extent
- Not currently
- Unsure

2. How does your organisation promote bullying awareness? Select all that apply.

- Discussions or activities with children and young people
- Information or resources for parents/caregivers
- Staff and volunteer training or guidance
- Awareness campaigns or events
- Promoting kindness, respect and inclusion
- Developing our approach
- None of the above / Other

3. How does your organisation support staff and volunteers to develop their knowledge? Select all that apply.

- Regular training or professional development
- Training during induction
- Access to guidance, resources or eLearning
- Informal discussions or team meetings
- We do not currently provide this / Other

2 Policies, Reporting & Responding

Clear policies and consistent responses help ensure bullying concerns are recognised, recorded and followed up.

4. Does your organisation have a written anti-bullying policy that is accessible and regularly reviewed?

- Yes, and regularly reviewed
- Yes, but needs reviewing or updating
- Currently developing one
- No
- Unsure

5. Which procedures are currently in place? Select all that apply.

- Clear ways for children and young people to report bullying
- Procedures for recording bullying concerns
- A designated person responsible for managing concerns
- Procedures for responding to and following up on incidents
- Support for children and young people affected by bullying
- Support to help children displaying bullying behaviour change their behaviour
- Procedures for reviewing patterns or trends
- None of the above / Other

6. How are bullying concerns followed up, and how are those involved supported?

3 Inclusion, Wellbeing & Belonging

Reflect on how your organisation helps every child and young person feel included, respected and valued.

7. Does your organisation actively promote an inclusive, respectful environment?

- Yes, consistently
- Yes, to some extent
- Developing our approach
- Not currently
- Unsure

8. How does your organisation promote inclusion, wellbeing and positive relationships? Select all that apply.

- Positive friendships and peer support
- Respect for diversity and individual differences
- Wellbeing or resilience-building activities
- Addressing exclusion and discriminatory behaviour
- Supporting children who may feel isolated
- Encouraging kindness, empathy and positive behaviour
- None of the above / Other

9. Give one example of how your organisation promotes inclusion, wellbeing or belonging.

4 Working Together

Children, families, staff, volunteers and the wider community all have a role in creating positive environments.

10. Does your organisation involve children, staff, volunteers and parents/caregivers in bullying prevention?

- Yes, regularly
- Yes, occasionally
- Developing opportunities for involvement
- Not currently
- Unsure

11. How does your organisation encourage participation? Select all that apply.

- Seeking feedback from children and young people
- Consulting children and young people about policies or activities
- Communicating with parents/caregivers
- Encouraging staff and volunteers to contribute ideas
- Working with community organisations or external services
- None of the above / Other

12. Give one example of how children and young people have contributed to a positive environment.

5 Online Safety

Reflect on the organisation's approach to positive online behaviour and cyberbullying concerns.

13. Does your organisation include cyberbullying and online safety in its bullying prevention and response approach?

- Yes, fully
- Yes, to some extent
- Developing this area
- Not currently
- Unsure

14. Which of the following does your organisation provide? Select all that apply.

- Online safety awareness for children and young people
- Cyberbullying guidance for parents/caregivers
- Online safety training or resources for staff and volunteers
- Clear procedures for responding to cyberbullying
- Discussions about responsible online behaviour
- None of the above / Other

Part Three: Final Organisational Reflection

15. Which area would your organisation most like to strengthen?

- Bullying awareness and staff training
- Anti-bullying policies and procedures
- Reporting, recording and responding
- Inclusion, wellbeing and belonging
- Children's participation and community involvement
- Online safety and cyberbullying
- Continue existing practices and monitoring
- Other

16. Anything else to share about your organisation's strengths, challenges or support needs? (Optional)

Part Four: Post-Reflection Survey

Having completed the reflection, please rate your understanding and confidence again.

Rating scale: 1 Strongly disagree | 2 Disagree | 3 Neither | 4 Agree | 5 Strongly agree

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I 1 I 2 I 3 I 4 I 5

2. I understand the importance of a whole-organisation approach to preventing and responding to bullying.

I 1 I 2 I 3 I 4 I 5

3. I am confident in my understanding of how bullying concerns should be reported, recorded and responded to within my organisation.

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4. I understand how children and young people, parents/caregivers, staff and volunteers can contribute to creating a positive anti-bullying culture.

I 1 I 2 I 3 I 4 I 5

5. I feel confident in identifying strengths and areas for improvement in my organisation's approach to bullying prevention and response.

I 1 I 2 I 3 I 4 I 5

6. What is the most important next step for your organisation?

I Review or update our anti-bullying policy
I Strengthen reporting, recording or follow-up procedures
I Increase staff or volunteer awareness and training
I Improve opportunities for children, young people and families to contribute
I Strengthen inclusion, belonging and positive relationships
I Review our approach to online bullying
I Continue existing practices and monitoring
I Other / Not sure yet

Part Five: Declaration & Submission

By submitting this evaluation, I confirm that the information provided is accurate to the best of my knowledge and reflects my organisation's current practices. I understand that the ISPCC Shield Team will review this submission and advise on any recommendations or next steps.

Name

Role

Organisation

Date

Thank you

Thank you for reflecting on how your organisation prevents and responds to bullying. Your commitment to creating safe, inclusive and supportive environments for children and young people matters.

Questions? Contact shield@ispcc.ie