

Annual Staff Digital Skills Audit Tool

The purpose of this audit tool is to measure staff confidence and competence on technologies available within the school. This informs SLT and the Digital Lead of areas that need to be worked upon and to provide staff with relevant digital training opportunities. Our Audit tool is carried out using Google Forms.

1.	What is your job	title?					
2.	Do you have acco	ess to the	e following ◆ iPad/ta		ent at hom	ie? Smart _l	phone
3	. Do you use socia	l media?		◆Yes	* N	lo	
4	. Have you taken r	measures	to protec	t your iden	tity and inf	ormation	า?
	◆ Yes	•1	No	◆ I d	on't know		
5	. Are you aware of	f the scho	ool's e-safe	ty guidelin	es regardin	g social r	nedia?
	◆ Yes	+	No	◆I de	on't know		
6	. Have you read th	ne e-safet	ty docume	nts?			
	◆ Yes	+	No	◆I de	on't know		
7.	7. Do you know who to speak to regarding issues relating to e-safety?						·?
	◆ Yes	• [No				
8.	Please rate your	confiden	ce on usin	g the follov	wing hardw	vare: (1 k	peing the lowest)
		1	2	3	4	5	Non- applicable
	PC	\circ	\circ	\circ	\circ	\circ	\circ
	Laptops	\bigcirc	\circ	\circ	\circ	\circ	\circ
	iPads & apps	\bigcirc	\circ	\circ	\circ	\circ	\circ
	Eye-Gaze	\bigcirc	\circ	\circ	\circ	\circ	\circ
	C-Touch Scree	\circ	\circ	\circ	\circ	\circ	\circ
	Digital Cameras	\circ	\circ	\circ	\circ	\circ	\circ
	Sensory rooms	\circ	\circ	\circ	\circ	\circ	\circ

9. Please rate your confidence on using the following software: (1 being the lowest)							
		1	2	3	4	5	Non-applicable
	Microsoft Word	0	0	0	0	0	0
	Microsoft publisher	0	0	0	0	0	0
	Microsoft Powerpoint	0	0	0	0	0	0
	Purple Mash	0	0	0	0	0	0
	Help Kidz Learn	0	0	0	0	0	
	Grid 2	0	0	0	0	0	0
	HWB (Online resources)	0	0	0	0	0	0
	Google Drive	0	0	0	0	0	O
	BCBC logon (access to email/payslips)	0	0	0	0	0	0
 10. Do you feel the school provide you with opportunities to increase your IT skills? Yes No 11. Are there resources in place to support pupil and staff learning? Yes No 12. What IT equipment do you use the most as part of your job role? — 13. Please list any IT/DC (Digital Competency) training you feel you need. 							
14. Do you use an iPad to take photos/document class life in school? ↑ Yes ↑No ↑I don't know 15. Do you feel competent in transferring files from one device to another and storing to the correct place? ↑ Yes ↑No ↑I would like more support							
◆ Yes					ore support		

16.	Do yo	ou feel	vou have	enough k	knowledge	on the	following?
-----	-------	---------	----------	----------	-----------	--------	------------

	Yes	Some	No
Cyber Bullying	0	0	0
Cyber Stalking	0	0	0
Malware (virus, worms)	0	0	0
Phishing (attempt to obtain sensitive information)	0	0	0
Sexting	0	0	0
Pegi Rating (e.g. PG, 12A etc)	0	0	0
Copyright	0	0	0
Pupil safety online	0	0	0
CEOP (think u know)	0	0	0

17. Do you have any further comments?