

Completion Guidance: Safeguarding Section 11 Audit 2022

The Audit Structure

The following table details the headings for each of the 6 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	Senior management leadership and commitment to safeguarding
2	Lines of accountability
3	Embedding policy
4	Information sharing
5	Learning and Improvement
6	Safe Recruitment, Vetting & Allegations Management

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

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Step 1 – (Tab 2) User Details

YOUR DETAILS:

Agency name

Sector Select from list

If Other please state other sector

Area of Coverage

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

Step 2 – Navigation

Themes:

[1. Senior management leadership and commitment to safeguarding](#)

[2. Lines of accountability](#)

[3. Embedding policy](#)

Introduction User Details (PLEASE COMPLETE) 1. Snr Mgmt leadership 2. Lines of accountability 3. Embedding policy 4. Early Help & interAgency work 5. Info

Go to the 'Introduction' page and select the link to the first standard 'Senior management leadership and commitment to safeguarding'.

Step 3 – Scoring

Standard to Be Achieved	Criteria			Score	EVIDENCE - Please support the judge
	1. Not Met	2. Partly Met	3. Met		
The organisation's senior management team have taken responsibility for safeguarding across the organisation...	It is not currently evident that the organisation's senior management team takes ownership of safeguarding across the organisation.	There is regular senior management discussion relating to safeguarding which has positively impacted upon organisational development e.g. training plans, development of policy/procedure.	In addition to 'partly met' criteria: The named executive & non-executive leads or elected members are driving forward the safeguarding agenda. The leadership team can evidence effective internal and external communication in relation to safeguarding. Action has been taken as a result of		
The organisation adequately apportion resources to safeguarding to meet its	There is no dedicated resource for safeguarding.	There is a resource but it is deemed to be insufficient.	The organisation meets its responsibilities with regard to safeguarding and it therefore apportion resources adequately. There is a budget for Safeguarding Training.		Score 1 - Not Met 2 - Partly Met 3 - Met

Read each statement and think about whether your agency is not meeting, partly meeting or fully meeting the standard

This column provides an example of what constitutes not meeting the standard

This column details what constitutes partly meeting the standard

This column provides an explanation of what constitutes fully meeting the standard.

Click on the drop down box to RAG (Red, Amber, Green) rate your agency's score. If you change the decision, highlight the box and click 'Delete' to make it blank again.

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

Criteria		Score	Position Statement – Please provide narrative with details to support the judgement that has been reached.
2. Partly Met	3. Met		
There is regular senior management discussion relating to safeguarding which has positively impacted upon organisational development e.g. training plans, development of policy/procedure.	In addition to 'partly met' criteria: The named executive & non-executive leads or elected members are driving forward the safeguarding agenda. The leadership team can evidence effective internal and external communication in relation to safeguarding. Action has been taken as a result of	3	Supporting narrative.....
There is a process but it is deemed to be	The organisation meets its responsibilities		

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

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
		Plans in place...
1	Supporting narrative.....	

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.

Once you have completed the sheet, you will notice the box at the bottom will automatically change from 'Remember to fill in the blanks' to 'Sheet Complete'. At this point you can either use the tabs at the bottom of the sheet to move to the next section.



Step 6 – Repeat

Complete the same steps for each statement on each of the 6 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’ page 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**

The tool will also generate a score summary. Click on ‘Score Summary’ tab. The score summary will look like this:

Totals for each area						
Area	No of questions	Not Met	Partly Met	Fully Met	N/A	unanswered
1. Senior management leadership and commitment to safeguarding	5	0	2	3	0	5
2. Lines of accountability	4	1	2	2	0	4
3. Embedding Policy	5	0	2	3	0	5
4. Information sharing	3	1	1	1	0	3

Step 8 – Sign off

Have the completed tool ‘signed off’ by your agency/organisation lead ahead of the deadline of **Friday 9th December 2022**. These details must be added in the ‘User Details’ tab.

Step 9 - Submission

Send your completed and signed-off audit tool to the partnership by attaching in an email to SairaPark@gateshead.gov.uk