***The Virginia Center for School and Campus Safety***

**Annual School Safety Audit- A Written Assessment**

**Guidance & Template for Division Safety Audit Committees**

The Code of Virginia requires that all schools in Virginia complete an annual safety audit.[[1]](#footnote-1) Once completed, the Safety Audit Committee is required to

**“review the completed school safety audits and submit any plans, as needed, for improving school safety to the division superintendent for submission to the local school board.[[2]](#footnote-2)”**

The audit is a “**written assessment** of the safety conditions in each public school to (i) **identify** and **if necessary**, **develop solutions** for **physical safety concerns**, including building security issues and (ii) **identify and evaluate any patterns of student safety concerns** occurring on school property or at school sponsored events. Solutions and responses shall include recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board’s standards for student conduct.”

The Center for School and Campus Safety[[3]](#footnote-3) is responsible for developing components of the safety audit which need to be reviewed and evaluated by each division’s safety audit committee. The components of the safety audit include:

* Crisis Management Plans[[4]](#footnote-4) for each school in the division (due August 31 each year)
* School Safety Inspection Checklist[[5]](#footnote-5) for each school in the division (due August 31 every 3 years)
* School Safety Survey[[6]](#footnote-6) for each school in the division (due end of September each year)
* Division Safety Survey[[7]](#footnote-7) (due end of September as needed)
* Secondary School Climate Survey[[8]](#footnote-8) for middle and high schools in alternating years.

Each year the Division is responsible for:

* Communicating annual safety audit requirements to all schools in the division,
* Updating school and contact information in the Survey Manager,
* Certifying completion of all schools’ Crisis Management Plans (by August 31) via the Survey Manager,
* Certifying competition of all schools’ School Safety Inspection Checklists (by August 31- every 3 years) via the Survey Manager,
* Certifying completion of all schools’ School Safety Surveys (by September 30) via the Survey Manager,
* Completing the Division Level Survey (by September 30),
* Establishing a Division Level Safety Audit Committee to review the School Safety Audit Assessments from all schools (should be collected by December 31), and
* Completing the Division Safety Audit Assessment and certifying the completion via the Survey Manager (due August 31, 2017).

The following pages are a sample safety audit assessment template for the division safety audit. The Superintendent will certify this completion to the Center of School and Campus Safety by August 31, 2017- and annually thereafter, via the survey manager. Any identified safety concerns and solutions at the school level should be reviewed and evaluated by the committee.

Pursuant to VA Code § 2.2-3705.2 (7), schools may exclude security plans and specific vulnerability assessments from disclosure to the public. For convenience, these sections have been marked in the accompanying template.

For additional assistance with any component of the audit, please visit the Center for School and Campus Safety’s website at <http://www.dcjs.virginia.gov/vcscs/>.

Additionally, you may contact VCSCS staff directly with questions:

Donna Michaelis

[Donna.Michaelis@dcjs.virginia.gov](mailto:Donna.Michaelis@dcjs.virginia.gov)

(804)371-6506

Jessica Smith

[Jessica.smith@dcjs.virginia.gov](mailto:Jessica.smith@dcjs.virginia.gov)

(804) 786-5367.

**Annual Division-Level Safety Audit Assessment**

**Name of Division:**

**Date:**

**Annual Safety Audit Requirements**

|  |  |  |
| --- | --- | --- |
| **Completed by all Schools in Division** | **Reviewed by Safety Audit Committee** | **Task** |
| **🞎** | **🞎** | **Crisis Management Plan** |
| **🞎** | **🞎** | **School Safety Inspection Checklist (due every 3 years)** |
| **🞎** | **🞎** | **School Safety Survey** |
| **🞎** | **🞎** | **Division Level Survey** |
| **🞎** | **🞎** | **Secondary School Climate Survey** |

**School Safety Vulnerability Assessments\*:**

Using the School Safety Audit Assessments from schools within your divisions, identify any recommendations for improving school safety. If possible, identify the outcome.

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| **Affected School(s)** | **Recommendation to the School Board** | **Outcome** |
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**Solutions:**

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| **Concern** | **Recommendation** |
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| **Affected School(s)** | **Recommendation to the School Board** | **Outcome** |
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The following representatives serve on the Division Safety Audit Committee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (School Division), and certify the review of all school safety audits within the division on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) and the submittal of any plans, as needed, for improving schools safety to the division superintendent and/or school board.

**Safety Audit Committee Members:**

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| --- | --- | --- |
| **Name** | **Title** | **Email** |
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1. Link to school template [↑](#footnote-ref-1)
2. <http://law.lis.virginia.gov/vacode/22.1-279.8/> [↑](#footnote-ref-2)
3. <http://www.dcjs.virginia.gov/vcscs/> [↑](#footnote-ref-3)
4. <http://www.dcjs.virginia.gov/vcscs/audit/crisis.cfm> [↑](#footnote-ref-4)
5. <http://www.dcjs.virginia.gov/vcss/documents/15SchoolSafetyInspectionChecklist.docx> [↑](#footnote-ref-5)
6. <http://www.dcjs.virginia.gov/surveysupport/schoolaudit/index.cfm> [↑](#footnote-ref-6)
7. <http://www.dcjs.virginia.gov/surveysupport/schoolaudit/superintendents.cfm> [↑](#footnote-ref-7)
8. <http://www.dcjs.virginia.gov/vcss/audit/student/> [↑](#footnote-ref-8)