

# Audit Collation

Policy Topic: .....

Auditors Names: .....

Number of students in focus group: .....

Collate data by writing the number of responses from your focus group in each column.

After collating your data write down the issues you are concerned about in the space provided.

Statement	Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
I know where to find my school's policy					
I have read my school policy					
I understand my school's policy					
If asked by a sibling or friend I would be able to explain the policy to them					
I know how to make a complaint under the policy					
I understand how my complaint would be handled					
I know who to complain to and where to go if I needed support					
I feel that if I made a complaint it would be dealt with fairly					
I feel that students in my school are safe from racism/bullying/harassment					
I feel that my school is a safe school for students					

Issues of concern: .....

.....

.....

.....

.....

.....

.....

.....

.....