

# Gloucestershire Safeguarding Children Partnership



## KCSiE Assurance Declaration – Frequently Asked Questions

This FAQ is designed to help education professionals understand and complete the Keeping Children Safe in Education (KCSiE) Assurance Declaration. It covers common queries and provides practical guidance.

### 1. Why did we receive a reminder letter even though our submission is up to date?

Letters are sent if your completion rate is below expectations or your last review was outside the acceptable timeframe.

Tip: Review a section of the declaration each term to keep it current and reflective of practice.

Tip: Exemplar submissions are available on GCC Plus, which can be accessed by schools supported through GSEP.

### 2. How do I access the Assurance Declaration Portal?

<https://www.gscpaudit.org.uk/home/>

### 3. Do we need to review every section, even if nothing has changed?

Yes. Reviewing all sections ensures information stays relevant and allows updates to any previously recorded outstanding actions. It is advised to update 1 standard per term, this ensures each standard receives equal focus throughout the year in manageable sections.

### 4. What if we don't hear back after submitting the registration form via the portal?

Account setup is manual and may take up to 5 working days. If you haven't heard back, email [GSCP@gloucestershire.gov.uk](mailto:GSCP@gloucestershire.gov.uk)

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## 5. Can one submission cover multiple settings in a Federation / Academy Trust?

No. Each school must submit its own declaration, even if they share safeguarding processes. Each setting will have specific nuances, risks and actions. This level of detail should be included within the assurance declaration to provide sufficient evidence of safeguarding to assure the education directorate and the Executives of the GSCP.

## 6. What support or guidance is there for me to complete the KCSIE Assurance Declaration?

A [webinar](#) and other professional resources can be found on the partnership assurance declaration web page of the GSCP website: <https://www.gloucestershire.gov.uk/gscp/partnership-assurance-declarations/>

if you have bought into the [Gloucestershire Safeguarding in Education Partnership](#) (GSEP) traded service, you can request support by emailing: [GSEP@gloucestershire.gov.uk](mailto:GSEP@gloucestershire.gov.uk)

## 7. How can I check who has access to our declaration?

Email the GSCP Business Unit at [GSCP@gloucestershire.gov.uk](mailto:GSCP@gloucestershire.gov.uk)