

December 2018

Dear Designated Safeguarding Lead and Nominated Governor

Thank you for taking the time to complete the Education Audit 2018 on behalf of your school.

The self audit tool is available on the schools and colleges page on the DSCB website

<https://www.dorsetscb.co.uk/working-with-children/schools-and-colleges/>

The deadline for submission is 31st May 2019. The date has been extended this year to enable you/your governors to work on your child protection policy at the start of term. As the first graded section of the audit relates to the policy, it is recommended that you commence the audit after your policy has been updated.

The audit tool will be removed from the DSCB website after 31st May 2019 to allow time for analysis of the data.

Completing the audit and presenting it as your annual report to your governing and/or proprietor body (or equivalent) will help you to keep up to date and ensure compliance with 'Keeping Children Safe in Education' 2018 and local best practice standards.

Anonymised data from the returns will form part of an annual report to the DSCB by the Education Safeguarding Standards Advisor. The Board has the responsibility of holding agencies to account if they are not fully meeting their obligations to safeguard and promote the welfare of children and young people. Last year's report is now on the DSCB website.

Please submit electronic copies via the DSCB website only but if your school has significant or persistent difficulties with Internet access please contact Dana Robertson D.Robertson@dorsetcc.gov.uk or call: 01305 221885.

We have put this guidance together for auditors to read *before* they complete the audit.

If you feel that you need more help, please contact Dana Robertson or Ann Shaw and who will be able provide further support.

Yours sincerely

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Getting started

Grade descriptors

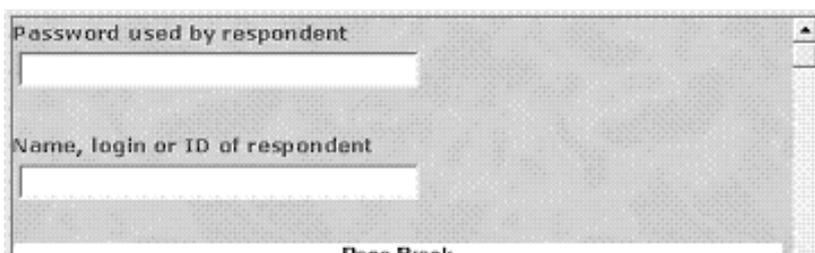
Before you start the audit, we recommend you print (in colour if possible) the 'grade descriptors' for each standard. These are also on the school and colleges pages of the DSCB website. Any amendments or additions from last year are highlighted in red italics. Please note there are two separate sets of grade descriptors for section 8 - record keeping – depending on whether you use 'My Concern'.

Auditor's login page

When you open the audit you will first be required to enter your log in details. These will be sent to your school office address separately. Once you have entered this information correctly the toolkit will open to its first question.

Saving partially completed audit and resuming from saved position

The toolkit allows you complete the audit at your own pace. Your individual log in allows you to stop and close the toolkit and subsequently restart it whenever you are ready – even days apart.



The screenshot shows a login form with two input fields. The first field is labeled 'Password used by respondent' and the second is labeled 'Name, login or ID of respondent'. Below the second field, there is a dashed line labeled 'Page Break'.

The toolkit saves the responses every time you move to the **next** page. This is done by clicking the 'next' button on the toolkit or alternatively when you click the '**save**' button.



To close the toolkit completely just use the red button in the top right corner, as you would with any other document. When you are ready to resume the audit you will be presented with the same log in procedure as above. Once the correct details have been entered you will be taken to the page where you last entered responses.

Filling in the audit

Each standard will be presented in the same format throughout Part 1 of the audit. The Red – Amber – Green system is used to allow you to rate your school or college's meeting of the standard.

Education audit 2014

1. Your school at the moment

IMPORTANT: In order to grade your school correctly you will need to use the guide descriptors for each standard. To view the descriptors please go to: www.dorsetscsb.co.uk/site/advice-for-people-working-with-children/education-settings/

1 The school's child protection (cp) policy and procedures

outstanding

good

requires improvement

inadequate



The rating for this statement is 'fully met' – you are NOT required to provide details of actions required to meet the standard.

Education audit 2014

1. Your school at the moment

IMPORTANT: In order to grade your school correctly you will need to use the guide descriptors for each standard. To view the descriptors please go to: www.dorsetscsb.co.uk/site/advice-for-people-working-with-children/education-settings/

1 The school's child protection (cp) policy and procedures

outstanding

good

requires improvement

inadequate

If your score is good/requires improvement/inadequate please provide details on what you need to put in place to meet or improve upon the current standards

Action(s)

By whom

Target date

The rating for this statement is 'good', 'requires improvement' or 'inadequate' – so you need to provide details on how your school plans to make improvements. You should identify action(s), a lead person and a given timescale.

Entering a date

Please enter dates as a number e.g. 01/02/2016

Printing your audit responses

When you press 'print' at any time in the process please note that the whole document will be printed rather than just the page you are currently on.



Senior sign off

Once the audit has been completed, please ensure it is signed off by the Headteacher / Principal and nominated governor (or equivalent) for your school or college.

Reports

There is a print button on the audit tool to enable you to print your own copy (once all responses have been completed). However, once the audit has been submitted, individual reports for each school will be produced as a PDF document and sent out in due course. (There might be a delay in sending this to you but you will have your own printed form to work from in the meantime.)

Each report will contain an action plan summary from your responses so you are able to look at all your school's actions.

Next steps

Work on the action plan throughout the school year. Present the completed audit and action plan (and progress to date) before July 2017 to a meeting of your full governing body - or whichever body in your school is legally accountable for ensuring that all policies, procedures and training are in place and effective. This can serve as your annual safeguarding report.