

The Virginia Center for School and Campus Safety

Annual School Safety Audit- A Written Assessment

Guidance & Template for Schools

The Code of Virginia¹ requires that all schools in Virginia complete an annual safety audit. 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 Safety² is responsible for developing components of the safety audit. The components of the safety audit include:

- Annual update of the Crisis Management Plan³
- School Safety Inspection Checklist⁴ (completed once every 3 years)
- School Safety Survey⁵ (completed August- September each year)
- Division Level Survey (completed August-September each year)
- Secondary School Climate Survey⁶ (for middle and high schools in alternating years).

Each school is responsible for

- Updating their Crisis Management Plans,
- Completing their School Safety Inspection Checklist (once every 3 years),
- Completing the School Safety Survey
- Completing the Secondary School Climate Survey (if applicable)
- Completing the School Safety Audit Template and submitting to the Division Safety Audit Committee (by December 31 of each year),
- Making the results of the audit available within 90 days of completion and
- Maintain a copy of the safety audit for review, upon request, with exceptions.

¹ <http://law.lis.virginia.gov/vacode/22.1-279.8/>

² <http://www.dcls.virginia.gov/vcscs/>

³ <http://www.dcls.virginia.gov/vcscs/audit/crisis.cfm>

⁴ <http://www.dcls.virginia.gov/vcss/documents/15SchoolSafetyInspectionChecklist.docx>

⁵ <http://www.dcls.virginia.gov/surveysupport/schoolaudit/index.cfm>

⁶ <http://www.dcls.virginia.gov/vcss/audit/student/>

The purpose of this template is to assist schools in completing their written assessment which is based upon a review of all components of the audit. Any recommendations and plans for improvement should be submitted to the division safety audit committee and/or to the superintendent for submission to the school board. The following pages are a sample safety audit written assessment form for schools. Each school should conduct a review of all components of the safety audit, identify areas of concern, and assess any needed changes. Any identified safety concerns and solutions at the school level should be submitted to and evaluated by the division safety audit committee and/or to the superintendent.

The results of this audit shall be made public within 90 days of completion, with exception of any security plans, walk through checklists, and specific vulnerability assessments. Each school shall maintain a copy of the safety audit, minus the exceptions listed above, within the office of the school principal and shall make a copy available for review upon written request.

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:

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Annual School Safety Audit Assessment

Name of School:

Date:

Annual Safety Audit Requirements

Completed	Reviewed	Task
<input type="checkbox"/>	<input type="checkbox"/>	Crisis Management Plan
<input type="checkbox"/>	<input type="checkbox"/>	School Safety Inspection Checklist (due every 3 years)
<input type="checkbox"/>	<input type="checkbox"/>	School Safety Survey
<input type="checkbox"/>	<input type="checkbox"/>	Secondary School Climate Survey (if applicable)

Physical Vulnerability Assessment*:

Concerns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any physical safety concerns such as school building security vulnerabilities.

Solutions: Describe solutions to the physical safety concerns identified in the above section, including recommendations for structural adjustments, changes in school safety procedures, and suggested revisions to the school board's standards for student conduct.

Concern	Recommendation

* subject to withholding or limited release pursuant to VA Code § 2.2-3705.2 (7)

Student Safety Vulnerability Assessment*:

Patterns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any patterns of student safety concerns occurring on school property or at school-sponsored events.

Evaluation: Evaluate and respond to identified patterns described above, including recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.

Pattern	Recommended Response

Safety Audit Results

For discussion

I, _____, Principal of _____, certify that the safety audit has been completed pursuant to Virginia Code § 22.1-279.8.

Printed Name:

Signature:

Date:

* subject to withholding or limited release pursuant to VA Code § 2.2-3705.2 (7)