Audit Tool - Overall Effectiveness of Safeguarding Procedures 2019

This audit tool is intended for **internal use only** and should not be submitted as part of the audit return. All returns should be submitted electronically **on the achieve form** which can be accessed via https://www.hants.gov.uk/educationandlearning/safeguardingchildren/annualaudit by **30 September 2019.**
While this audit is a reflection on the 2018/19 academic year, during the period of the audit, the Hampshire Safeguarding Children Board (HSCB) will become the Hampshire Safeguarding Children Partnership (HSCP); all references to HSCB and LSCB have been changed in preparation.

		Yes	No	In Part	Evidence
1.	**Policies and Wider Safeguarding**				
a.	*Does the setting have:*				
i.	*A child protection policy and procedure in place that is reviewed at least annually?*	√			Hants model policy used as a template. This is personalised by the school, revied by Governors every July and shared with staff at INSET in September.
ii.	*Appropriate safeguarding responses to the key safeguarding themes (Annex A of KCSiE – Keeping Children Safe in Education) established in the policy?*	√			CP Policy is shared with staff annually. A quiz was given to staff in January to check that they had read and understood both the policy and KCSiE. Because the policy is based on the Hants model it contains all the relevant parts. Temporary staff are given an induction pack which includes the key themes. It is followed by staff when they received a disclosure or when they have concerns which are reported to the DSL/s
iii.	*A staff behaviour policy (code of conduct)?*	√			We have a policy which is shared with staff annually. Questions surrounding the policy were included in the safeguarding quiz in January.
iv.	*A behaviour policy for pupils*	√			
v.	*A safeguarding response to pupils who go missing from education*	√			We have a file on the school system with details of who to notify if we are concerned that a child is not in education.
vi.	*The child protection policy available publicly?*	√	√		On the website, however hard copies need to be made available on the rack of forms etc. for parents

	Yes	No	In Part	Evidence
b. Have governing bodies and proprietors read, followed and acknowledged requirements of KCSiE, to ensure that the policies, procedures and training in their settings are effective and comply with the law at all times?	√			All governors have read the summary guidance and were given the same safeguarding quiz as the staff.
c. Have all staff read the summary of KCSiE?	√			KCSiE is shared with staff annually. A quiz was given to staff in January to check that they had read and understood KCSiE.
d. Are safeguarding related policies and procedures adopted by the governing body and are they understood, implemented appropriately and reviewed at least annually?	√			All safeguarding related policies are reviewed annually, unless there is cause to review them more frequently. There is a record that these have been read. The summary is unpicked during annual safeguarding training.
e. Does the headteacher or the designated safeguarding lead (DSL) report annually to the governing body on the effectiveness of safeguarding procedures?	√			Annual safeguarding report to governors presented every July. Now we have CPOMS, the number and nature of Safeguarding incidents are taken from there.
f. Does the governing body evaluate the effectiveness of the school's safeguarding framework?	√			Any recommendations by Governors (e.g. a request to know how many cases have been referred to Children's Services and no action was taken by CS) are built into the next report.
g. Is there an on-going action plan for safeguarding improvement?	√			Recommendations following this annual audit are acted upon.
h. Is there a DSL contactable at all times so that staff can discuss any safeguarding concerns?	√			There are 4 DSLs. There is an agreement with our linked Junior school that if no DSLs are available, staff can contact the Junior DSL/s. They can also contact Children's Services themselves.
2. Leadership and Management				
i. Designated Safeguarding Lead (DSL)				
a. Is there a senior member of the leadership team who has the role of DSL explicitly in their job description and has received appropriate (up-dated) training?	√			HT No explicit supervision, however the 4 DSLs work together
b. Is there a named deputy (or deputies), trained to the same standard, to cover the DSL in their absence?	√			3 x DDSLs who have had the same training as the DSl>
c. Is there a governor (or equivalent) that holds a lead role for safeguarding, within the remit of a governor?	√			CoG meets with HT. HT, AHT and CoG have had safer recruitment training. CoG booked on refresher training for November 2019.

	Yes	No	In Part	Evidence
ii. Designated Teacher (DT)				
a. Is there a designated teacher (DT) to promote and support the educational achievement of children and young people (CYP) who are in local authority care or have previously been looked after?	√			HT is DT. Currently only one post looked-after child who has an e-PEP. Use of funding is detailed on e-PEP
b. Has the DT had appropriate training?	√			Training record on school system
c. Has the DT provided the DSL with details of the named social worker and virtual headteacher for CYP in LA care?				n/a as the DSL and DT are the same person
iii. Allegations against staff				
a. Are there procedures in place for dealing with allegations against staff and are they in accordance with both HSCP procedures and DfE guidance?	√			Yes, one allegation made last year. Recorded and shared with the LADO and the LADO was contacted about the outcome of the allegation.
b. Does the procedure clearly define the difference between 'concerns, complaints and allegations'	√			This is covered under the complaints policy, and there is a definition of what is a concern and what is a complaint.
c. (Where relevant) are there adequate records of action taken in respect of concerns, complaints or allegations about an individual member of staff in their confidential personnel file?	√			One allegation and this is recorded in the member of staff's file. The SLT and office staff know where these files are.
d. Does the governing body (or equivalent) have a procedure to handle allegations against the headteacher?	√	√		All staff know that the CoG deals with allegations against the HT. This is made clear at initial interview and is in the CP policy. The CoG knows how to contact the LADO. Members of staff can only contact the CoG via the school office, so need to have her email address.
iv. Peer on Peer / Allegations against pupils				
a. Is there a protocol/procedure for dealing with allegations against children within the Child Protection policy?	√			What to do about peer on peer abuse is explicit in the CP policy.
b. Is there a protocol/procedure for responding to sexual violence and sexual harassment between pupils?	√			See above
c. Is there an agreed 'risk and needs assessment tool' in place to response to reports of sexual violence and sexual harassment between pupils?	√			Included in the policy, together with the Brook Traffic Light Tool for staff which indicates what is normal for the age of pupils at this school.

	Yes	No	In Part	Evidence
v. Curriculum				
a. Is education regarding safeguarding issues appropriately incorporated within the curriculum?	√			Curriculum covers safeguarding in a child sensitive way.
b. Are pupils encouraged to adopt safe and responsible practices and deal sensibly with risk?	√			From YR children are taught how to, for example (with an adult's help), assess whether or not the play equipment is safe to use in poor weather. They are taught to make good choices.
c. Is awareness raised among pupils of recognising when they are at risk and how and where to get help and support if they need it?	√		√	Pupils are taught to talk to an adult if they are concerned about anything. The NSPCC visit school and talk about keeping safe. Need to ask pupils if they know what to do. Governor visit to do this?
d. Is there an open culture where all individuals feel able to talk freely about their concerns, believing that they will be listened to and valued? Is this culture actively promoted?	√			Pupils talk freely to school staff about concerns at home. If they make a disclosure they are told that someone else may have to be told in order to keep them safe. Evidence - CPOMS
e. Are pupils provided with a safe online platform and educated on keeping themselves safe online?	√			Hants web filter and teaching about online safety. Online safety information for parents including website.
f. Are appropriate online filters and monitoring systems in place?	√			Staff code of conduct includes safe use of ICT
vi. Training				
a. Has the DSL (and any deputy as appropriate) undertaken the required two yearly training with annual updates?	√			All training in date via Hants.
b. Have all staff and other adults who work within the setting received the appropriate training?	√			Staff trained in September and again in January. HT picks up training for staff who missed it or who join school during the year.
c. Have regular (at least annual) child protection updates been provided to all staff?	√			See above. Updates at staff meetings.
d. Are all new staff, temporary staff and volunteers given induction which includes information on safeguarding procedures and their responsibilities?	√			On the induction log. By HT within first week.
e. Is the governor with leadership for safeguarding familiar with relevant HSCP and national guidance?	√			CoG has access to Governor hub for safeguarding updates. She had Governor Safeguarding training in June 2018.
f. Are governing bodies aware of their roles and responsibilities with respect to safeguarding?			√	Governors all have a copy of KCSiE. Need to ensure that the new Annex 1 from the new Ofsted Schedule is read and understood by Governors (from Sept 19), and that there is a record to say that they have had this and KCSiE.

	Yes	No	In Part	Evidence
g. *Is all safeguarding training for staff /volunteers recorded? Does training reflect the current safeguarding trends and risks as set out by the government in national guidance?*	√			Training records kept by AO. Google calendar alerts us to when training is due.
h. *Are all staff aware of the Early Help process?*	√			Part of staff training in Sept 18 and January 19. Staff have referred families for Early Help.
vii. Safer Recruitment				
a. *Are there procedures for safer recruitment and vetting in place and do they have regard to KCSiE 2018?*	√			Hants recruitment guidance followed
b. [maintained schools only] *Has at least one member of any appointment panel undertaken safer recruitment training?*	√			Yes. HT and CoG
c. *Are you compliant with the "Disqualification under the Childcare Act 2006" guidance (DfE 2015)?*	√			Checks made.
d. *Is there a Single Central Record in place? Does it include:*	√			
▪ *Identity checks carried out, when and by whom?*	√			By FO – part of SCR
▪ *All staff and volunteers working in regulated activity have a DBS check and have been checked against the Children's Barred List*	√			Yes – on SCR
▪ *A DBS check for all staff appointed on or after 01/03/02, who come into regular contact with or have unsupervised access to children, and who have had a break in continuous service of more than 3 months immediately prior to appointment?*	√			Yes – on SCR
▪ *A Teaching Prohibition check undertaken for all teaching staff?*	√			yes
▪ *Written confirmation from a supply agency, where relevant, that all the appropriate checks that the school would otherwise perform have been carried out and are satisfactory?*	√			yes
▪ *A record of all dates for completed checks?*	√			Yes – on SCR
▪ *A record of qualifications where this is a requirement of the job e.g. QTS?*	√			Yes - on SCR
▪ *Evidence of the Right to Work in the UK?*	√			Yes – on SCR

	Yes	No	In Part	Evidence
▪ *Evidence of lived abroad / overseas Police check and EEA teacher sanctions and restrictions where applicable?*	√			Yes on SCR
▪ *A Section 128 check for management positions [in non-maintained schools only]*				n/a
▪ *A Section 128 check carried out for all governors or equivalents*	√			
3. Behaviour and Safety				
a. *Do all staff and volunteers feel able to raise concerns about unsafe or poor safeguarding practice or potential failures?*	√			Whistleblowing policy, which includes method for reporting, shared with all staff.
b. *Is the DSL aware of indicators of specific safeguarding issues highlighted by KCSiE, Ofsted and the HSCP priorities?*	√			
c. *Is the LA notified of CYP removed from roll where confirmation has not been received that they have transferred into another setting?* *Is the LA notified of CYPs who become home educated?*	√			We report to the dedicated person at Hants who is responsible for these.
d. *Are procedures and policies relating to physical intervention consistent with DfE guidance 'Use of Reasonable Force in Schools' (July 2013)?*	√			
4. Are Pupils Safe on Site?				
a. *Are there adequate security arrangements for the grounds and buildings?*	√			Sign-in system.
b. *Are visitors or volunteers or those using premises monitored during the 'school day'?*	√			Visitors don't have unsupervised access to children.
c. *Is assurance sought in writing from users of the premises that they have appropriate policies (Child protection, vetting, health and safety, insurance) in place to safeguard CYP?*	√			We have copies of their policies.
d. *Is there a policy or procedures for ensuring that visitors to the school are suitable and checked and monitored as appropriate, for example external speakers at school assemblies?*	√			Visitors don't have unsupervised access to children.

	Yes	No	In Part	Evidence
5. Interagency Working				
a. Is the setting working with the Early Help Hub to provide timely intervention?	√			EHH assessments completed by staff and allocation meetings attended.
b. Are there effective systems in place for referring safeguarding concerns to relevant agencies in a timely manner?	√			Referrals are ongoing. Often advice sought from CS. IARF form completed asap.
c. Is the DSL allocated sufficient time and resource to discharge their responsibilities, including taking part in inter-agency assessments and meetings?	√			HT is DSL. Other DDSLs sometime attend meetings in DSLs place.
d. Is the DSL aware of CYPs in the setting who are, or may be, living in a private fostering arrangement?	√			Private fostering was part of training in January.
6. Reporting and Recording				
a. Are child protection (CP) records stored securely and separately from pupil records?	√			Paper records in filing cabinet in HT office, but most now on CPOMS. New policy reflects use of CPOMS
b. Are the records of good quality and up to date; do they indicate action that has been taken?	√			Actions following incidents logged on CPOMS
c. Where pupils have left, has the CP record been transferred separately from the main pupil file and in a timely manner? Has a receipt of transfer been retained?	√			
d. Are staff confident about reporting CP concerns and know what action to take, if their concerns are not acted on appropriately or in a timely manner?	√			All staff are happy to report to DSL. CP Policy is very clear about what staff need to do if they are concerned about a child.
e. Are all staff aware of the process for making referrals to Children's Services social care?	√			In policy
f. Does the setting encourage a clear culture of open communication between pupils, staff, parents and other adults working with CYP?	√			Parent Questionnaire. Need to do staff questionnaire.
7. Keeping Pupils Safe Outside Normal Provision				
a. Are appropriate arrangements in place to safeguard CYP who take part in, or are affected by, extended services and other activities outside normal 'school' hours?	√			Checks made and ratios agreed.

	Yes	No	In Part	Evidence
b. *Where relevant, are safeguarding arrangements in place for those on work-based learning, work experience and educational visits?*	√			Work place students not unsupervised. They are given a pack containing CP information.
c. *Where relevant, are safeguarding arrangements in place for those children who stay with host families / other settings? i.e. as part of exchange visits or sports tours?*				n/a

Action Plan

Development Areas	Action Required (please also indicate timescale)
Sharing of CP Policy	Hard copy of CP Policy needs to be available in the rack in the school entrance as **from September 2019** (currently just on website)
Staff being able to report concerns to CoG confidentially	Members of staff can only contact the CoG via the school office, so need to have her email address. **From September 2019** in induction booklet, and current staff to be informed by email. CoG email available on board in staff room.
Evidence that pupils know what to do if they feel at risk.	Need to ask pupils if they know what to do if they feel at risk. Governors to do this while visiting. **Autumn 2019**
Governors knowing their safeguarding responsibilities	Need to ensure that the new Annex 1 from the new Ofsted Schedule is read and understood by Governors (from Sept 19), and that they sign to say that they have read and understood KCSiE. **Next FGB meeting July 2019.**
Proof that there is a culture of open communication within the school.	Need to do staff questionnaire at **beginning of Autumn Term 2019.**

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List of changes from 2018 audit tool

Page 1

- intro. Note about change from HSCB to HSCP and references being changed through the document
- Insertion of point i*v* and *v* into the list under 1a to reflect the list in para 12 in KCSiE 2018

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- Insertion of point 1.*g*
- Change of 'available' to 'contactable' in 1.*h*
- Addition of '*or have previously been looked after'* at the end of 2.*ii.a.*

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- 2.iii insertion of point b, definition of what is a concern, complaint and allegation
- 2.iii addition of 'complaint and allegation' after concern
- Addition of section 2.iv to reflect the government focus on peer on peer and sexual violence and harassment. Point *a* moved from 2.iii, points *b* and *c* added to the audit
- 2.v.*c* changed to *Is awareness raised among pupils of recognising when they are at risk and how and where to get help and support if they need it?*

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- 2.vi.g change to '*Is all safeguarding training for staff /volunteers recorded? Does training reflect the current safeguarding trends and risks as set out by the government in national guidance?'* from the mention of Prevent, FGM, whistleblowing and online safety as specifically mentioned areas

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- 2.vii.d reference to NCTL prohibition replaced with teacher prohibition check
- 2.vii.d additional line to reflect 128 checks for governors or equivalents
- 3.a replacement of 'has action been taken to ensure that' with 'do'

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- 4.c. Addition of child protection to the list of policies for users of the premises