APPENDIX C- AUDIT TOOLS

CPOMS: File Audit

Audit Date		Audit Type (DSL/Head)	
Child's Name		Child's Year Group	
Current Status (e.g. CIN/CP)		Audit Completed By	

	Yes	No	Notes
Record is up to date and complete			
Chronology is clear (e.g. incidents merged)			
Evidence of regular review			
Evidence of appropriate information sharing			
Evidence of multi-agency working			
Engagement with family			
Evidence of challenge (where appropriate)			
Evidence of escalation (where appropriate)			
Record is clear, objective, and transparent?			
Risk is identified and managed			
Free from victim blaming language			
Record captures the voice of the child			
Actions are rationale and clear			
Record provides a clear outcome of any actions taken to safeguard the pupil?			
Correct application of local thresholds			
Key contacts utilised and up to date			
Appropriate application of categories			
Appropriate use of actions			
Meeting minutes / plans / documents uploaded in a timely manner and clearly named			
Evidence of Child Impact Chronology (if applicable)			

Overall Audit RAG Rating (see descriptions below)	

Action Required	Due	Who	Update	RAG

RED	Several areas for development have been identified
AMBER	Key information is included, but improvements are required
GREEN	Record keeping is robust, and no improvements are required

CPOMS: Incident Audit

Audit Reference		Referrer	
Concern Reference		DSL Assigned	
Audit Date		Audit Completed By	

Initial Incident	Yes	No	Notes
Incident attached to the correct child			
Linked children clearly identified			
Date/Time of concern distinguished (if applicable)			
Safeguarding category correctly applied			
Pupil's own words used referenced (If applicable)			
Free from jargon			
Professional account (Spag)			
Objective (descriptive without objective language)			
Accurate (Distinguishes between fact and opinion)			
Child centred (Voice of the child referenced)			
Timely (incident logged in a timely manner)			
Succinct (but with sufficient detail)			
Initial action taken captured when logged			
Evidence uploaded			
Body map completed (if applicable)			
Key contacts utilised and up to date			
DSL Response			
Timely acknowledgement			
Information assessed by DSL			
Clear actions proposed by DSL			
Case owner and correct categories assigned			
Subsequent actions completed in a timely manner			
Evidence of risk identification and management			
Evidence that local thresholds have been applied			
Evidence of information sharing or referral			
Evidence of escalation where necessary			
DSL outcome completed including categories			
Incident closed upon completion			
Overall Audit RAG Rating (see descriptions below)			

Action Required	Due	Who	Update	RAG

RED	Several areas for development have been identified
AMBER	Key information is included, but improvements are required
GREEN	Record keeping is robust, and no improvements are required