

Assurance Map
Cluster – Education Service

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