

**Assurance Map**

**Cluster – Education Service**

<p align="center"><b>First Line of Defence (Do-ers)</b></p>	<p align="center"><b>Second Line of Defence (Helpers)</b></p>	<p align="center"><b>Third Line of Defence (Checkers)</b></p>
<ul style="list-style-type: none"> <li>• School Leadership Team oversight and quality assurance of day to day operations and finances in school</li> <li>• School health and safety procedures agreed annually</li> <li>• All staff involved in school risk assessment process</li> <li>• Designated school Health and Safety Reps</li> <li>• Risk assessments shared with all staff including Trade Union reps</li> <li>• School risk registers in place in all schools with effective mechanisms in place for review and escalation</li> <li>• School Business Continuity Plans in place</li> <li>• Tracking and monitoring arrangements in place in all schools to track attainment</li> <li>• School positive behaviour management procedure agreed yearly</li> <li>• School child protection and safeguarding procedures agreed yearly</li> <li>• Yearly analysis of school community data to inform the school improvement plan</li> <li>• In-service days and staff meetings to address any identified vulnerabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety guidance for schools</li> <li>• Identified health and safety team link for all schools</li> <li>• Child protection and safeguarding guidance and professional learning available to schools</li> <li>• Range of policies/procedures for schools to support consistent practice</li> <li>• Quality Improvement Visits to schools and Early Learning and Childcare provision</li> <li>• Quality Improvement Team routine monitoring of data</li> <li>• Service Business Continuity Plan</li> <li>• Improvement groups comprising central Officers and school staff identify and address emerging risks</li> <li>• Weekly Trade Union meetings</li> <li>• Data dashboard and Risk Register discussed fortnightly by Senior Leadership Team</li> <li>• Risk Management Board review of applicable risks</li> <li>• Executive Board Structure</li> <li>• Regular finance meetings with Senior Leadership Team</li> <li>• Assurance Team</li> <li>• Regular contact with Northern Alliance Early Years Assurance team</li> <li>• Regular contact with ADES and COSLA</li> </ul>	<ul style="list-style-type: none"> <li>• Education Scotland inspections</li> <li>• Care Inspectorate Inspections</li> <li>• HSE Covid-19 inspections</li> <li>• Health and Safety Team compliance visits to schools</li> <li>• ECMT data reviews</li> <li>• Performance reports to Committee</li> <li>• Annual reporting of Risk Registers to Committee</li> <li>• Internal Audit Plan approved and overseen by Audit, Risk and Scrutiny Committee</li> <li>• Regular contact with Scottish Government ELC Assurance Team</li> <li>• External Audit</li> <li>• Monthly budget print outs • Annual External Audit and report • Annual Internal Audit Plan approved and overseen by Audit, Risk and Scrutiny Committee</li> <li>• Audit Scotland and National Audit reports</li> </ul>