**Safeguarding Link Governor Visit Monday 4th March 2019**

**Link Governor: Nichola Ashworth**

**Headteacher: Pam Dungworth**

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| Headteacher: | Pam Dungworth |
| DSL: | Pam Dungworth |
| Designated staff member for LAC and previously LAC (PLAC): | Pam Dungworth |
| Chair of governors: | Claire Kierans |
| Governor responsible for safeguarding: | Claire Kierans / Nichola Ashworth |

**Business Manager: Clare Westerman**

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| **Identified actions** | **By Who** | **By When** |
| More detail in CP / Safeguarding Policy around local safeguarding procedures. | PD | * 08.03.19 |
| Head to write **Allegations of Abuse Against Staff Policy** in line with safer handling and safer working practices. | PD | * 08.03.19Adopted Rochdale allegations of abuse policy |
| Timelines for transition from LSCBs to the new system of multi-agency arrangements? Head to seek clarity from LA officer. | PD | * 08.03.19 e-mailed 5.3.19 |
| More detailed understanding under the e-safety section of the audit with regards to HOW do we know that filters / firewalls etc are keeping pupils safe? | CW / Remedian | 08.03.19 |

| **Objective** | **Was it met? (Y/N)** | **Evidence** | **Action required** |
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| An up-to-date **Child Protection and Safeguarding Policy** is in place and has undergone its annual review. Where an overarching policy is in place from a proprietor of multiple schools, the school has built on this to reflect its local circumstances and procedures. | Y | Provided to Governing Board Sep 2018 and also viewed as part of this meeting by NA. | NA |
| The **Child Protection and Safeguarding Policy** contains the school’s policies and procedures to address peer-on-peer abuse. | Y | Viewed Policy | NA |
| An up-to-date **Staff Code of Conduct** is in place. | Y | Staff Code of Conduct Including Professional Behaviour for Safer Working Practices Policy  (Revised July 2018)  Viewed | NA |
| The **Child Protection and Safeguarding Policy** has regard to local safeguarding procedures, KCSIE and the DfE’s most recent ‘Working together to safeguard children’ guidance. | Y | Made clearer specific reference in the statutory guidance page | More detail around local safeguarding procedures. |
| **[Updated June 2018]** Hard copies and electronic copies of the following documents have been provided to staff at induction:   * Part one of the most recent KCSIE guidance * Our Child Protection and Safeguarding Policy * Our Behavioural Policy * Information regarding the identity and the role of the DSL and any deputies * The safeguarding response to children who go missing from education | Y | Viewed with BM | Business Manager keeps in main office |
| **[Updated June 2018]** Hard copies and electronic copies of the following documents are freely available to staff and parents at all times:   * The most recent Working Together to Safeguard Children guidance * The most recent KCSIE guidance * Our **Child Protection and Safeguarding Policy** * Our **Staff Code of Conduct** * The identity of the DSL and a definition of their role * The safeguarding response to children who go missing from education | Y | Viewed with BM | Business Manager keeps in main office |
| The following additional safeguarding policies and procedures have due regard to the guidance specified above and are in line with local safeguarding procedures:   * **E-Safety Policy** * **Whistleblowing Policy** * **Acceptable Use Agreement** * **Anti-Bullying and Harassment Policy** * **Allegations of Abuse Against Staff Policy** |  | With the exception of the **Allegations of Abuse Against Staff Policy** | Head to write **Allegations of Abuse Against Staff Policy** in line with safer handling and safer working practices. |
| All members of the SLT are familiar with the above documents and ensure the school’s compliance with them. | Y | Governor spoke to SLT staff members directly on their knowledge of the policies. |  |
| A platform for discussing safeguarding matters is organised on a regular basis, e.g. staff and governing board meetings. | Y | Viewed agendas from SLT / Staff meetings with Safeguarding standing items. |  |
| **[Updated June 2018]** All staff have been made aware of the signs that indicate a pupil may be subjected to abuse or neglect, including specific safeguarding issues, as outlined on pages 14-15 of KCSIE 2018. | **Y** | Questions for staff  Signs of abuse is part of the CP / Safeguarding Policy |  |
| All staff have been made aware of the process of making referrals to Children’s Social Care, and for statutory assessments under the Children Act 1989. | **Y** | Displayed in key areas around the school |  |
| All staff know how to manage the requirement to maintain appropriate confidentiality whilst at the same time liaising with professionals. | **Y** | Headteacher sent guidance to staff on writing reports. |  |
| All staff have been made aware of how to act in the best interests of a pupil. | **Y** | Within policy and followed through regular training and updates. |  |
| The DSL reports, on an annual basis, to the governing board and Headteacher on the effectiveness of safeguarding policy and procedures. | **Y** | Shared at full governing board meetings. |  |
| The governing board takes prompt and effective action when weaknesses or potential improvements in policy or procedures are identified. | **Y** | CP / Child Protection Policy differed for approval until all governors had read and understood |  |
| **[New January 2019]** The governing board, SLT and DSL are aware of local safeguarding procedures and their duty to cooperate with them, as well as the timelines for transition from LSCBs to the new system of multi-agency arrangements. | **Y** | Local arrangements underpin school policy and staff are aware of their duty to comply with these. | Timelines for transition from LSCBs to the new system of multi-agency arrangements? Head to seek clarity from LA officer. |
| Staff members understand the role of local safeguarding procedures and their priorities. | **Y** | Displayed around school and revisited |  |
| Staff members are familiar with local safeguarding procedures and have the ability to access necessary information. | **Y** | Displayed around school and revisited |  |
| The governing board has appointed a DSL from the SLT. The DSL is aware of their duty to take the lead responsibility for safeguarding in the school and support other staff in carrying out their safeguarding duties. | **Y** | The Headteacher is the DSL and actively supports staff in their duty to keep children safe. |  |
| The governing board has appointed a deputy DSL, where appropriate. The deputy DSL is trained to the same standard as the DSL but primary responsibility remains with the DSL. | **Y** | The Deputy Headteacher is the Deputy DSL and has completed all of the training. |  |
| **[Updated June 2018]** Training for the DSL and any deputies includes online safety training allowing them to recognise the additional risks that children with SEND face online, for example, from online bullying, grooming and radicalisation, and are confident they have the capability to support pupils with SEND to stay safe online. | **Y** | Deputy DLS is also the SENCO and the DSL / Deputy DSL regularly attend Safeguarding Leaders updates and training. |  |
| **[Updated June 2018]** The DSL has the details of their LA personal advisor and liaises with them as necessary. | **Y** | Claire Heap |  |
| The DSL liaises closely with the LA and other relevant agencies in line with ‘Working together to safeguard children’. | **Y** | Attends DSL network meetings |  |
| The DSL has referred any cases of suspected abuse to the LA Children’s Social Care and Channel programme as required. | **Y** | Advise is sought from RBSB and referrals made.  Governor given overview of CPOMS with evidence of referrals |  |
| **[Updated June 2018]** The DSL has assumed responsibility for promoting the educational achievement of LAC and PLAC. | **Y** | The Headteacher (DSL) is the named person form LAC and PLAC. |  |
| The DSL supports staff who make referrals to the LA Children’s Social Care and the Channel programme. | **Y** | The DSL has worked with and supported the CARITAS worker to escalate cases to E-HASH |  |
| The DSL takes part in strategy and inter-agency meetings to contribute to the assessment of pupils. | **Y** | Evidence in minutes of attendance at TAF / Core Groups / CIN meetings and Conferences. |  |
| **[Updated June 2018]** The DSL is aware of the contact details and referral routes of the Local Housing Authority and ensures appropriate referrals to Children’s Social Care are made where necessary. | **Y** | As part of the lead on Team Around the Family the DSL works with Rochdale Borough Housing |  |
| The DSL has measures in place to ensure that the procedures for child protection are known, understood and used appropriately by all staff. | **Y** | Annual Safeguarding training  Regular updates  All staff access Hayes Training |  |
| **[Updated June 2018]** The DSL has overall responsibility for considering whether it is appropriate to share any information with the new school or college in advance of a pupil leaving, in addition to the child protection file. | **Y** | The school follows Rochdale’s policy on the sharing and transferring of documents. |  |
| **[Updated June 2018]** Before employing a teacher, all reasonable steps are taken to establish whether the individual is subject to a teacher prohibition order and, if so, prevent their employment. | **Y** | Governor viewed pre-employment checks and receipts |  |
| All interviews are conducted by at least two people. | **Y** | Governors are invited to attend and always a representative from the governing body |  |
| All permanent staff recruited have had the necessary DBS checks carried out. | **Y** | Seen central record |  |
| A separate barred list check is conducted for any individuals who begin work in regulated activity before the DBS certificate is available. | **N** | Staff have to have DBS certificate before starting their employment at school |  |
| **[Updated June 2018]** The Teacher Service’s system is used to verify award of QTS and the completion of an induction/probation. | **Y** | QTS Teacher number is obtained by school and sent to LA for verification |  |
| All governors have undertaken an enhanced DBS check. | **Y** | Seen single central record |  |
| All contractors recruited have had the necessary DBS checks conducted prior to starting work on the premises. | **Y** | Seen evidence on single central record |  |
| All necessary checks for volunteers have been conducted, following a risk assessment. |  |  |  |
| **[Updated June 2018]** Written confirmation has been obtained stating that all necessary checks for trainee teachers have been conducted. |  |  |  |
| Recruitment and vetting procedures are in place to help deter, reject and identify people who pose a risk to children. | **Y** | DBS checks undertaken |  |
| **[Updated June 2018]** [DBS workforce guides](https://www.gov.uk/government/publications/dbs-workforce-guidance) are referred to when recruiting to see whether the position the school is recruiting for fits the ‘child workforce’ criteria. |  |  |  |
| **[Updated June 2018]** A full record has been kept of any risk assessments undertaken when deciding whether DBS checks are necessary for volunteers. |  |  |  |
| **[Updated June 2018]** References were obtained prior to interview and open testimonials were not accepted. Information that came directly from the candidate or an online source has been carefully vetted. | **Y** | References obtained by school prior to interview |  |
| All other necessary pre-employment checks have been conducted, including the following:   * Verification of an individual’s identity * Verification of an individual’s mental and physical fitness to carry out their responsibilities * Verification of the individual’s right to work in the UK * Verification of professional qualifications, as appropriate * Further checks if the individual has worked or lived outside of the UK | **Y** | Seen evidence of pre-employment checks and fit notes issued by Health Portal, qualifications seen at interview |  |
| Written information about previous employment history has been obtained for all staff members. | **Y** | Employment absences are obtained from previous employers |  |
| Any concerns about anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult have been referred to the DBS. | **Y** | DBS obtained before employed and interview |  |
| There is an up-to-date single central record covering all staff members. | **Y** | Seen single central record |  |
| The SCR also details checks carried out on volunteers. | **Y** | Seen single central record |  |
| **[Updated June 2018]** All staff members received safeguarding training as part of their mandatory induction, which included potential indicators of the following safeguarding issues:   * Child sexual exploitation * Forced marriage * Female genital mutilation * Trafficking * Honour based violence * Domestic abuse and violence * Alcohol and drug abuse * Mental health * Faith abuse * Fabricated and induced illness * Private fostering * Gangs and youth violence * Gender-based violence * Radicalisation * Sexting * E-safety * Teenage relationship abuse * Bullying * The additional indicators of the need for early help, including:   + The child is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups.   + The child is at risk of modern slavery, trafficking or exploitation.   + The child is showing early signs of abuse and/or neglect.   + The child is at risk of being radicalised or exploited.   + The child is a privately fostered child. * Where a child appears to be privately fostered, the need to report this to the LA. * The need to act on concerns immediately by speaking to the DSL * The issues surrounding sexual violence and sexual harassment * Contextual safeguarding * How to keep LAC and PLAC safe * Homelessness * Child criminal exploitation and the need to refer cases to the National Referral Mechanism * Contextual safeguarding and the need to provide as much contextual information as possible when making a referral | **Y** | Annual training records  Hayes Termly Training  Head 7 Minutes Briefing  All relevant staff are aware that one pupil in school is privately fostered and as a consequence policy surrounding this has been revisited.  Hayes training units completed |  |
| All staff members received child protection and safeguarding training in the last **three** years that is regularly updated, in line with local safeguarding procedures and covers, at a minimum, the contents of the KCSIE guidance. | **Y** | Yes, spoke to Caretaker who is attending tomorrow 05.03.19 |  |
| All staff, including the DSL, have received child protection and safeguarding updates as required, but at least annually, such as via email, e-bulletins and staff meetings. | **Y** | 7 minute briefings and DSL network meetings |  |
| The DSL has received child protection and safeguarding training that is updated every two years, is in line with local safeguarding procedures and covers, at a minimum, the contents of the KCSIE guidance. | **Y** | The DSL / Deputy DSL receive regular top-up training at least annually. |  |
| The DSL has regularly undertaken Prevent awareness training. | **Y** | All staff have undertaken Prevent training with Rochdale LA |  |
| The deputy DSL, if appointed, has received the same standard of training as the DSL. | **Y** |  |  |
| **[Updated June 2018]** Enough staff members are appropriately trained to allow at least one person conducting an interview to have completed safer recruitment training. | **Y** | The Head, deputy, Business manager and several members of the governing board have completed safer recruitment training. |  |
| **[New January 2019]** All staff have received data protection training and are confident of the processing conditions under the GDPR and the Data Protection Act 2018 that allow them to store and share information for safeguarding purposes. | **Y** | Yes provided by LA for all staff |  |
| The governing board ensured that the school’s training complies with the law. | **Y** | Yes through Governor reports and monitoring |  |
| Effective E-security and E-safety policies are in place. | **Y** | **Policies** are in place  Weekly blocked access report |  |
| Appropriate filtering and monitoring systems were established to limit pupils’ exposure to risks. | **Y** | Provided by Remedian  Governor tested filtering system | Head to follow up with internet provider |
| **[Updated June 2018]** Online safety is addressed in the curriculum. | **Y** | Internet safety day (annual)  Tootoot  On a cycle of assembly plans to revisit with children. |  |
| Filtering and monitoring systems are partly informed by the risk assessment required by the Prevent duty. | **Don’t know** |  | Head to follow up with internet provider |
| Clear procedures are established for the use of mobile technology in the school. | **Y** | Signs in public places around school  All staff are aware of designated. |  |
| The governing board ensures that monitoring and filtering systems do not cause “over blocking”, which may lead to unreasonable restrictions regarding what pupils are taught about online safety. | **Y** |  | Remedian to answer and give report to Governors. |
| The school teaches pupils about safeguarding through the PSHE curriculum, and relationships and sex education (RSE). | **Y** | Governors reviewed SRE Policy and scheme of work approving A Journey in Love. | 02.05.2019 Meeting with parents to consult on changes to SRE scheme |
| The following aspects of safeguarding are addressed in the curriculum:   * Online safety * Anti-bullying * Sex and relationships * Whistleblowing procedures for safeguarding concerns | **Y** | Whole Child Curriculum Overview |  |
| Pupils are encouraged to adopt safe and responsible practices and deal sensibly with risk. | **Y** | Whole Child Curriculum Overview |  |
| Pupils are made to feel comfortable to talk about any concerns they may have and understand that they will be listened to and valued. |  |  |  |
| Pupils know when and where they can seek support for safeguarding issues or concerns. |  |  |  |
| Appropriate internal whistleblowing procedures are in place, and details are included in relevant staff policies. | **Y** | Recent examples in school of whistleblowers taking action and speaking to the Headteacher |  |
| Staff members are aware of alternative whistleblowing channels, should they feel unable to raise the issue through the usual procedure. | **Y** | All staff are aware of how to make a referral E-Hash or the governing board. |  |