



## Enable – The Online Safeguarding Audit Tool

### **Welcome to your Enable Online Safeguarding Audit Tool Guidance!**

Enable is an online audit tool which allows you to work at your own pace. Once you have started your audit, your work saves as you go, meaning you can come back to your audit whenever works for you, and you'll find all your previous work ready and waiting.

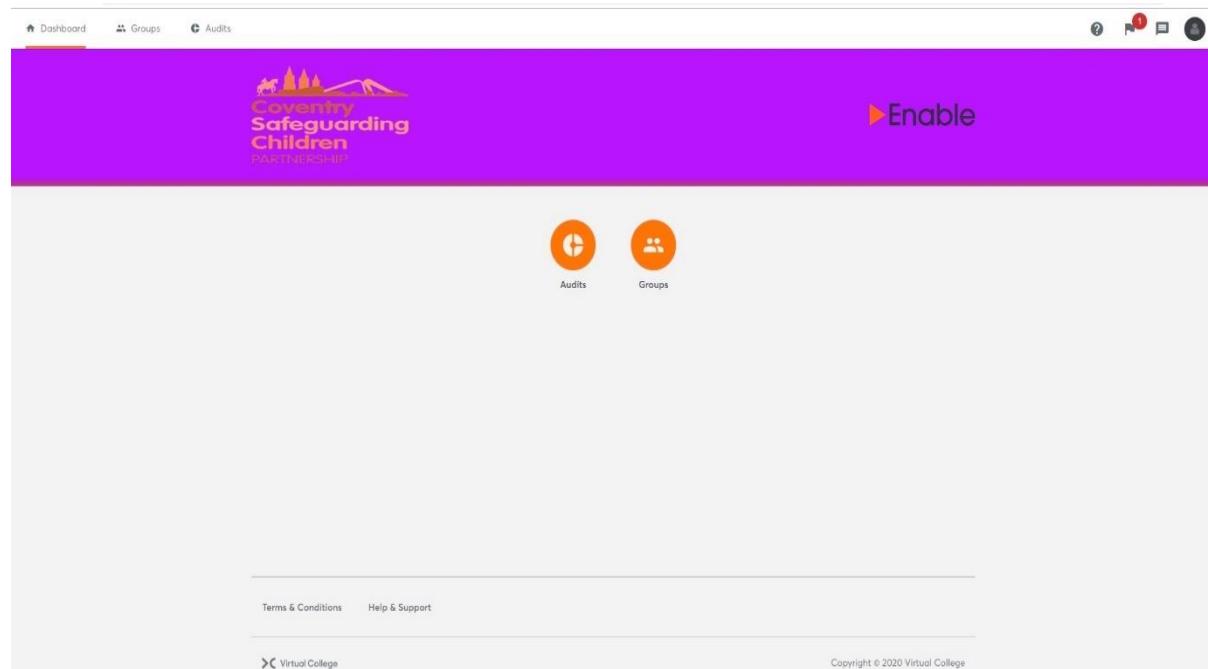
If you've used Enable before you can log straight in at <https://coventrysafeguarding.vc-enable.co.uk/>.

If you are a new user, you'll receive an email from Enable inviting you to join the system and to set up a username and password. Please follow this link to get yourself started!

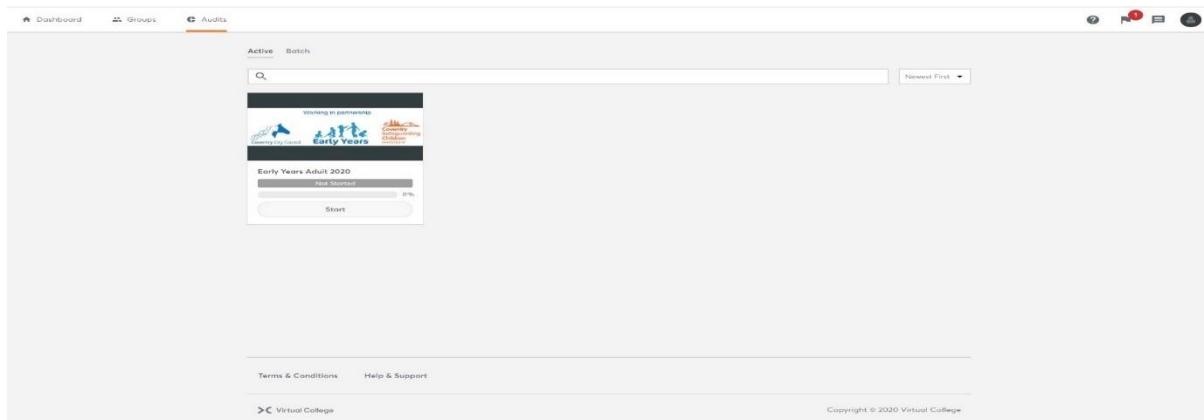
If you completed the previous audit in 2021, please note that all the evidence and responses you provided have been carried forward to this year's audit.

Enable is a very easy system to use and colleagues have reported finding it user friendly – but below is a quick guide to using Enable if you're a first time user or would like to have something to refer to.

When you log into Enable you will be automatically be taken to the following screen:



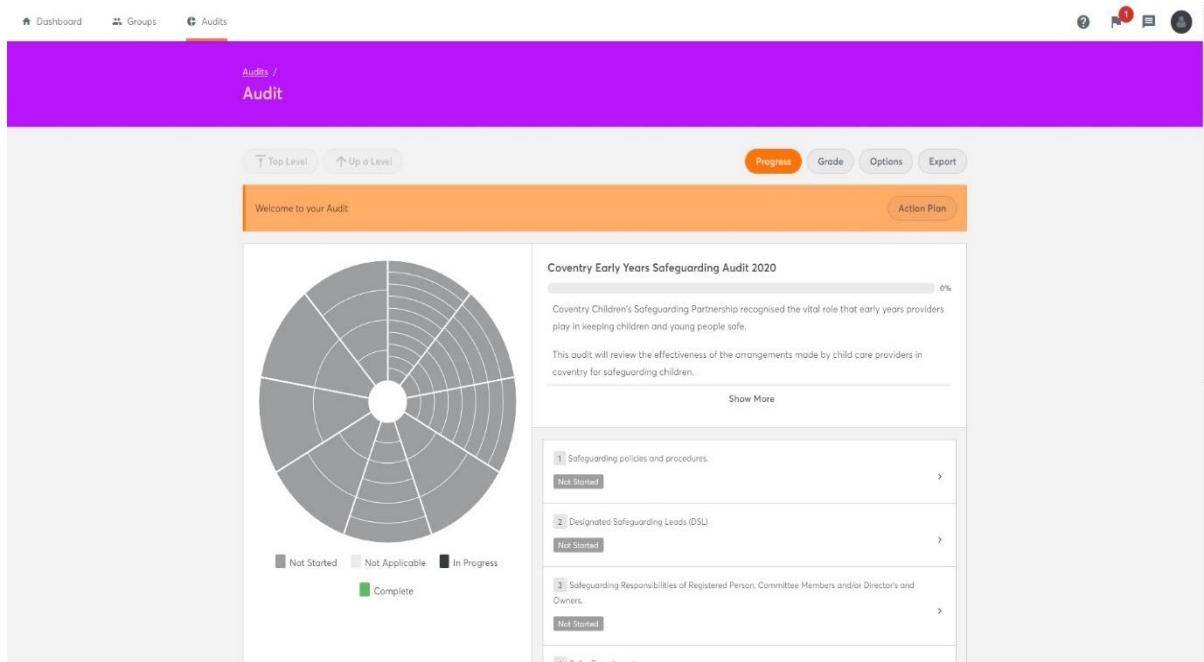
Click on the orange 'Audits' tile and you will be able to see the audits that have been allocated to you.



The screenshot shows a web-based audit management system. At the top, there are navigation links for 'Dashboard', 'Groups', and 'Audits'. The 'Audits' link is highlighted in orange, indicating it is the active section. Below the navigation, there are two tabs: 'Active' and 'Batch', with 'Active' selected. A search bar is present above a list of audits. The first audit in the list is titled 'Early Years Audit 2020' and includes a progress bar showing 'Not Started' at 0%. A 'Start' button is visible below the audit title. At the bottom of the page, there are links for 'Terms & Conditions' and 'Help & Support', along with a copyright notice for 'Virtual College'.

Click on the 'start' button to go to the main audit page.

The main audit page looks like this:



The screenshot shows the main audit page for the 'Coventry Early Years Safeguarding Audit 2020'. The top navigation bar includes 'Dashboard', 'Groups', and 'Audits' (highlighted in orange). Below the navigation, there are buttons for 'Progress', 'Grade', 'Options', and 'Export'. A large orange banner at the top says 'Welcome to your Audit' and has a 'Show More' button. To the left, there is a pie chart divided into sections: 'Not Started' (grey), 'Not Applicable' (light grey), 'In Progress' (dark grey), and 'Complete' (green). A legend below the pie chart shows the color coding. To the right, the audit details are listed: 'Coventry Early Years Safeguarding Audit 2020' (progress 0%), 'Coventry Children's Safeguarding Partnership recognised the vital role that early years providers play in keeping children and young people safe.', and a 'Show More' button. Below this, there are three sections: '1 Safeguarding policies and procedures' (Not Started), '2 Designated Safeguarding Leads (DSL)' (Not Started), and '3 Safeguarding Responsibilities of Registered Person, Committee Members and/or Director's and Owners' (Not Started). Each section has a 'Show More' button. At the bottom, there is a 'Close Document' button.

The pie chart gives you a visual representation of how many sections there are to complete within the audit and it will change colour as you complete each section.

When you access this year's audit your progress will be reset to 0% - this means the pie chart will be grey when you first view it. You are required to click on each question, check your responses that have been carried forward from the last audit and use the "save and complete" button to update the audit progress and grade.

There is a list of question categories on the right hand side, underneath the orange box and you can click on each one to view the questions within each section:

Click on the text of each question, e.g., 1.1 or 1.2 written in grey, underneath the orange box to be taken to the question pop-up page:

**Firstly, you must select your name from the 'Assigned To' drop down list underneath the orange box.**

**If you do not do this, you will not be able to answer the question!**

To answer the question:

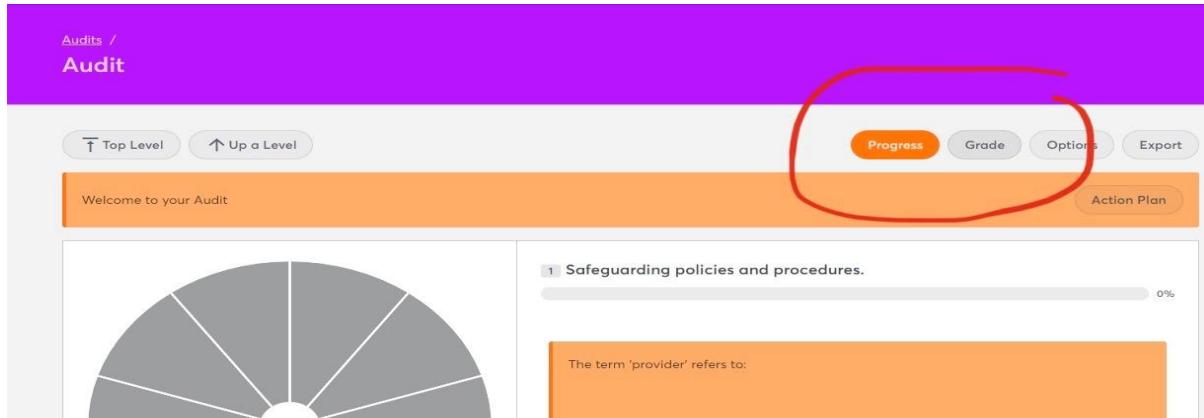
- 1) select which grading you feel is most appropriate to your provision by clicking onto the corresponding bullet point (e.g. Outstanding, Good, Requires Improvement or Inadequate).
- 2) You will then be able to complete the text box, recording why you have assigned that grading and add any supporting information.

At the bottom of each question page are the options 'save as draft and 'save and complete'. If you want to go back to that question later please select 'save as draft. If you have finished answering

that question and are happy to move on, mark as 'complete'. You can then check through what you have written and move onto the next question. Where the question might not apply to everyone there is a 'not applicable' option, but again you must enter your rationale as to why, in the free text evidence box.

And that's it! As you work your way through the questions, you'll see the pie chart begin to fill up so you'll know how far into the audit you are and what you have yet to complete.

If you want to check you've completed a section, select 'Grade' instead of 'Progress' (on the top right hand side of the main screen) this will give you a completed % score and you can easily see any areas you may have missed or have chosen to go back to.



#### Some useful things to know about Enable:

- Your work saves as you go, so there is nothing for you to select to ensure your work is saved
- You cannot save and complete and proceed on a mandatory question without responding to it. If you experience an error on the question and it doesn't allow you to proceed to the next question, please double check that you have provided a response for every question marked with an asterisk (\*)
- If you get lost in Enable click on the 'Top Level' tile at the top left of the screen. This will take you back to the main audit screen for that assessment.
- You are not required to submit the audit in any formal way. You can go back in and edit your audit(s) at any time between now and the closing date. The audit is automatically submitted on the closing date.
- To enable you to compare your progress year on year, the tool will automatically pull through your data to enable you to complete any updates during the following year, reflecting any changes and your current situation.
- If you've already got your account ready you can log straight in at <https://coventrysafeguarding.vc-enable.co.uk/>

**Good luck, and we hope you enjoy using the Enable audit tool!**