**SAFEGUARDING ADULT AUDIT**

**SUBMISSION TEMPLATE FOR SAB**

AGENCY NAME:

SUBMISSION DATE:

AUDIT TITLE:

AUDIT TIME PERIOD :

AUDIT SUMMARY (brief narrative or bullet point full audit report can be attached)

**FULL AUDIT REPORT MUST INCLUDE**:

 *Please tick to confirm this is included as headings*

[ ] **AUDIT AIM**

Rational why the audit was undertaken and what it hoped to achieve.

[ ] **AUDIT METHODOLOGY USED**

(For example questions/ survey/ records etc.)

[ ] **AUDIT STANDARDS**

(For example list your standards i.e. empowerment / protection/ partnership /proportionality include what makes it meet the standard set)

[ ] **AUDIT DATA FINDINGS**

Brief detail of the result of the audit in both quantitive and qualitative i.e. 50 cases audits 25 cases scored 1 10 scored 2 and 15 scored 3.

[ ] **AUDIT OUTCOME**

(Narrative analysis and interpretation of the data from the author/s)

[ ] **ACTION PLAN** Insert or attach action plan