The Virginia Center for School and Campus Safety

**Annual School Safety Audit - A Written Assessment**

**Guidance & Template for Schools**

*The Code of Virginia* § [22.1-279.8](https://law.lis.virginia.gov/vacode/22.1-279.8/) 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 Virginia Center for School and Campus Safety](https://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety) (VCSCS) is responsible for developing components of the safety audit. The components of the safety audit include:

* Annual update of the Crisis Management Plan
* School Safety Inspection Checklist (completed once every three years)
* School Safety Survey (completed August-September each year)
* Division Level Survey (completed August-September each year)
* Secondary School Climate Survey (for middle and high schools in alternating years)

Each school is responsible for:

* Updating their Crisis Management Plan
* Completing their School Safety Inspection Checklist (once every three 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 (recommended by December 31 of each year)
* Making the results of the audit available within 90 days of completion
* Maintaining a copy of the safety audit for review, upon request, with exceptions

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 *Virginia Code* § [2.2-3705.2](https://law.lis.virginia.gov/vacode/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 Virginia Center for School and Campus Safety’s [website](https://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/school-safety-survey/virginia-school-safety-survey).

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:**

**Crisis Management Plan**

Completed? Yes or No Reviewed? Yes or No

**School Safety Inspection Checklist (due every 3 years)**

Completed? Yes or No Reviewed? Yes or No

**School Safety Survey**

Completed? Yes or No Reviewed? Yes or No

**Secondary School Climate Survey (If applicable)**

Completed? Yes or No Reviewed? Yes or No

**Physical Vulnerability Assessment\*:**

**Concerns:** Using the crisis management plan, safety inspection checklist, school safety survey, and any other resources, 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.

**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.

\* subject to withholding or limited release pursuant to *Virginia Code* [§ 2.2-3705.2 (7)](https://law.lis.virginia.gov/vacode/2.2-3705.2/)

**Safety Audit Results:**

I certify that the safety audit has been completed pursuant to *Virginia Code* § [22.1-279.8](https://law.lis.virginia.gov/vacode/22.1-279.8/).

## Principal’s Name:

## Signature:

## Date:

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