

Safeguarding Overview
Audit of Practice/Arrangements 2018/2019

	Safeguarding Focus	Evidence
A.	Designated Persons Mrs G Kilburn, Mr I Merrington Nominated Deputy Mrs J Bradley School Counsellor Mrs J Bestford	<ul style="list-style-type: none"> ▪ Training GK/IM/JB all to Level 2 as required. IM/GK to level 3 ▪ Named in Staff Handbook – promoted across school ▪ Governors minutes shows involvement/ Child Protection SEF ▪ Staff aware of who are DP & ND.
B.	School has written Safeguarding/Child Protection procedures that are accessible to all staff Coordinated by Mr Merrington	<ul style="list-style-type: none"> ▪ Policy & Procedures in place ▪ Policies can be viewed within website and/or policy Tab within Teams Staff Noticeboard.
C.	Designated persons hold senior positions in school. Have a good understanding of Safeguarding. Will attend LSCB recognised training at least every two years.	<ul style="list-style-type: none"> ▪ LSCB database ▪ Inset records list ▪ Evaluation of course ▪ Certificate of attendance dates ▪ Report and training delivered to Governors by IM and SGSS Officers. ▪ DPLs are Senior Leaders within the school.
D.	The designated person and nominated deputy are able to: Make an appropriate referral for Child Protection or Child in Need Follow LSCB Safeguarding Children Procedures Keep records, prepares reports, attends and contributes to child protection conferences/core groups/protection plans.	<ul style="list-style-type: none"> ▪ Certificate of training – attendance at statutory courses ▪ Evidence of CP records kept separately and securely away from education records – record keeping system in place ▪ DPLs attend regular training to keep abreast of safeguarding. E.g. GK and IM on LSCB course June 2018 re grooming, CSE and radicalisation.
E.	All school staff have induction training and are kept informed of LSCB procedures and the named designated person/nominated deputy.	<ul style="list-style-type: none"> ▪ A record of staff and their training ▪ Staff training programme ▪ Staff meeting records/agenda ▪ Governor's minutes.
F.	School prospectus (Safeguarding Section of website) has a statement for parents on Child Protection/Safeguarding.	<ul style="list-style-type: none"> ▪ Viewed within website - dedicated safeguarding tab ▪ Updated annually.
G.	School has a nominated Governor/s who understands their role and has attended appropriate training in child protection (or governing body takes responsibility).	<ul style="list-style-type: none"> ▪ Named Governor Mrs M Gray ▪ Record of attending training ▪ Policy ▪ Governors' minutes ▪ Designated Person report to governors.
H.	School has consulted/referred cases to Children's Services Social care.	<ul style="list-style-type: none"> ▪ Details retained securely in Child Protection file (kept separately from child's education records with GK). CPOMS keeps chronologies GDPR secure.
I.	Appropriate (trained) staff attend child protection conferences and core group meetings when required. Reports prepared before the conference/core group as required using LSCB guidance.	<ul style="list-style-type: none"> ▪ Record of attendance ▪ School copy of report for Conference for each young person in an individual file ▪ Protection plans held for each young person with actions responsibilities recorded.

J.	School has safe recruitment policy/procedures.	<ul style="list-style-type: none"> ▪ Policy/procedures evidence available for inspection and complies with Children’s Services guidelines and DfE Safeguarding Children (KCSIE2018) and safer recruitment in Education guidance ▪ HT and nominated Governors attended NCSL Safer Recruitment Training and SGSS has been notified and have copy of Certificates ▪ Includes all staff (paid/unpaid) ▪ Is monitored annually ▪ SCR fully compliant – externally verified by auditor.
K.	Head Teacher and Governors are aware of procedures to follow when an allegation is made against a member of staff or the Head Teacher.	<ul style="list-style-type: none"> ▪ Copy of procedures, section within Safeguarding policy ▪ Evidence of training undertaken by Head Teacher, Nominated Deputy (IM) and Governor is monitored annually for effectiveness. ▪ IM has Train the Trainer accreditation ▪ Staff receive regular verbal reminders in staff briefings.
L.	School ‘Whistle Blowing’ policy or awareness through training.	<ul style="list-style-type: none"> ▪ Policy is in place and staff are aware of it. Can be viewed within policy section in Teams Staff Noticeboard ▪ Policy’s effectiveness is monitored annually.
M.	School attendance policy is protective and promotes and safeguards welfare of pupils.	<ul style="list-style-type: none"> ▪ Includes first day contact ▪ Clear procedures in place to identify pupils who have not registered in school and no contact has been received from the parents to explain their whereabouts. ▪ Identifies vulnerable pupils such as LAC or a child subject of a Protection Plan (whilst maintaining confidentiality) ▪ School Officers liaise with appropriate Service to effect procedures ▪ Alerts LA to migratory, missing or removed children.
N.	Procedures to safeguard ‘missing/lost’ children.	<ul style="list-style-type: none"> ▪ Should a child Leave St Bede’s School without the school being advised by the parent which new school the child is to attend the school will immediately notify the Attendance Team ▪ Should the child be subject of a Protection Plan or should the school have particular child protection concerns the school should first immediately notify the Children’s Services Social Care.
O.	Behaviour and Discipline Policy.	<ul style="list-style-type: none"> ▪ LA/DFE compliant ▪ Cross referenced to Child Protection / Safeguarding Policy ▪ Is monitored and reviewed annually ▪ Robust recording system in place on/off site which clearly identify action and outcomes and contact with parents (date and chronology vital) – CPOMS and Classcharts ▪ Good practice of record keeping ensures all details are factual/does not include interpretation of recommendation – date and time – CPOMS and Classcharts ▪ Policies can be viewed within website and/or policy Tab within Teams Staff Noticeboard. ▪
P.	Physical contact and restraint.	<ul style="list-style-type: none"> ▪ Practices are DfE compliant and have regard to Children’s Services guidance on management of challenging behaviour ▪ Robust recording systems and parental notification are in place ▪ Policies can be viewed within website and/or policy Tab within Teams Staff Noticeboard. ▪
Q.	Equal opportunities and diversity guidance.	<ul style="list-style-type: none"> ▪ Recognises that the welfare principle is paramount ▪ Recognises that child abuse occurs in all cultures, ethnic groups and social strata.

		<ul style="list-style-type: none"> ▪ DES and Equality audits can be viewed on website ▪ Policies can be viewed within website and/or policy Tab within Teams Staff Noticeboard.
R.	SEN Policy	<ul style="list-style-type: none"> ▪ Policy recognises that children with special needs are more vulnerable to abuse and exploitation. ▪ Policies can be viewed within website and/or policy Tab within Teams Staff Noticeboard.
S.	PSHE Policy.	<ul style="list-style-type: none"> ▪ Reviewed in line with new PSHE programme ▪ RSE policy and delivery of RSE included within PSHE programme.
T.	Use of images of children policy (Photography Policy).	<ul style="list-style-type: none"> ▪ Available for inspection ▪ Regularly reviewed ▪ Is Children's Services, DOH and DfE compliant ▪ Also Acceptable Use Policy and E Safety Policy ▪ Policies can be viewed within website and/or policy Tab within Teams Staff Noticeboard.
U.	Administration of Medicines and First Aid policy.	<ul style="list-style-type: none"> ▪ Is available for inspection – LA Policy adopted ▪ Is regularly reviewed ▪ Is Children's Services, DOH and DfE compliant ▪ Policies can be viewed within website and/or policy Tab within Teams Staff Noticeboard. ▪
V.	Educational Visits Policy.	<ul style="list-style-type: none"> ▪ Link to Health and safety Policy ▪ Safe practice guidance – EVC coordinator EVOLVE trained ▪ Children's Services guidance on off site visits ▪ Policies can be viewed within website and/or policy Tab within Teams Staff Noticeboard. ▪
W.	Anti Bullying Policy and Guidance.	<p>Guidance identifies:</p> <ul style="list-style-type: none"> ▪ Vulnerable or minority groups ▪ Procedures for managing and reporting/recording incidents ▪ Preventative strategies – partnerships with parents use/success ▪ Gives guidance on the protective curriculum ▪ Policies can be viewed within website and/or policy Tab within Teams Staff Noticeboard.
X.	Work experience.	<ul style="list-style-type: none"> ▪ Strong links evident between designated person / nominated deputy and work experience coordinators Post 16 ▪ Work experience placements are compliant with quality assurance framework, risk assessments and guidance for effective collaborative practice. Designated staff received training from LA H\S. IM is EVCO.
Y.	Admissions Documentation.	<ul style="list-style-type: none"> ▪ Hold appropriate information on all students (identity checks in place) ▪ Hold parental responsibility information for students. ▪ GDPR compliant.
Z.	Security of premises and staff.	<ul style="list-style-type: none"> ▪ Security Policy and Risk assessments in place including Lock down ▪ Fencing to be erected 18/19 ▪ Extension of CCTV within risk assessed locations to be installed 18/19 ▪ Visitors (Inc. DBS) arrangements in place ▪ Signing in systems in place ▪ Identity passes checked and confirmed ▪ Purpose of visit clarified

		<ul style="list-style-type: none"> ▪ Escorted to visit designation ▪ RAs undertaken for non-routine regulated activities ▪ Policies can be viewed within website and/or policy Tab within Teams Staff Noticeboard.
AA	Fire Risk Assessment.	<ul style="list-style-type: none"> ▪ Completed fire risk assessment available for the premises ▪ Action Plan in place to deal with any recommendations identified in fire risk assessment ▪ Records of fire evacuation drills, fire alarm tests, emergency lighting inspections and fire extinguisher inspections evident in the fire log book ▪ Emergency evacuation plan in place for the premises.
BB	Premises Management.	<ul style="list-style-type: none"> ▪ Designated Premises Manager: Mr M Taylor ▪ Site Asbestos Monitoring Officer (SAMO): Mr M Taylor ▪ Asbestos register available to view and there is evidence that it is being used i.e. signatures of contractors visiting premises, records of SAMO regular inspection of any asbestos on site. ▪ Records of workplace inspections that are required to be undertaken by Premises Manager.
CC	Accident Report.	<ul style="list-style-type: none"> ▪ Staff are familiar with the incident reporting procedures and the need to report and record incidents. ▪ Incidents occurring on the premises are recorded and reported using Incident Record Sheet ▪ Evidence that suitable remedial action was taken and recorded on the back of incident report forms.
DD	Risk Assessments.	<ul style="list-style-type: none"> ▪ Premises Risk Assessments have been undertaken for the school ▪ Specific Activity Risk Assessments have been undertaken and there is evidence that staff are aware of their content ▪ There is evidence that all Risk Assessments are subject to review and updating.
DP	Data Protection	<ul style="list-style-type: none"> ▪ To be revisited in full in the Autumn term in view of the introduction of GDPR in May 2018. Working towards full compliance.