

Safeguarding Quality Assurance Team
County Hall
Bythesea Road
Trowbridge
Wiltshire BA14 8JN

January 2016

Important: Annual Safeguarding Audit recommendations

Dear Headteacher / Principal,

Thank you very much for completing and returning your annual safeguarding audit. We hope you have found it a useful exercise.

The safeguarding audit provides a tool for schools to assess their policies, procedures and practice for the preceding year; the audit also provides an opportunity for schools to review and evaluate their safeguarding framework against the expectations set out by statutory and local guidance.

According to your audit return, your school is meeting the statutory requirement for safeguarding training and is operating mostly at grade 1 (outstanding) and 2 (good) in terms of policy, procedures and practice; clearly safeguarding planning has been a priority within your school. Well done, and keep up the good work.

Child welfare and child protection record keeping

It is vital that all schools have a robust system for recording welfare and CP concerns. It is apparent from all the audits we received that there is a wide variation in Wiltshire's schools ranging from 0 concerns to 400+.

If your school has recorded a very high ratio of reported concerns compared with the numbers of pupils on roll e.g. below 4%, we would advise that your processes may need reviewing.

Further guidance may be found on WISEnet (see [recording of child welfare and child protection concerns](#) and the model pro-forma [Record Sheet](#)).

Feedback about other services

Please be assured that your comments, if you have made any, have been taken into consideration. Receiving feedback, positive and negative, supports us with service development and improvement. We are grateful to you for bringing this to our attention.

Please do not hesitate to contact us if you wish to discuss this letter in further detail.

Yours faithfully,

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