

**XXX Primary School****Definition of safeguarding**

In relation to children and young people, safeguarding and promoting their welfare is defined in Working Together to Safeguard Children as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

**Evidence to look for when inspecting safeguarding arrangements**

- the extent to which leaders, governors and managers create a positive culture and ethos where safeguarding is an important part of everyday life in the setting, backed up by training at every level
- the application and effectiveness of safeguarding policies and safe recruitment and vetting processes
- the quality of safeguarding practice, including evidence that staff are aware of the signs that children or learners may be at risk of harm either within the setting or in the family or wider community outside the setting
- the timeliness of response to any safeguarding concerns that are raised

**Evidence of a policy or practice will be needed to provide the assurance of a yes judgement during this review.**

**If the judgement is no, the reviewer recommends strongly that the school takes appropriate action to ensure that practice is reviewed and or policy is reviewed.**

## Education Child Protection

### Relevant policies adopted, up to date, regularly reviewed and linked and accessible?

Safer Employment Policy	Yes/No
Safeguarding and Child Protection Policy	Yes/No
Safeguarding and Child Protection policy on website	Yes/No
School Equality Policy	Yes/No
School recruitment and selection Policy	Yes/No
Staff Code of Conduct	Yes/No
Staff discipline and grievance policies adopted	Yes/No
Whistleblowing policy accessible to all staff	Yes/No
Acceptable use of ICT	Yes/No
Lone Working Policy	Yes/No
Intimate care Policy	Yes/No
First Aid Policy	Yes/No
Physical Handling and restraint Policy	Yes/No
Behaviour Management Policy	Yes/No
Anti-Bullying Policy	Yes/No
Supporting pupils with medical conditions	Yes/No

### Essential documents on file

Keeping Children safe in Education	Yes/No
Keeping Children Safe Part 1 issued to all staff and centrally recorded	Yes/No
Working Together to Safeguard Children	Yes/No
Safer Working Practice or similar code issued to staff and recorded	Yes/No
Appropriate risk assessments in place	Yes/No

### **Child Protection Training including induction for all new staff and volunteers**

CP Training every three years for all staff	Yes/No
All staff updated at least annually	Yes/No
Induction for all new staff	Yes/No
CP training for all new staff	Yes/No
Central record of completion of Induction training	Yes/No
Appropriate CP training and induction for volunteers	Yes/No
Appropriate induction for agency and self employed staff	Yes/No
Are all staff aware of responsibilities with respect to FGM and missing children?	Yes/No

### **Named Designated Persons and record of initial and refresher training**

DP 1	Date of most recent training
DP 2	Date of most recent training
DP3	Date of most recent training
DP4	Date of most recent training

Does the designated safeguarding teacher have an appropriate job description? Yes/No

Does the designated safeguarding lead have "sufficient time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings, to contribute to the assessment of children and to take steps to escalate when appropriate? Yes/No

### **Additional training undertaken by staff and governors (including LSCB and Education Child Protection)**

Brief details

# Schools Intervention Service

**The school records information relevant to safeguarding concerns clearly, accurately and securely and shares it both internally and with other agencies**

Records clear, accurate and complete Yes/No

Records secure Yes/No

Shared appropriately with agencies Yes/No

Appropriate actions are taken by the school Yes/No

CP records are transferred securely and a receipt obtained from the receiving school Yes/No

## **School is fully aware of allegations procedure including awareness of part 4 of Keeping Children Safe**

Staff have seen Keeping Children Safe Part 4 or have received training Yes/No

Allegations policy Yes/No

## **Governors aware of safeguarding responsibilities including having a named governor for safeguarding**

Named Governor Yes/No

The Headteacher reports at least annually to the governing body on safer recruitment? Yes/No

Annual Child Protection Monitoring report to governors completed and shared with the governing body Yes/No

Safer Recruitment Audit tool used Yes/No

Standing item on governing body agenda Yes/No

SCR is monitored once a term by governors Yes/No

## **Prevent training and awareness**

Prevent lead Yes/No Date trained

Staff awareness training Yes/No Date trained

Governors fully aware of Prevent Yes/No

## Safer recruitment

Safer recruitment training for staff/governors on appointment panel (online or face to face) Yes/No

Number and date trained

Staff

Governors

**Single Central Record includes all adults including volunteers who work in the school and is fully compliant with Keeping Children Safe in Education**

**All of the following are fully completed on the SCR**

Identity checks Yes/No

Qualification checks Yes/No

Checks on right to work in the UK Yes/No

A prohibition from teaching check Yes/No

Barred list check Yes/No

Enhanced DBS disclosure Yes/No

Disqualification by association Yes/No

Overseas records e.g. Certificate of Good conduct Yes/No

Assurances are sought that all staff not directly employed by the school have been checked by their employer Yes/No

All adults who are paid to work in the school appropriately recorded Yes/No

All agency staff (LA, Health, music, sports coaches etc...) who work in the school are appropriately recorded Yes/No

School is compliant with the guidance in Keeping Children Safe part 3 Yes/No

All volunteers who work in the school are appropriately recorded Yes/No

Are identity checks carried out **for all adults** including volunteers who work in the school, but who are not directly employed in the school? Yes/No

Unsupervised contractors are DBS checked Yes/No

Unchecked contractors are always fully supervised Yes/No

**Has the school had an external safer recruitment audit in the last three years?**

Yes/No

If yes what actions have been taken since the audit report?

**Site safety and security**

Does the school have policies and risk assessments related to site security? Yes/No

Are there any issues relating to site security and boundaries? Yes/No

Has the school had a recent security review? Yes/No

If yes what actions have been taken since the review? Yes/No

Does the school have arrangements for managing visitors and site access? Yes/No

Is there a system for recording suspicious incidents? Yes/No

Does the school have lunchtime and break supervision plan Yes/No

**Medical and First Aid**

**Medical and First Aid provision**

Does the school have qualified first aid staff? Yes/No

How many?

Does the school have an accident record keeping system? Yes/No

Does the school have individual protocols for children with medical needs? Yes/No

**Critical Incidents**

Is there a critical incident plan? Yes/No

Schools Intervention Service

### **Curriculum**

Does the curriculum cover personal safety? Yes/No

Are children taught e-safety? Yes/No

### **Prejudice Related Incidents**

Does the school record incidents' using PRIDE? Yes/No

### **Final Summary – Areas of strength and recommendations**

**Local Authority Adviser: Date:**