

# To assist schools in evaluating their procedures for safeguarding and Child Protection (revised March 2015)

School: New Park

Date carried out: September 2017

By Almut Bever-Warren

**SAFEGUARDING and CHILD PROTECTION**  
**An audit for school governors, headteachers and staff**

**This audit has been designed to assist schools in ensuring that they have the evidence to show that their procedures are good and to identify any actions needed to make improvements.**

<b>1</b>	<b>Senior Designated Person for Child Protection</b>	<b>No/developing/ embedded</b>	<b>Actions</b>	<b>By</b>
1.1	Who is the Senior Designated Person for Child Protection and Safeguarding in your school?	Almut Bever-Warren (main) embedded		
1.2	Is your Senior Designated Person fully trained? (i.e. attendance at LSCB child protection training) What was the most recent date?	Embedded		
1.3	Have you informed the LA of any changes in your Designated personnel? ( <a href="mailto:Elaine.Boulger@salford.gov.uk">Elaine.Boulger@salford.gov.uk</a> )	N/a		
1.4	Who deputises when the Senior Designated Person is not available?	embedded Ian Thomas Amanda Jones/Y. Milligan		
1.5	Is there a Safeguarding policy? Is there a pupil friendly version of the Safeguarding Policy & Procedures?	Yes developing	Write pupil friendly policy	Dec 17
1.6	Is there any facility for Parents to access the Safeguarding policy in home language?	n/a		
1.7	Are there clear procedures for addressing poor attendance, punctuality & missing from education?	Embedded		

2	Staff	No/developing/ embedded	Actions	By
2.1	Is there whole staff Child Protection training every three years? What arrangements are made for staff absent during training or new staff?	Embedded Take part in the next available LA training; also part of induction process in condensed form		
2.2	Is the school's Child Protection Policy reviewed annually with reports to the governing body?	embedded		
2.3	Does the school staff handbook include information about the Child Protection Policy and who to contact in the school?	embedded		
2.4	How many children have been the subject of a child protection plan within the last 12 months?	27		
2.5	Does your school have a policy on staff conduct including professional behaviour, physical intervention and whistle-blowing?	embedded		
2.6	Does the school have procedures for dealing with allegations of abuse against the head teacher or a member of the school staff, volunteers, visitors or governors? How are staff made aware of this?	embedded		
2.7	Do staff and other adults working in the school receive briefing on child protection and the school's child protection procedures as part of the induction procedures?	embedded		
2.8	How are updates on safeguarding procedures communicated to staff?	Daily debrief, email		
2.9	Do you have the systems in place to identify and notify private fostering arrangements to Children's Services?	Regular contact with CS		

3	Pupils	No/Developing/ embedded	Actions	By
3.1	How do you know that all pupils in your school feel safe? What evidence do you have?	Embedded  Questionnaires PASS questionnaire outcome Sep 17		
3.2	What measures are in place to ensure your school is one in which children and young people are always valued, respected, listened to and taken seriously?	School counsellor in place; access to mentors and tutors on 1:1 basis; opportunity for nurture time – small group and 1:1  embedded		
3.3	How do staff create and use opportunities to encourage children and young people to communicate about issues that concern them?	See above Regular contact with parents/carers over any issues via phone, text/whatsapp/ email/  embedded		
3.4	What support is available to children and young people, including any who are at particular risk or who have disclosed abuse?	Counselling, referral to appropriate agencies incl third sector  embedded		
3.5	What support is available to looked after children and their carers? Do governors receive an annual report on LAC and act on any issues identified?	Developing Agreed in individualised programmes via PEP		
3.6	Do you have an e-safety policy? <span style="color: yellow;">█</span>  Is there a pupils' version of the policy?	Yes		

3.7	Is there an Acceptable user Policy for Staff, Pupils & Parents?	yes		
3.8	How does the curriculum support e-safety?	CS, Assembly Tutor sessions  embedded		
3.9	Does the school have a policy on individuals taking photos & audio recordings (eg performances, meetings)? How is this shared with Parents?	yes  Parents are asked at admission meeting whether they give permission		
3.10	Does the school have a Social Media Agreement signed by Parents & other Stakeholders?	yes		

4	Risk Assessment	No/developing/ embedded	Actions	By
4.1	Are systems in place to ensure that all Health and Safety guidelines are met?	embedded		
4.2	Is there a system in place for carrying out risk assessments when they are needed? Is there a template to use?	embedded		
4.3	How do you ensure pupil safety in offsite education and work placements?	Embedded  Quality assurance process in place; Daily check up on attendance		
4.4	How is the school's anti-bullying policy monitored? How are pupils included in the process?	Embedded  school council designed Anti Bullying Charta		
4.5	When was the anti-bullying policy last revised?	March 17		
4.6	Is there a risk assessment for esafety? How often is it reviewed?	yes		
4.7	How do you ensure that incidents of bullying, homophobic and racist behaviour are challenged? How are these incidents logged & monitored?	Embedded Staff have had training on homophobic bullying (Feb 16); Students consistently challenged and reflection letters are given out for students to copy ; Recorded on SIMS		
4.8	How do you ensure that incidents of bullying, homophobic behaviour and racism are logged and monitored?	Embedded  Any incidents are discussed at daily debrief; spot checks are undertaken to monitor whether they have been transferred onto SIMS		
4.10	Does the school carry out an annual survey of pupils' views on bullying in school and beyond the school gates?	Embedded		

		School takes part in annual LA survey		
4.11	Does the school identify children who are young carers and assess their needs?	Yes: very close relationships with most parents; EHCP reviews offer opportunity for frank discussions  embedded		
4.12	Are Risk Assessments carried out for pupils/staff/parents who present particular risks?	Embedded  yes		
4.12	Are there adequate security arrangements for the grounds & buildings?	Embedded  Yes (PFI); addressed in termly gov report		
4.13	How often is the school's perimeter checked?			
4.14	Do you check that contactors regularly used by school, follow safer recruitment procedures?	Regulated through PFI and LA (Junior Site) Embedded		

	<b>Recruitment and Selection of Staff</b>	<b>No/developing/ embedded</b>	<b>Actions</b>	<b>By</b>
5.1	Is there a Safer Recruitment trained person on all selection panels?	Yes School business manager, HT and gov		
5.2	How often is the Safer Recruitment training refreshed? (recommended every 5 years)	Embedded Business manager and chair refreshed Jan 2016		
5.2	Does the Single Central Record include volunteers?	yes		
5.3	Who is responsible for maintaining the SCR?	embedded Business Manager with responsibility for safe recruitment		
5.4	Where applicable, have Staff Suitability Declaration forms been completed?	Embedded  yes		
5.5	Is there an established system for signing visitors in & out?	Embedded yes		
5.6	How is suitability of Supply Staff checked?	embedded School does not usually use supply staff; on the rare occasion we do, we check DBS check with agency or, if we appoint directly. Undertake our own DBS check		



6	Record Keeping	No/developing/ embedded	Actions	By
6.1	What is the system for handling and recording confidential child protection and other sensitive information?	Two systems: Paper copies in locked cabinet in HT's office; Over last 12-18 months school receives mainly electronic copies which are kept in a confidential folder only accessible to HT and Business Manager and operational manager for safeguarding, the three people mainly responsible for safeguarding		
5.2	Does the school ensure that the electronic transfer of confidential information is secure?	embedded yes: Salford has a secure system; other authorities send us information on their secure server system		

6.3	Is the school using Family Assessments? How many have been completed this year?	yes		
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6.6	Have key staff been on Family Assessment training in the last 2 years?	embedded Yes		
6.7	Are there detailed records of incidences of Physical intervention in a bound book with numbered pages?	Embedded yes		
6.8	How does the school ensure that confidential Child Protection information on a pupil is transferred (having been copied) when the pupil transfers to or from another school?	Paper copies are sent by recorded delivery or personally passed on		
6.9	Do your records evidence effective partnership working & tenacity in following up concerns with relevant agencies?	All emails are saved in children's individual files or in their confidential files (see above)		
6.10	Do records clearly distinguish between fact, observation, allegation & opinion?	Embedded yes		
6.11	How long are records kept & how are they disposed of?	CP and PI Records are kept indefinitely at present		

7	Parents	No/developing/ embedded	Actions	By
7.1	Does the school include in the prospectus or online information for parents about the school's role in child protection and safeguarding?	Embedded  yes		
7.2	How do staff create and use opportunities to encourage parents and carers to communicate about issues that concern them?	Embedded  Frequent communication via phone/text/whatsapp/parents group/family liaison officer		
7.3	How does the school inform parents of support available within the school and signpost to other agencies?	Embedded  On web; via open discussion as outlined above		
7.4	How do you gather information from parents about their views on children's safety?	Embedded  Face to face; questionnaire; Via phone/text/ whatsapp		
7.5	Does the school offer regular briefing on e-safety for parents?	Embedded  On web, in guidance document at point of admission and in one to one discussions in response to questions or issues raised by parents or school		
7.6	How are parents made aware of the School's Complaints Procedure?	Embedded  At admission interview; on website		

8	Curriculum	No/developing/ embedded	Actions	By
8.1	How does the school promote child protection and the safeguarding of children through the National Curriculum? (i.e. issues of personal safety, self-esteem, anti-bullying, racism, homophobia, sex and relationship education, grooming, access to the internet etc.)	Embedded  Assembly Displays PSHE Tutorials counselling		

9	Initial Child Protection Case Conferences & Reviews	No/developing/ embedded	Actions	By
9.1	Do you ensure the appropriate member of staff represents the school at child protection conferences, CIN & TAC meetings?	<p>Embedded</p> <p>Yes; if person closest to child cannot attend, the member of staff who will represent school will be fully briefed and a report will be written by the appropriate member of staff prior to the meeting</p>		
9.2	Do you ensure that the school provides reports for child protection conferences?	<p>Embedded</p> <p>Yes</p>		

9	Governors	No/developing/ embedded	Actions	By
9.1	Have all governors had enhanced DBS checks?	yes	Govs are aware that new requirement is in place and all checks will be undertaken within the timeframe given	
9.2	Has the governing body designated a governor with responsibility for safeguarding and child protection, who attends appropriate training? When was the most recent training?	Embedded ?		
9.3	Does the Senior Designated Person report on Safeguarding and child protection to the Governing Body as appropriate?	Embedded Yes – as appropriate		
9.4	Is time set aside for the governing body to review policies and procedures regarding safeguarding and child protection?	Embedded yes		
9.6	Has the governing body been offered opportunities to attend training about safeguarding and child protection?	Embedded yes		
9.6	How do governors monitor that child protection arrangements are adequate and that deficiencies or weakness are remedied without delay?	Embedded  Regular visits from governors to check policies and procedures; termly reports from Operational Manager for Safeguarding		

Should any training needs be identified as an outcome of this audit, contact Elaine Boulger, the Workforce Development Officer at [elaine.boulger@salford.gov.uk](mailto:elaine.boulger@salford.gov.uk). This will ensure training needs across the city can be identified and met.

10	Recruitment & Selection of Staff	No/developing/ embedded	Actions	By
10.1	Is the school's recruitment policy in line with all guidance on safer recruitment practice?	embedded		
10.2	Does the school have the single central record of staff and other adults working in the school, as advised on p48 of Safeguarding Children and Safer Recruitment in Education, statutory guidance? (see checklist Appendix 2)	embedded		
10.3	Have at least the head and one governor undertaken the safer recruitment training?	embedded		
10.4	If you are contracting for regular services are you checking that the contractors follow safer recruitment policies?	embedded		



## **Appendix 1**

### **Complying with Safeguarding requirements**

If an institution cannot demonstrate that the required enhanced CRB/DBS checks are complete or being carried out in order to complete a Single Central Record (SCR), then it is failing to meet the current government requirements.

The checklist on the right is a useful way of confirming whether or not the school's SCR meets requirements.

The school should also have the following documents and pieces of information available.

- single central record
- name of the designated member of staff
- child protection policy
- training record
- policies on bullying and harassment
- records of incidents of bullying and harassment
- log of racist incidents
- accident book
- procedures to protect vulnerable pupils
- health and safety policy
- safe handling and restraint policy
- disqualification by association check
- Staff Code of Conduct
- Record of CP referrals
- Evidence that staff have read the first section of the document 'Keeping Children Safe in Education'.
- Whistle blowing policy
- Designated person for LAC pupils
- Medical conditions policy
- First Aid policy
- Educational Visits policy
- Intimate Care policy
- Equalities and Disability policy
- Fire Drills evidence
- References to case studie

**Single Central Record (SCR) – required since April 2007**

		<i>Fully in place</i>	<i>Partly in place</i>	<i>Not applicable</i>
1	Is a single central record (SCR) of staff in place?	Yes		
2	Does the SCR contain the names and addresses, dates of birth and qualifications of all members of staff?	Yes		
3	Is there evidence on the SCR that all teachers have been checked	Yes		
4	Is there evidence that all staff, who have regular contact with children employed since March 2002 (162a 2003), have been CRB/DBS checked or have sent for a CRB/DBS check if they are new to the school?	Yes		
6	Have all staff appointed since May 2006, whether or not they have regular contact with children, been CRB/DBS checked or have sent for a CRB/DBS	yes		
6	Have new staff who have been out of the workforce, school or local authority for more than 3 months completed or sent for an enhanced CRB/DBS check?	yes		
7	Does the SCR include evidence that supply teachers who work directly for the school have a recent CRB/DBS check and have checked their identity?	Not recently as not required anymore		
8	Has the school evidence that agency supply teachers have been CRB/DBS checked and have checked their identity?	Yes, on the rare occasions when we do use supply staff		
9	Have volunteers including governors who have regular (more than once a month) contact with children been CRB/DBS checked or are they never left in sole charge of children?	Yes		
10	Does the SCR record the date when the CRB/DBS check was carried out?	yes		
11	Does the SCR record all teachers who have qualified teacher status (QTS)?	yes		
12	Does the SCR record evidence of permission to work for those who are not nationals of a European Economic Area (EEA) country and has criminal records information been obtained (or has it been sought) from countries where individuals worked or lived?	yes		
13	Does the SCR include prohibition checks?	yes		
14	Does the SCR include disqualification by association checks?	yes		

## **Useful Links**

### **Policy and Procedures**

1. Ofsted, Safeguarding Children, web link:  
<http://www.ofsted.gov.uk/schools/for-schools/safeguarding-children>
2. Working Together to Safeguard Children 2013, web link: <http://www.workingtogetheronline.co.uk/chapters/contents.html>
3. Section 176 Education Act 2002, web link:  
<http://www.legislation.gov.uk/ukpga/2002/32/section/176>
4. [Salford Safeguarding Children Board](#)
  - We have adopted the Greater Manchester policies <http://greatermanchesterscb.proceduresonline.com/>. Register for [alerts](#) when the manual is updated.
  - Supporting local pathways : <http://www.partnersinsalford.org/sscb/pathwayguidance.htm>
  - Additional local policies <http://www.partnersinsalford.org/sscb/policiesprocedures.htm>
  - Threshold of need and response: <http://www.partnersinsalford.org/sscb/Thresholds.htm>
5. Keeping Children safe in education; DfE
6. Department for Education – e-safety guidelines, web link:  
<http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/b00222029/child-internet-safety>

### **Safer Recruitment and Selection**

1. Safeguarding Children and Safer Recruitment in Education – Statutory Guidance, web link:  
<http://www.education.gov.uk/aboutdfe/statutory/g00213146/safeguarding-children-safer-recruitment>
2. Safeguarding: disclosure and barring – changes from September 2012, web link:
3. <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/a00209802/disclosure-barring>
4. Allegations against people who work with children – the Local Authority Designated Officer (LADO)  
<http://www.partnersinsalford.org/sscb/safeppractice.htm>