

## Whole School Staff Survey – Non-teaching staff Speech, Language and Communication Audit

*To be completed by **all** non-teaching staff including caretaking and maintenance staff, before and after school club staff, office and finance staff who have contact with pupils and families, road crossing patrol staff, volunteers working with pupils.*

This questionnaire will provide details relating to staff perceptions of their level of understanding of speech, language and communication needs (SLCN) and how this translates to a whole school communication friendly ethos.

Please indicate your role in the school:	School/Site:

Please consider each of the statements below and mark the appropriate box on the rating scale.

	Yes	No	Unsure
I have a good understanding of SLCN.			
I know who to speak to if I notice that a pupil appears to be having difficulties communicating.			
<b>When I notice a pupil or parent/carer has a communication difficulty, I adapt by:</b>			
Breaking down instruction into smaller chunks of information.			
Using visual cues to support spoken language (symbols, pictures, objects, signing, cards).			
Using non-verbal communication (gesture, signing, eye contact) to reinforce my spoken language.			
Giving pupils/parents/carers plenty of time to understand and respond (e.g., allowing the pupil ten seconds to respond – the ten second rule).			
By slowing down my speech rate.			
<b>Please consider these statements:</b>			
The school's vision as an inclusive and communication friendly environment is known and understood by all members of staff.			
I know when and how I can access visual support materials for children with SLCN.			

Where necessary, I adapt written information for pupils and parents to make sure they can access it.			
I share and model the school's communication friendly ethos.			

Thank you for completing this survey. Please return the form to the survey organiser.

**For completion by the auditor**

	Yes (score 2 points)	No (score 0 point)	Unsure (score 1 points)
<b>Total score</b>			