

Phew Audit System

Respondent User Manual

Introduction

The Phew Audit System is a secure web hosted audit tool purpose built for safeguarding audit compliance, supporting both children and adult safeguarding requirements.

The audit system has been created to enhance your ability to complete an audit in a simple, less time-consuming manner. This manual has been written to assist you in the completion of this year's S175/157 Safeguarding Audit.

The audit system allows you to work at your own pace. Once you have started your audit, you can save your work 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.

This manual is designed to help you manage the audit system. It will cover:

- How to log in
- Navigating around the different pages of the site
- Responding to audits
- Reviewing audits
- Managing your team
- Assigning team members to audits

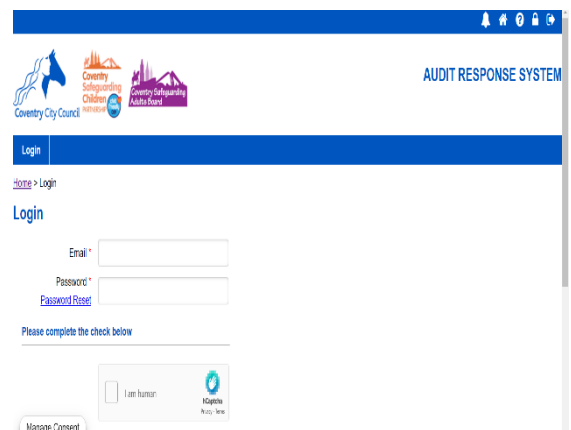
N.B This system is not compatible with Internet Explorer 7 (IE7) or below.

Logging In

If you've used Phew before you can log straight in at <https://coventryscp.onlineaudits.org.uk/>

If you are a new user, you'll receive an email from Phew inviting you to join the system and to set up a username and password along with the audit that has been assigned to you.

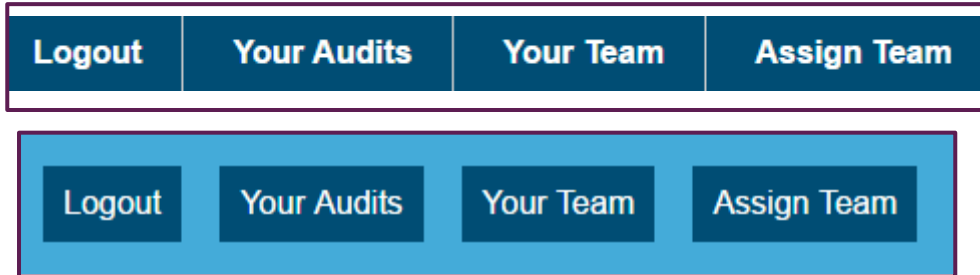
Please follow this link to get yourself started!



The screenshot shows the login interface for the 'AUDIT RESPONSE SYSTEM'. At the top, there are logos for Coventry City Council, Coventry Safeguarding Children Partnership, and Coventry Safeguarding Adults Board. The page has a blue header with navigation links for 'Home' and 'Login'. Below the header, there is a 'Login' section with input fields for 'Email' and 'Password', and a 'Password Reset' link. A 'Please complete the check below' section contains a 'I am human' checkbox and a 'Manage Consent' button. The bottom right corner of the page features the 'Kaspersky' logo.

Navigation

Once you have logged in, you will be taken directly to the Your Audits page. You can use the blue navigation bar at the top of the screen to move between different pages, or the blue buttons in the footer.



Your Audits

This page is where you will be able to view your current audits that you need to complete as well as audits previously submitted.

If you completed the previous audit in 2025, please note that the written responses you provided have been carried forward to this year's audit. However, please ensure you re-upload any documents you submitted as evidence, as this does not get mapped over!


Current Audits

Title	Due	% Complete	Action Plan	Submitted	Respond
Phew Test Section 175 Audit - 2018	30-11-2019	100		No	Submission deadline passed.
Phew Test Demonstration Audit	31-12-2018	0		No	
Phew Test Training Example 2019	30-04-2019	0		No	

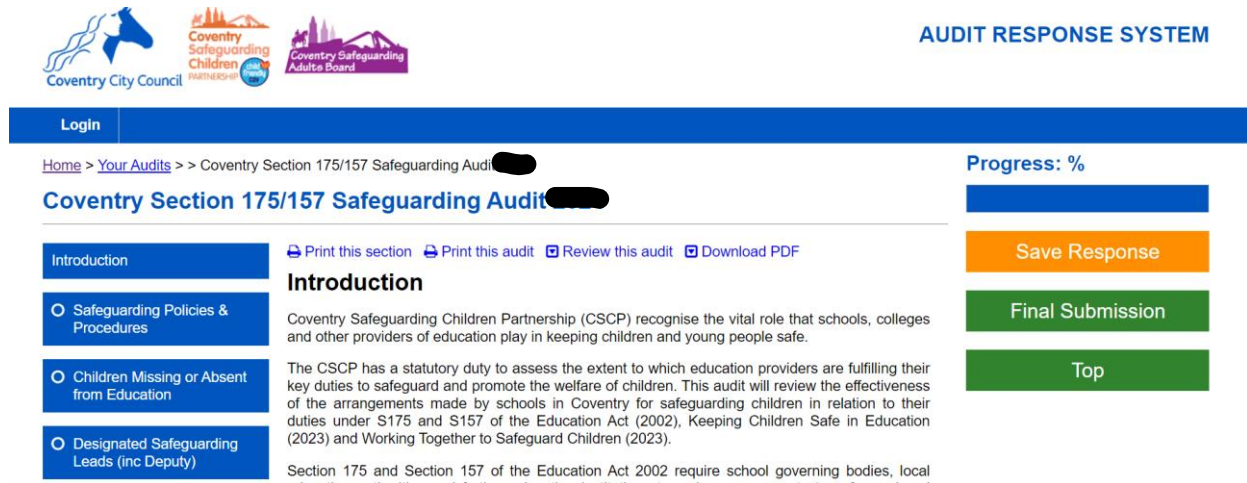
Submitted Audits

Title	Due	% Complete	Submitted	Action Plan	Review
Example Audit	26-08-2016	100	Yes		
Example Audit (Respond to)	01-02-2018	100	Yes		
NM test Audit	18-08-2016	100	Yes		

Responding to an Audit

To respond to an audit that you have been assigned, click the  icon to the right-hand side of that audit.

The main audit page will look like this:

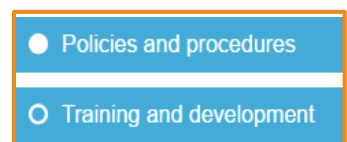


The screenshot shows the 'AUDIT RESPONSE SYSTEM' interface. At the top left are logos for Coventry City Council, Coventry Safeguarding Children Partnership, and Coventry Safeguarding Adults Board. A blue navigation bar contains a 'Login' button. Below this is a breadcrumb trail: 'Home > Your Audits >> Coventry Section 175/157 Safeguarding Audit'. The main title is 'Coventry Section 175/157 Safeguarding Audit'. On the right, there is a 'Progress: %' indicator with a blue bar. Below the progress bar are three buttons: 'Save Response' (orange), 'Final Submission' (green), and 'Top' (green). On the left, there is a sidebar with four blue buttons: 'Introduction', 'Safeguarding Policies & Procedures', 'Children Missing or Absent from Education', and 'Designated Safeguarding Leads (inc Deputy)'. Above the main content area, there are links: 'Print this section', 'Print this audit', 'Review this audit', and 'Download PDF'. The main content area is titled 'Introduction' and contains text about the Coventry Safeguarding Children Partnership (CSCP) and their statutory duties under the Education Act (2002) and Working Together to Safeguard Children (2023). It also mentions Section 175 and Section 157 of the Education Act 2002.

The first page you will be directed to is the Introduction page which include a summary of the audit and guidance on how to respond to the questions. From here you can go into each section and answer the questions.

To the right-hand side you will see a progress bar that will show you how far you are through completing the audit. Below this are three buttons; the 'Save Response' button saves whatever information you have put in up to that point, the 'Final Submission' button is for when you have completed every single question and are ready to submit your response and the 'Top' button will take you back to the top of the current page you are on.

The audit is broken down into manageable sections for ease of use, which you can navigate between using the blue buttons on the left-hand side. Once a section has been completed you will notice the bullet next to the text becomes filled in, indicating a completed section.



Once you submit the audit you cannot make any further changes.

Question Responses

To answer the question:

- 1) select which rating you feel is most appropriate to your provision (Grade 3, Grade 2, Grade 1 or Grade 0).
- 2) You should then complete the 'Evidence' text box, recording why you have assigned that rating and upload any supporting information such as documents/files, evidence of outcomes and action that needs to be taken. ***It is important to provide robust written rationale for rating judgements and submit evidence to support this.***

When you add Evidence, or an action remember to click the **+** button to add it to your response.

In the Actions section you will be asked to insert a Lead and Timescale.

The lead is the lead contact responsible for this action and the timescale is when you are aiming to complete this action by.

At the bottom of each question you will see a check box for you to tick once you have completed that question.

Rating	Explanation
0	Inadequate The school does not have a written safeguarding and child protection policy
1	Requires Improvement There is a written safeguarding and child protection policy available but does not fully meet all the requirements
2	Good There is a written safeguarding and child protection policy available that meets all of the requirements
3	Outstanding There is a written safeguarding and child protection policy available that meets all of the requirements and there is evidence available that shows the requirements have been met. E.g. there is a record of staff receiving a copy of the policy annually

Rating:

File evidence
Please upload any documentary evidence to support how you meet the criteria.
Files are limited to 5MB in size and these types .doc, .docx, .pdf, .xls, .xlsx, .ppt, .pptx, .zip, .rar, .jpg, .png, .mpg

File

File evidence of outcomes
Files are limited to 5MB in size and these types .doc, .docx, .pdf, .xls, .xlsx, .ppt, .pptx, .zip, .rar, .jpg, .png, .mpg

File

Evidence
Please detail how you meet this criteria.
e.g. hyperlinks, any other information if applicable.

Actions
Please detail any actions you intend to take to meet the criteria.

Action	Lead	Timescale	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>

Click the box to mark this question as completed. An audit can only be submitted once all questions have been marked as completed.



Once you have completed a question, tick the check box then click the 'Save Response' button.

Save Response

To ensure that your response is kept up-to-date and to prevent any loss of work and/or answers, a pop-up will appear after 15 minutes of inactivity encouraging you to save your work.

Please Note:
It has been over 15 minutes since you last saved your audit response. Please save regularly to ensure your response is up to date.

Save Response

The system will only automatically time-out after three hours of inactivity; if you log off, shut down your computer or leave your workstation and return within three hours you will be able to pick up where you left off without having to log back in again.



Submitting an Audit

For the audit to be completed, all the check boxes need to be ticked, ensuring all questions are fully answered by the deadline date. Then you will need to select the 'Final Submission' button if all sections and questions are completed, and your audit will be submitted.



Review an Audit

To review a submitted audit, click the icon under 'Review' to the right-hand side of that audit.




Title	Due	% Complete	Submitted	Action Plan	Review
Example Audit	26-08-2016	100	Yes		

You will then be directed to a new page showing every question, your response, your rating and any evidence or actions you entered.

To view the audit's Action Plans simply click the icon underneath 'Action Plan'. You will then be taken to a page detailing all the action plans for that audit, the lead contact for each action, the timescale and space to fill out the outcome, status and completed date. Above the table you will see three options to either print this plan, download it as an excel spreadsheet or download it as a PDF.



Logout	Your Audits	Your Team	Assign Team		
Home > Your Audits > Example Audit Action Plan					
<h3>Example Audit</h3>					
Print this page Download CSV Download PDF					
Action	Lead	Timescale	Outcome	Status	Completed Dates
Incorporate into the new behaviour policy	nick	03-03-2017			

Your Team

 Add Team Member					
Last Name	First Name	Phone	Leader	Edit	Delete
██████████	██████████	██████████	Yes		

On this page will be all the members assigned from your organisation. You can edit or delete the different team members by using the Edit and Delete buttons, or you can add a new person by clicking the 'Add Team Member' button at the top. When adding a team member here, you will be asked to create a password for them, as well as mark if they are a Leader or not. You are then responsible for informing the new contact that they have been added to the system and what their login details are (this will be their email address and the password that you have just set up).

Assign Audit to Team

Title	Last Name	First Name	Assigned		% Complete	Assign
Example Audit	██████████	██████████	<input type="checkbox"/>	9-2016	38	
Example Audit	██████████	██████████	<input checked="" type="checkbox"/>	8-2016	0	

This page allows you to assign certain members of your team to certain audits. By clicking the 'Assign' icon next to the audit you wish to assign someone to, a box will appear at the top of the page with the different team members that are able to be assigned to it. Since Leaders are automatically notified about all audits, their name will not be visible here.

To select the team member, simply tick the small grey box in the Assigned column and then click the 'Assign Team' at the bottom. You also have the option to un-tick names here for team members you no longer want assigned to an audit.

It is then your responsibility to notify the individual that they have been assigned this audit, for example by sending them an email with link to the audit and an explanation about why they have been assigned it and when you would like them to complete it by.

And that's it! Good luck, and we hope you enjoy using the Phew Audit System!