# Access.

The named DSL will be sent a link to access Section 157/175 Assurance return 3 times termly per school year. The access link will come from [RBSB.Admin@Rochdale.Gov.UK](mailto:RBSB.Admin@Rochdale.Gov.UK) It is important you do not share this link outside of your organisation.

To commence form, on the email you will see a **FILL OUT FORM** button at the end of email message. Please click. This will direct you to the form.

**Please ensure you check junk folders as link may be delivered there.**

The document is generated via Google Forms. You may need to create a school google account.

# Completing the Form.

You are given a brief introduction alongside useful links which you may require when completing assurance form.

Please enter your email address and name of School. This collection is purely to validate data.

The assurance is split into 5 sections, each with an identified theme. The form has been built so some parts in each section **must** be completed, other **may** be completed if the DSL feels it is necessary.

Part 1 – Multiple choice.

You **must** complete the multiple choice parts of form before moving on to next section.

DSL must consider each question and provide one answer of:

|  |  |
| --- | --- |
| Requires Guidance | Where school has identified a development area. |
| Emerging | Plans are newly in place/there are plans for changes to be implemented. |
| Embedded | Practice is of a good standard and meets requirements. |
| Exceeding | School is able to evidence strong practice that goes ‘above and beyond’. |

Part 2 – Free text area

You **may** wish to use this part of form to provide context to the answers given on multiple choice questions. You may wish to give information on Requires Guidance / Emerging practice or why you feel your school is Exceeding.

Part 3 – Upload of Evidence.

(PLEASE DISREGARD THIS SECTION UNTIL FURTHER NOTICE) ADVICE AVAILABLE IN [FAQ](#FAQ) BELOW.

*You* ***must*** *upload and provide evidence to support multiple choice answers before form allows you to move to next section. Examples of evidence are given on form but you will decide what is appropriate. There is no lower limit of required evidence, but there is an upper limit of 10 files per section.*

*To upload a file:*

*Click Add File Button*

*🡪 Click Select files from your device*

*🡪 Navigate to appropriate folder on your device and click files.*

*🡪 Click Upload to add this document to form.*

*You may also repeat the first 3 steps to upload multiple files before adding to form.*

*To remove any files you do not want to add to form, click the black cross on right hand side of screen.*

*The form has a limit of individual file size. (10MB).*

*If you have any problems please email* [*RBSB.Admin@Rochdale.Gov.UK*](mailto:RBSB.Admin@Rochdale.Gov.UK) *who will be able to offer guidance.*

Part 4 – Website links evidence.

You **may** wish to utilise this part to provide website links as part of your safeguarding assurance. In this part of form you can copy and paste web address and provide context to what assurance this provides.

Progressing form

Once you have completed each part, you will be able to move onto the next section. The form will identify any parts that **must** be completed before allowing you to move on.

When all sections are complete you will navigate to a final page where you are offered the chance to review your assurance document. Once satisfied please click the submit button. You will gain a confirmation of submission for your records.

# FAQ

* **I have not received the link to complete form?**

**Action:**

Please check junk folder. Please check with colleagues as most establishments have multiple named safeguarding contacts.

If not received at this point, please email[RBSB.Admin@Rochdale.Gov.UK](mailto:RBSB.Admin@Rochdale.Gov.UK) with your preferred business email address. The link will be sent within 24 hours.

* **I cannot upload evidence?**

We have found a technical issue that relates to the number of links sent out versus amount of storage available.

**Action:**

The form will now allow you to progress to all sections without uploading supporting evidence. Please gather evidence in a folder as you complete question sections then email directly to [RBSB.Admin@Rochdale.Gov.UK](mailto:RBSB.Admin@Rochdale.Gov.UK) after submitting form.

A suggestion is to gather evidence in a folder, zip evidence and attach to an email. Please label your folder <SCHOOL NAME> Part 1 Assurance.

**Solutions:**

1. For future returns, RBSB will liaise directly with safeguarding contacts provided by Claire Heap. We will ask for one email address to which the form link will be sent. This will be followed up with an email to all named school safeguarding contacts to confirm form is available for completion.
2. We will increase storage capcity in time for Term 2 assurance return. This will give capacity to return evidence within the form rather than a separate email.

* **I cannot access form due to an error stating permissions?**

You must ensure you are accessing form via the email address the form is sent to. Schools with a Google domain must ensure they are accessing form with the email suffix as to which the link was sent.

**Action:**

Please email [RBSB.Admin@Rochdale.Gov.UK](mailto:RBSB.Admin@Rochdale.Gov.UK) with your Google domain email address and we can resend the link to allow access.

**Solution:**

1. For future returns, RBSB will liaise directly with safeguarding contacts provided by Claire Heap. We will ask for one email address to which the form link will be sent.