

DRAFT v0.1 FOR PRACTITIONER TESTING — NOT FOR CIRCULATION

MAT implementation tracker and trust-level assurance checklist

For multi-academy trust safeguarding and education leads, trustees and school leaders in England. Track implementation across schools and use the following pages to record evidence and trust-level follow-up.

MUST the law requires it **SHOULD** follow it unless there is good reason not to **STATED** what KCSIE says, without “must” or “should” **GOOD PRACTICE** our suggestion, not from KCSIE

Numbers in brackets are KCSIE paragraphs. Brackets containing words are fields to complete.

The tracker, status definitions, evidence checks and reporting cycle are **GOOD PRACTICE**. They do not replace individual decisions or establish additional statutory deadlines. Keep pupil names and case details out of this trust tracker; use school-level evidence references. **GOOD PRACTICE**

Trust: [Name] Reporting date: [Date] Trust lead: [Name] Reporting body: [Body] Next update: [Date]

Status: N = not started; W = work in progress; E = evidenced by a dated reference; A = action needed; X = not applicable, with reason. Enter status + evidence ID in each cell. Use the action log for gaps. Completion requires evidence across applicable areas, not a count of ticks.

School / lead	Policy / equality	DSL process / records	Existing support review	Facilities / PE / trips	Staff induction / briefing	Local governance assurance	Overall / action IDs
[School; lead]	[Status; ID]	[Status; ID]	[Status; ID]	[Status; ID]	[Status; ID]	[Status; ID]	[Status; IDs]
[School; lead]	[Status; ID]	[Status; ID]	[Status; ID]	[Status; ID]	[Status; ID]	[Status; ID]	[Status; IDs]
[School; lead]	[Status; ID]	[Status; ID]	[Status; ID]	[Status; ID]	[Status; ID]	[Status; ID]	[Status; IDs]
[School; lead]	[Status; ID]	[Status; ID]	[Status; ID]	[Status; ID]	[Status; ID]	[Status; ID]	[Status; IDs]
[School; lead]	[Status; ID]	[Status; ID]	[Status; ID]	[Status; ID]	[Status; ID]	[Status; ID]	[Status; IDs]

Duplicate rows for additional schools. A school with no earlier support records the dated check and reason for X in that column. Do not report names or numbers that could identify individual pupils. **GOOD PRACTICE**

USE [Page 2 for evidence standards](#); [page 3 for trust assurance and action closure](#).

Evidence standards for the school tracker

Trust: [Name] Reporting date: [Date] Evidence register location: [Secure location]

Suggested evidence below is **GOOD PRACTICE**; the adjacent label and paragraph identify the underlying guidance. Record actual evidence, version and date; do not treat a template's existence as implementation.

Area	Underlying guidance	Suggested evidence / school record reference
Policy and equality	Consider whether a policy would best support pupils. SHOULD [261] Specific equality consideration for policy development in state-funded schools. MUST [101, 102]	Recorded policy decision; completed school choices; equality record; review/approval evidence under Policy framework Appendix B; version and review date.
DSL process and records	DSL involvement. STATED [266] Priority parental engagement and DSL-led greater-risk exception. SHOULD [268] Record decisions and reasons securely. SHOULD [261, 263, 74] Accurate biological sex records. MUST [282]	Named routes and decision-maker; A/B/C distinction; blank decision record and secure access process; assurance that practice follows them.
Existing support review	Consider appropriateness of earlier decisions and impact of change. STATED [281] Involve DSL immediately in deciding whether to review. SHOULD [280]	Dated school confirmation that existing decisions were considered; review/action evidence without case details; reason where not applicable.
Facilities, PE and trips	Opposite-sex access limits and single-sex sport safety rule. MUST [108, 115, 200, 99, 276] Consider alternatives; assess additional mixed-sex toilet risks. SHOULD [111, 117, 202, 113]	Completed Facilities checklist; site and trip checks; alternatives and relevant risk assessment references; open actions.
Staff induction and briefing	Safeguarding induction, policies, DSL details and updates at least annually. SHOULD [12, 124, 153]	Dated training and induction records; school-specific staff briefing and induction card; follow-up for staff not yet briefed.
Local governance assurance	Core questions in Getting your school ready, step 10; underlying requirements shown above. The assurance form is GOOD PRACTICE .	Completed Governor/trustee assurance checklist; meeting minute; action owners, deadlines and closure evidence.

Evidence register entry: [ID] · [School/area] · [Document/version/date] · [Secure location] · [Checked by/date] · [Remaining gap/action ID]. **GOOD PRACTICE**

Trust-level assurance and action closure

These trust-wide checks and escalation arrangements are **GOOD PRACTICE**. They support consistent implementation while retaining consideration of each child's circumstances.

Trust assurance check	Evidence / status / action ID
Named accountability: each school has a request route, decision-maker and DSL involvement; trust oversight and local responsibilities are clear.	[Delegation/role record; status; action ID]
Consistent materials: school choices are completed within guidance limits; policy review and approval are recorded; current draft versions and local adaptations are identifiable.	[Version/adoption register; status; action ID]
Evidence checked: trust lead has reviewed the school returns and followed up unsupported entries, missing schools and reasons for not applicable.	[Checked by/date; status; action ID]
Ongoing practice: reviews respond to changed needs; bullying concerns and record-sharing arrangements are addressed. Underlying guidance: SHOULD [280, 74, 282] MUST [259]	[Process assurance; status; action ID]

School / ID / gap and action	Owner	Due date	Escalation / support needed	Closure evidence / verifier / date
[School; ID; action]	[Name]	[Date]	[Role; next step]	[Reference; name; date]
[School; ID; action]	[Name]	[Date]	[Role; next step]	[Reference; name; date]

YOUR TRUST DECIDES: Report unresolved matters to [Role/body] by [Date]; next assurance review [Date]. Overall position: [Evidenced / further work needed]. Trust lead [Name/signature/date]. Trustee/body consideration [Minute/date]. These are local choices, not KCSIE deadlines.

USE Getting your school ready; Policy framework; DSL checklist; Facilities checklist; Existing arrangements review; staff materials. All v0.1 draft. Use with Governor/trustee assurance checklist.

This resource summarises statutory guidance for schools in England. It is not legal advice and does not replace KCSIE 2026 or the school's own policies.