

# TIPS FOR WORKING WITH THE AUDIT FORM



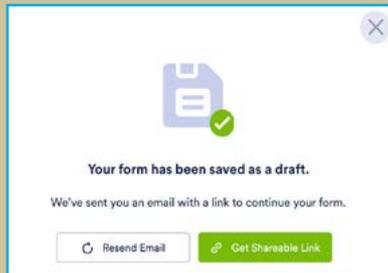
**1** To access the online audit form, you need to click on the link provided by the SCSSA. This will open the audit form that is hosted by Jotform. To complete the audit form, you do not need to use any particular software. Any desktop computer, laptop, or tablet (PC or Mac) should work, as long as it linked to the internet via a browser such as Google Chrome, Safari etc.

**5 NB** Emails sent via Jotform can sometimes be regarded as "Spam" or "Junk". If you are waiting on an email response from Jotform, please check these folders within your email account.

**2** Page 1 of the form asks for some basic information about your community and about the people who are responsible for organising Safeguarding.

**3** Questions on the remaining pages are built around the 8 Safeguarding Standards of 'In God's Image'. To move on to the next page, click on the **Next** button at the bottom of the page.

**4** You can **SAVE** the form as you complete it at any time by clicking on **SAVE** at the bottom of each page. You should then see a screen message, saying: "Your form has been saved as a draft". If you are continuing to fill in your form at this stage, you should click on the X (top right corner) to clear this box.



**5** An email message<sup>5</sup> will be sent to the email address that you have entered on page 1. This will provide a link that will allow you to return to your saved form and to continue with its completion. You may **SAVE** the form and return to it again and again, but **you must use the link provided.**

**6** You must provide answers to ALL the questions. Please note the following:

- If a question asks for a numerical answer, only enter a number in the answer box (e.g., 0, not "none").
- Some questions may ask for an extended answer. Even if the form appears not to provide sufficient space for your answer, everything that you type will be retained in your completed form.
- If you wish to make a comment which doesn't appear to be relevant to one particular question, you will find that the final question in Standard 8 will provide an opportunity to provide your comment.

**7** Please ensure that you provide details of the **IMPROVEMENTS** that you aim to introduce in 2023. You are asked to relate any planned improvements to one or more of the 8 safeguarding standards, using the text boxes supplied. The format can be quite simple, as illustrated here.

**8** When you are satisfied with all your answers, you should **SAVE** your form (see note 4). If you wish to **PRINT** a copy of what you are submitting, click on **Print Form** to open your Printer settings, if you are connected to one.

**9** When you click on **SUBMIT FORM**, you should immediately see a message on screen, confirming that your form has been submitted. Shortly afterwards an email message<sup>5</sup> will be sent to the address you provided. Attached to the message will be a PDF copy of your answers to the questions. If you wish to amend any answer, you can use the **EDIT LINK** that will be included in the text of the email message. If you click on this link, you will be able to edit your submission. When you are satisfied with your amended answer, you must again click on **SUBMIT FORM** to ensure that your amended submission is received.

