

Using the self-assessment tool

If you have decided to make the switch to the self-assessment tool in your service here are some tips to help you get the most out of your document



Make the process collaborative

Not only does a collaborative approach to self assessment mean that more examples are thought of, and more evidence provided, it also means that you can support other areas of the NQS e.g. 1.2.3, 4.2.1, 5.1.1, 6.1.1,



Explore what makes you unique

Sometimes it can be hard for you to assess your own practices as they are common to you and may not seem special. Utilise new employees, families, networks with other services, or consultants to identify your best practices and focus on these.



Focus on the who, the how and the why

Most services do the same things, to an extent, so if you focus on the 'what' it does not make you stand out. Focusing on the 'who', the 'how' and the 'why' gives more of an understanding of your philosophy and practices.



Ensure you can verify your practices

Once your self-assessment tool is submitted you will need to be able to verify everything in there during your A&R visit. Therefore it is important to make sure that you use measurable terms and examples that can be observed, discussed or sighted.



Avoid words that make it hard to verify

Avoid using words that are difficult to verify such as always or consistently as this means that it must always happen. Words such as frequently, regularly, routinely and often are easier to prove.