Summer Term 2018

**School Safeguarding Self-Evaluation**

**Completion Notes**

The School Safeguarding Self-Evaluation Document is intended for Headteachers and DSL’s to complete as a self-audit tool in conjunction with Governors and other relevant staff.

The Safeguarding Self-Evaluation will be reviewed by an identified Advanced Designated Safeguarding Lead and / or the School & Education Safeguarding Co-ordinator (Gillian Quincey).

This document is designed to capture the information previously collected by completion of the Section 175 Checklist document which historically schools have been required to return to the NCSCB on an annual basis. The data from the new audit tool is more helpful and will be easier to manipulate based on the school returns.

***All schools are required to complete the checklist and this will be submitted to the Schools & Education Safeguarding Co-ordinator for the central Local Authority file and submission to the Nottingham City Safeguarding Children Board***

The audit procedure is as follows:

* Schools will receive a copy of the School Safeguarding Self-Evaluation Document during the summer term 2018
* Headteachers, DSL’s, Governors and other relevant staff should begin to work on this document as soon as it is received
* An audit timetable has been developed in conjunction with the City Advanced Designated Safeguarding Leads (ADSL’s)
* ADSL’s will arrange to visit schools as per the agreed timetable and you should expect a call from either your Trust ADSL representative or another relevant City Council colleague requesting that they visit school to carry out a formal audit based on your Self-Evaluation Document (the published timetable will be made available to schools to allow for preparation and planning)
* Once the audit has been completed by your allocated ADSL, a report will be produced and reviewed by the Schools & Education Safeguarding Co-ordinator
* The report will identify a final Judgement Outcome for your school:

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| **Standard Exceeded** | All evidence sourced, areas of consistent good practice evidenced |
| **Standard Met** | All evidence sourced & meets basic requirements |
| **Standard Partially Met / Work in Progress** | Majority of evidence sourced, action required to meet all evidence requirements – Action Plan and timescale to be agreed with Link ADSL |
| **Standard Not Met / Remedial Action Required** | Immediate Action Plan required and timescale for review to be agreed with ADSL. School & Education Safeguarding Co-ordinator to be informed as soon as possible, revisit required at end of agreed period (no more than 4 weeks) |

* Further review may be required by either the ADSL or Schools & Education Safeguarding Co-ordinator and this will be arranged directly with the Headteacher
* Each school, following the 2018/19 audit will be placed on a three year rolling audit programme. This will mean that full audits will be carried out by an ADSL or Schools & Education Safeguarding Co-ordinator based on this timescale
* Schools should be aware that additional full safeguarding audits can be implemented by the NCSCB at any point during the three year timescale
* Final Audit Reports with official Judgement Outcomes will be shared with Headteachers and filed centrally with the NCSCB
* Schools should continue to use the Self-Evaluation Document on an annual basis and be expected to submit this document to the Schools & Education Safeguarding Co-ordinator as requested
* ADSL’s will be available for consultation at any point during the school year
* Please be aware that we are unable to amend the finalised audit programme – school audits have been timetabled in accordance with ADSL availability

**Gillian Quincey**

**Schools & Education Safeguarding Co-ordinator**