EDUCATION ADVISER

SINGLE CENTRAL RECORD AND SAFEGUARDING REVIEW

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, and

- taking action to enable all children to have the best outcomes.

Evidence looked for when inspecting safeguarding arrangements includes

- 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 safer 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, and

- 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 that the school takes appropriate action to ensure that practice is reviewed and/or that policy is reviewed.

Safeguarding and Safer Employment Policies

Relevant policies adopted, up to date, regularly reviewed and linked and accessible? The following are listed in the LA Safer Employment Policy.

Safer Employment Policy	Yes/No
Safeguarding and Child Protection Policy up to date	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 (Safer Working Practice or EPM 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
Cambridgeshire Inspection of LA Children's Services 2104	Yes/No

Appendix 2 Schools Intervention Service

Safeguarding including induction for all new staff and volunteers

All staff have read part 1 of Keeping Children Safe 2016	Yes/No
CP Training every three years for all staff (minimum)	Yes/No
All staff and leaders appropriately updated at least annually	Yes/No
All staff are aware of their safeguarding role	Yes/No
All staff have an awareness of safeguarding issues	Yes/No
All staff are aware of signs of abuse and neglect	Yes/No
Staff can identify children who may need help or protection	Yes/No
Induction for all new staff	Yes/No
CP training for all new staff as part of induction	Yes/No
Central record of completion of induction training	Yes/No

Staff are provided with Part 1 KCSIE, the CP policy, the Behaviour Policy

and Code of Conduct during their induction	Yes/No
Volunteers and third party providers are carefully selected and vetted	Yes/No
Appropriate CP training and induction for volunteers	Yes/No

Appropriate induction and CP training for agency and self-employed staff

Yes/No

Staff are aware of responsibilities with respect to:

FGM	Yes/No
CSE	Yes/No
Missing children	Yes/No
Peer on Peer abuse	Yes/No
Sexting	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
DP 3	Date of most recent training
DP 4	Date of most recent training

Designated staff undergo CP training every two years	Yes/No

Appendix 2 Schools Intervention Service

Their knowledge and skills are refreshed at least annually   Yes/No

Does the Designated Safeguarding Lead/or do all Designated Persons have the responsibility outlined in their JD

Appropriate job description?   Yes/No

This could include a single line in their job description and reference to appendix B in Keeping Children Safe.

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

The school ensures that there is a designated lead available when the school is open   Yes/No

Additional training undertaken by staff and governors (including LSCB, Education Child Protection and CPIN meetings)

Brief details

The school is aware of the impact of training   Yes/No

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

Record keeping is clear, accurate and complete   Yes/No

Records secure   Yes/No

Shared appropriately with agencies   Yes/No

Appropriate actions are taken swiftly by the school   Yes/No

Staff are confident in raising concerns   Yes/No

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

Appendix 2   Schools Intervention Service

Has the school had a recent CP audit?	Yes/No
Has the school recently audited their CP records?	Yes/No
Staff are confident to challenge leaders over safeguarding concerns and know how to use the whistleblowing policy	Yes/No

School is fully aware of allegations procedure including awareness of part 4 of Keeping Children Safe in Education

Have staff received any awareness training on allegations	Yes/No
Procedures in place to manage allegations	Yes/No
Allegations policy (e.g. EPM allegations policy)	Yes/No
Allegations procedure included in the Safeguarding and CP 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
Annual Child Protection Monitoring Report returned to ECPS	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
Governors are satisfied that the school's statutory responsibility for safeguarding is being consistently and effectively fulfilled	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	

The school has due regard to the need to prevent people from being

drawn into terrorism in accordance with the Counter-Terrorism and

Security Act 2015   Yes/No

Safer recruitment

Safer recruitment training for staff/governors on appointment panel (online NSPCC, EPM webinar levels 1 2 or 3 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
Academy Section 128 leaders/manager 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

Appendix 2 Schools Intervention Service

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
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
Unchecked volunteers are appropriately supervised	Yes/No
Unsupervised contractors are DBS checked	Yes/No
All governors have an enhanced DBS check	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?

Attendance

The school has an up to date admissions register	Yes/No
The school has an appropriate attendance policy in place	Yes/No
The school records attendance	Yes/No
The school monitors the attendance of vulnerable groups	Yes/No
The school has appropriate safeguarding responses to children who go missing from school	Yes/No
The school is fully aware of the education arrangements for pupils on their roll but educated elsewhere	Yes/No
The school reports register deletions/admissions to the LA	Yes/No

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

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

How many?

Does the school have paediatric trained staff?   Yes/No

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

The school regularly monitors accident records   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

Does the school have regular evacuation drills   Yes/No

Does the school have regular invacuation drills   Yes/No

Appendix 2 Schools Intervention Service

Curriculum

Does the curriculum cover personal safety?   Yes/No

Are children taught e-safety?   Yes/No

Appropriate filters and monitoring systems are in place to protect pupils

from harmful online material   Yes/No

Physical Intervention

Does the school have a physical intervention recording system   Yes/No

Prejudice-related Incidents

Does the school record incidents using PRIDE?   Yes/No

Looked After Children

A named teacher promotes the educational achievement of LAC pupils   Yes/No

Appropriate staff have the all the information they need   Yes/No

Appendix 2 Schools Intervention Service

Signs of success

The school can evidence that pupils are protected and feel safe   Yes/No

Pupils can identify a trusted adult with whom they can communicate

their concerns   Yes/No

Summary – strengths and recommendations

Local Authority Adviser: **Date:**