



## Completion Guidance: Schools Safeguarding Audit 2017

### The Audit Structure

The following table details the headings for each of the 13 sections within the audit.

All standards should be answered with a:

- 1 (Not Met),
- 2 (Partly Met), or
- 3 (Fully Met).

Where a particular standard is not applicable to your organisation please enter "0" (zero) into the answer box.

Section	Theme
1	Safeguarding Governance
2	Designated safeguarding leads
3	Safeguarding policies
4	Safer recruitment
5	What staff need to know
6	Inter-agency working
7	Allegations against staff & Whistleblowing
8	Helping pupils and students keep themselves safe
9	Record keeping and information sharing
10	Child Sexual Exploitation
11	Prevention of Extremism and Radicalisation
12	Honor based abuse, FGM, Forced marriage
13	Positive mental health and emotional wellbeing

### Timescales

On **Monday 30<sup>th</sup> October 2017** the Essex Safeguarding Adviser to Schools will send out the School safeguarding audit template to safeguarding leads.

The deadline for submission of completed audits will be **Thursday 31<sup>st</sup> May 2018**. If you would like to submit any supporting documents as additional evidence then please email this along with your completed audit directly to [section11.escb@essex.gov.uk](mailto:section11.escb@essex.gov.uk). If you wish to send any supporting documents in a separate email please indicate that it is for use with your audit return. **NB Please do not embed any documents into the excel spreadsheets** as it may cause problems when submitting the audit to us due to the file size.

Once received, we will analyse all the audit responses and produce a comprehensive report. The report will be anonymised; however the safeguarding board may request to work with particular contributors where

issues or concerns arise and may require additional evidence of practice if these emerge during the audit process.



Support

For technical support with completing the audit, please contact: [section11.escb@essex.gov.uk](mailto:section11.escb@essex.gov.uk) .

If you have any questions about the content of the audit or safeguarding practice, please contact Jo Barclay, the Essex Safeguarding Adviser to Schools: [jo.barclay@essex.gov.uk](mailto:jo.barclay@essex.gov.uk)

## A step-by-step guide to completing the S11 audit

### Step 1 – (Tab 2) User Details

<b>OUR DETAILS:</b>		 					
<b>Agency name</b>	<input type="text"/>						
<b>Sector</b> Select from list	<input type="text"/>						
Other please state other sector	<input type="text"/>						
<b>Area of Coverage</b>	<table border="1"> <tr> <td>Basildon District</td> <td><input type="checkbox"/></td> <td>Maldon District</td> <td><input type="checkbox"/></td> </tr> </table>	Basildon District	<input type="checkbox"/>	Maldon District	<input type="checkbox"/>		
Basildon District	<input type="checkbox"/>	Maldon District	<input type="checkbox"/>				

Once you have opened the Excel based self-assessment tool please complete the details for your agency.

## Step 2 – Navigation

**Themes:**

- [1. Safeguarding Governance](#)
- [2. Designated Safeguarding Leads](#)
- [3. Safeguarding Policies](#)
- [4. Safer recruitment](#)
- [5. What staff need to know](#)

Go to the 'Introduction' page and select the link to the first standard 'Safeguarding Governance'.

## Step 3 – Scoring

	Standard to Be Achieved	Score	Position Statement - Please provide narrative with details to support the judgement that has been reached.	Action Planning - If the standard is NOT fully met, what are your proposed plans to meet the required standard?
				<small>If 'Not Met' or 'Partly Met' these Actions transfer to Agency Action Tracker</small>
1	The Governing Body meets the requirements of current statutory guidance and there are processes in place to monitor this and enable governors to provide appropriate support and challenge to the Headteacher around safeguarding.			
2	There is a named link governor for child protection.	<div style="border: 1px solid black; padding: 2px;">           Score            1 - Not Met            2 - Partly Met            3 - Fully Met            0 - Not Applicable         </div>		

Look at each question and the corresponding 'Not met (score 1)', 'partly met' (score 2), and 'fully met' (score 3) statements. Select the statement which best matches your organisation by putting the corresponding score in the yellow box.

## Step 4 – Position Statement

Score	Position Statement - Please provide narrative with details to support the judgement that has been reached.	Action Planning - If the standard is NOT fully met, what are your proposed plans to meet the required standard?
		If 'Not Met' or 'Partly Met' these Actions transfer to Agency Action Tracker
	Supporting Narrative...	Action to reach a score of 3.

Once you have provided a score, enter your supporting narrative in the adjacent 'position statement box'. Please do this regardless of whether you score 1, 2 or 3. This box should only be left empty if you score '0' (non-applicable).

### Step 5 – Action Planning

If you have scored 1 (Not met) or 2 (Partly met) against a statement, please also give details in the corresponding 'Action Planning' cell. Please include your proposed plans to meet the required standard here.

The Agency Action Tracker towards the end of the tool will be automatically populated with this information. You'll be introduced to this tracker a little later.

### Step 6 – Repeat

Complete the same steps for each statement on each of the 13 worksheets.

### Step 7 – Action Planning

Specific Tasks to be undertaken	By When	By whom	Progress
x, y, z...	01-Feb-18	John Smith	TBC

The 'Agency Action Tracker' and 'Score Summary' pages will be automatically completed by the tool as you complete each statement score and position statement/action required. In the 'Agency Action Tracker' you'll need to add details of:

- When the action will be completed
- Who will complete the action
- Any progress to date – this can be updated as progress is made.

### **Step 8 – Sign off**

Have the completed tool 'signed off' by your agency/organisation lead ahead of the deadline of 31<sup>st</sup> May 2018. These details must be added in the 'User Details' tab.

### **Step 9 - Submission**

Send your completed and signed-off audit tool by attaching in an email to [Section11.escb@essex.gov.uk](mailto:Section11.escb@essex.gov.uk).