

SAFEGUARDING / SAFER RECRUITMENT IN SCHOOLS
UPDATE AS AT 29TH FEBRUARY 2016

To: Audit and Accounts Committee

Date: 15th March 2016

From: Keith Grimwade

Electoral Division(s): All

Purpose: Information update

Recommendation: The Committee are invited to note and comment on the report

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1. BACKGROUND

- 1.1 At the request of the Audit and Accounts Committee, and to support schools with the increased expectations of the Office for Standards in Education, Children's Services and Skills (OFSTED) framework, the three Area Education Advisers within the Learning Directorate have been carrying out detailed safeguarding reviews in maintained schools, and academies that have purchased our services.
- 1.2 Schools have been prioritised according to our expectation of when they will be inspected by OFSTED. Approximately 100 schools have been visited to date and there have been return visits to a small number of these schools to ensure that issues relating to the Single Central Record have been put right.
- 1.3 Safeguarding has been covered holistically, i.e. the focus has not just been on safer recruitment, which is only one part of the process. Areas covered include safeguarding policy and practice, safer recruitment, the single central record, child protection procedures and training, PREVENT, induction, medical and first aid procedures, security and

visitor access and critical incidents.

- 1.4 Each review takes approximately four hours, so a significant resource has been allocated to this process.
- 1.5 Safeguarding has been an agenda item at a wide range of Headteacher / governor / school staff meetings and conferences:
 - Primary Headteacher Breakfast Meetings
 - The Regional School Commissioner's Secondary Academies School Improvement Board
 - Local Authority Headteacher OFSTED Briefings
 - Regional Her Majesty's Inspectors (HMI) Headteacher briefings
 - Governor briefings for over 250 school governors
 - The Business Manager Conference
 - The Business Manager Forum
 - New Headteacher Induction
 - Clerks Briefings

2.0 MAIN ISSUES

- 2.1 The early findings have been summarised and communicated to schools by Rosemarie Sadler, Head of Service for the Schools Intervention Service. The most common issues arising are:
 - Schools not having their Allegations, Staff Discipline and Grievance policies easily accessible.
 - Kitchen doors are often left open; schools take great care to ensure that their front entrance is secure without checking that other doors are closed and secure.
 - The policy of 'Invacuation' is not clear to all members of staff. (This means confining people inside if there is a dangerous situation outside.)
- 2.2 Education Advisers have seen good practice in some schools including:
 - Everything relating to Safeguarding is kept in one file.
 - A safeguarding Notice Board in a prominent place in the school
 - List of names and photographs of designated persons and who to contact if there is a concern.
- 2.3 We have analysed the review of 69 of these schools so far and the picture in schools has improved since we communicated with schools about the Local Authority (LA) concerns arising from the 2015 audit. A number of schools have received OFSTED inspections after having a safeguarding review and have been praised and some highly praised for their safeguarding procedures.
- 2.4 Virtually all maintained schools are now using the LA model Single Central Record (they do not have to) and this has helped clarify expectations for schools and has ensured that government regulations are being met.

- 2.5 Single Central Records are now in a much better state and the LA model has high expectations of who should be included that goes beyond the statutory minimum. Headteachers have been co-operative and have welcomed the support to ensure they are fully compliant with statutory requirements.
- 2.6 The most common errors that we have identified are not having a separate record of the check on Prohibition from teaching even though these checks have been done when applying for an Enhanced Disclosure and Barring Service check and ensuring that evidence is kept on personnel files of the employees Right to Work in the UK, even though these checks were undertaken on appointment.
- 2.7 The review has clarified for schools the expectations of legislation related to safer recruitment, the School Safer Employment Policy and the OFSTED framework.
- 2.8 Safer recruitment training provided by Governor services has been heavily subscribed this year and additional courses have been offered. Schools can choose to use this training or the online or face to face training offered by the National Society for the Prevention of Cruelty to Children (NSPCC) or Education Personnel Management. Only one school covered by the review had nobody trained in safer recruitment.
- 2.9 The Learning Directorate has also ensured that Children, Families and Adult teams, a range of LA Service providers and agencies including health, Property Managers, Caterers and contractors who work in schools are aware of safeguarding and security expectations, the OFSTED framework and are able to meet the expectations of Heads with respect to employment checks.
- 2.10 An Education Adviser has met with the Director of EPM (Education Personnel Management) who provide personnel services to most Cambridgeshire schools to ensure that messages are consistent.
- 2.11 The Annual Child Protection Monitoring Report to Governors 2014–2015 is attached as Appendix 1 to this update.

Source Documents	Location
None	