



Windsor and Maidenhead
**LOCAL SAFEGUARDING
CHILDREN BOARD**

Schools Safeguarding Audit 2018
Please return to lscb@rbwm.gov.uk by Friday 28th September 2018

Schools Safeguarding Audit Tool 2018

Name of School	St. Michael's CE Primary School
Name of person completing the audit tool	Emma Klinker & Maureen Atkinson
Designation	DSL & Safeguarding Governor
Date completed	27 th September 2018
Name of head teacher & date of their sign off	Lorna Anderton 27/09/18
Name of safeguarding governor & date of their sign off	Maureen Atkinson 27/09/18

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The LSCB will be reviewing all returns to identify patterns, themes and any further action that might need to be taken either at school or Board level. Therefore, the information provided may be shared with other schools and agencies but no individual school will be identified.

As this is a self-assessment – and accountability rests with your schools governing body – the LSCB is not in a position to approve or sign-off individual completed checklists. However please use your completed return to develop an action plan for your school's internal use.

Section 1 – Policies and wider safeguarding

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
1. Policies and wider Safeguarding					
a. Does your school have:					
i. A child protection policy and procedure in place that is reviewed annually, that follows statutory and local guidance and is freely available to parents?	✓			Reviewed & updated September 2018 Hard copy in Safeguarding file, in the staffroom and on the website	
ii. A wider suite of safeguarding guidance that are reviewed annually and available to parents to include:	✓			Policy reviewed and updated 11/17 On website	
▪ Health and safety					
▪ Use of reasonable force	✓			On website Policy reviewed and update 09/18	
▪ Meeting the needs of pupils with medical conditions	✓			On website Reviewed and updated 9/17	
▪ Intimate care	✓			On website Reviewed and updated 6/18	
▪ First Aid	✓			Supporting Pupils with Medical Conditions Policy – on website – updated 9/17	
▪ Educational visits	✓			On website Reviewed and updated 9/18	
▪ eSafety including use of internet and social media	✓			Social Media Policy On Website – reviewed and updated 9/18	

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
▪ School security	✓			Lockdown Policy – October 2017 Also see H&S Policy	
▪ Bullying	✓			On website Reviewed and updated 9/18	
▪ Harassment and discrimination	✓				
▪ Whistleblowing	✓			Updated September 2018 – see relevant policy on school website	
iii. A staff behaviour policy (code of conduct)	✓			Updated September 2018	
b. Are all leaders, managers and governors familiar with “Keeping Children Safe in Education” 2018?	✓			Reviewed School policy in-line with new guidance - September 2018 – in file and on website Whole staff training 3/9/18 Record of training in Safeguarding file	Ensure lunchtime controllers have had appropriate training
c. Have all staff been asked to read part one of “Keeping Children Safe in Education” and do you have a signed record of this?	✓			Delivered in staff INSET time to teaching staff. Quiz and record of reading part 1 in safeguarding file. Part of induction of new staff	
d. Are safeguarding policies adopted by the governing body implemented and followed by staff?	✓			Policies on website. Agreed by GB	
e. Does the head teacher or the designated safeguarding lead (DSL) report annually to the governing body on the effectiveness of safeguarding procedures?	✓			Agenda item in Autumn term. DSL meets with safeguarding governor once a half term	
f. Does the governing body take effective and prompt action when deficiencies/weaknesses are identified?	✓			Safeguarding governor has up-to-date training	

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
g. Does the governing body monitor the culture of safeguarding through visits to the school?	✓			½ termly update from DSL with safeguarding governor who will report to the GB	
h. Are staff and governors given the opportunity to discuss safeguarding matters on a regular basis? (i.e. staff meetings/ whole governing body meetings)	✓			DSL attends GB meeting to update Agenda item in phase meetings	

Section 2 – Leadership and management

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
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 in their job description and who has received appropriate (initial and regular refresher) training?			✓	Emma Klinker – DSL Training April 2017	Job description?
b. Is there a named DSL deputy (or deputies) to ensure there is a DSL available at all times	✓			Lorna Anderton – Deputy DSL Training October 2016 – update October 2018	
c. Is there a governor who holds a lead role for safeguarding and who has had appropriate training?	✓			Maureen Atkinson Training 3/9/18	
ii. Designated Teacher (DT)					
a. Is there a designated teacher (DT) to promote and support the education achievement of children in care (looked after children)?	✓			Lorna Anderton – Headteacher and Inclusion Manager	

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
b. Has the DT had the appropriate Level 2/3 safeguarding training?	✓			Training October 2016	
c. Does the DT provided the DSL with details of the named social worker and virtual head for each child in care (looked after child)?	✓			Details provided as necessary	
iii. Allegations					
a. Are there procedures in place for dealing with allegations (whistleblowing policy) against staff and do they follow both LSCB procedures and DfE guidance?	✓			Policy in place – September 2018 – on website in ‘safeguarding’ section	
b. Do you consult the Local Authority Designated Officer (LADO) prior to taking internal action?	✓			As necessary	
c. Are there adequate records of action taken in respect of concerns about an individual member of staff in their confidential personnel file?	✓				
d. Have the governing body nominated a governor to liaise with the LADO for allegations against the head teacher and is this mentioned in your whistleblowing policy?	✓				
e. Is there a protocol for dealing with allegations against children and is this stated in your safeguarding policy?	✓			In Safeguarding policy	
iv. Curriculum					
a. Are safeguarding issues appropriately incorporated into the school curriculum?	✓			NSPCC visits March 2018 NSPCC parent meeting on internet safety	
b. Are pupils encouraged to adopt safe and responsible practices and deal sensibly with risk?	✓			School values – 6 Rs Regular focus for school	

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
c. Do you differentiate information and advice given to vulnerable children and young people to reflect their needs?	✓			KS1/KS2 and Y5/6 NSPCC assemblies & workshops – different age appropriate content	
d. Do pupils feel able to seek support if they feel unsafe and know when and where to get help?	✓			Named individuals – posters in each room of DSL and Deputy DSL	
e. Is an open culture where all pupils feel able to talk freely about their concerns believing that they will be listened to and valued promoted?	✓			Worry boxes	
f. Are pupils educated on keeping themselves safe online?	✓			3 times a year Internet safety – curriculum computing lessons	
g. Does your school incorporate the British values through learning opportunities?	✓			Curriculum planning and other events: Democratic voting in school UKS2 visit to the Houses of Parliament School council	
v. Training					
a. Have the DSL and deputy/ies undertaken the required initial training and refresher training on a two year cycle and attend the termly Schools' DSL Network meetings?	✓			All up-to-date	
b. Have all staff and other adults who work within the school undertaken appropriate safeguarding training during last three years and receive regular yearly updates?	✓			All up-to-date Training 3/9/18	
c. Are all new staff, temporary staff and volunteers given induction which includes information on safeguarding	✓			Staff Handbook	

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
procedures and their responsibilities as part of safer recruitment culture?				Induction	
d. Is the safeguarding governor familiar with LSCB and national guidance relating to safeguarding?	✓			Up-to-date	
e. Have all members of the governing body attended safeguarding training and/or are aware of the roles and responsibility of the governing body?	✓			Safeguarding governor to update all at MGB	
f. Is all safeguarding training for staff /volunteers recorded and regularly monitored?	✓			Whole school records	
vi. Safer Recruitment					
a. Do you have procedures for safer recruitment and vetting in place and do they have follow "Keeping Children Safe in Education 2018"?	✓			HT trained Safeguarding governor trained Policy on school website – September 2018	
b. Is every interview conducted by at least two people (one of whom who has undertaken safer recruitment training)?	✓			Yes – always includes HT	
c. Are you compliant with the "Disqualification under the Childcare Act 2006" guidance (DfE 2015) and is this recorded in the Single Central Record?	✓				
d. Is there a Single Central Record in place? Does it include:	✓				
<ul style="list-style-type: none"> Identity checks carried out, when and by whom? 	✓			Maintained and updated by Elaine Stevenson, checked regularly by DSL	
<ul style="list-style-type: none"> All staff and volunteers working in regulated activity either having a DBS check, Risk Assessment or having been checked against the Children's Barred List? 	✓				

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
<ul style="list-style-type: none"> 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 have a DBS check ? 	✓				
<ul style="list-style-type: none"> A NCTL Prohibition check undertaken for all teaching staff? 	✓				
<ul style="list-style-type: none"> Written confirmation from supply agency, where relevant, that all the appropriate checks that the school would otherwise perform have been carried out and are satisfactory? 	✓			Info from agencies and individual	
<ul style="list-style-type: none"> Dates of all completed checks? 	✓			Centrally recorded	
<ul style="list-style-type: none"> Record of qualifications where a requirement of the job e.g. QTS? 	✓			Centrally recorded	
<ul style="list-style-type: none"> Evidence of Right to Work in the U.K.? 	✓				
<ul style="list-style-type: none"> Lived Abroad / Overseas Police check where applicable? 	✓				
<ul style="list-style-type: none"> A Section 128 check (Academy schools only) for management positions 	✓				
e. Does your Policy contain a cycle for updating staff DBS checks?		✓		Following borough advice in 2015 on reasons for updating DBS checks. Currently queried with HR and awaiting response.	

Section 3 – Behaviour and safety

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
3. Behaviour and Safety					
a. Are staff aware of pupils who are persistently absent or missing and have they taken appropriate action, especially regarding the most vulnerable?	✓			Systems in place Reports made	
b. Can you demonstrate that action has been taken to ensure that all staff, governors and volunteers feel able to raise concerns about unsafe or poor safeguarding practice?	✓			Referred to in training Whistleblowing policy	
c. Are staff aware of indicators of specific safeguarding issues highlighted by the Keeping Children Safe in Education, including the duty to report?	✓			Induction and annual training Last annual training 3/9/18	
• Child sexual exploitation	✓				
• Forced marriage	✓				
• Female genital mutilation	✓				
• Trafficked children	✓				
• Domestic Abuse	✓				
• Alcohol and Drug use	✓				
• Mental Health	✓				
• Faith abuse	✓				
• Fabricated and Induced Illness	✓				
• Private Fostering	✓				
• Gangs and youth violence	✓				
• Gender based violence	✓				

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
• Radicalisation	✓			Online training completed by all staff Summer 2018 and Autumn 2018 (new staff) and on induction. Records held in school office.	
• eSafety	✓			In school sessions NSPCC work – March 2018	
• Teenage relationship abuse		✓			Primary
• Bullying	✓			Regularly revisited with staff and children Anti-bullying week 6 Rs	
• inappropriate Sexual behaviour	✓				
d. Is the local authority notified of children removed from roll where confirmation has not been received that they have transferred into another school?	✓			Systems in place Advise EWO	
e. Is the local authority notified of children who have become home educated?	✓			Written confirmation gained from family before taken off of role	
f. Are reasonable force procedures and/or policy consistent with DfE guidance “Use of Reasonable Force in Schools”	✓			Positive training handling completed by staff academic year 2017-18 (record of current trained staff in safeguarding file and held centrally in school office)	

Section 4 – Are pupils safe on site?

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
4. Are pupils safe on site?					
a. Are there adequate security arrangements for the grounds and buildings?	✓			Health and Safety Policy	
b. Is there a statement to ensure that chemicals and toxic substances are stored securely and included in your Health and Safety Policy?	✓			Health and Safety Policy	
c. Are visitors or volunteers or those using premises monitored during the school day?	✓			Signing in and out Badges visible Monitored by individual visiting	
d. Is assurance sought in writing from users of the premises that they have appropriate policies (vetting, health and safety, insurance) in place to safeguard children?	✓			H&S policy	
e. Is there a policy or procedure in place for ensuring that visitors to the school are suitable and checked and monitored as appropriate (for example, external speakers at school assemblies)?	✓				
f. Do you currently make use of the school nurse service?	✓			Accessed as and when it is required.	

Section 5 – Interagency working

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
5. Interagency Working					
a. Are you working with the Early Help to provide timely intervention?	✓			Referrals made to MASH Lead meets with agencies	
b. Are there effective and prompt systems in place for referring safeguarding concerns about pupils to relevant agencies?	✓				
c. Is the DSL allocated sufficient time and resources to discharge their responsibilities, including taking part in inter-agency assessments and meetings? E.g. CP Conference, Core Groups?	✓				
d. Do you have a robust system for tracking Child Protection cases?	✓			Named person	
e. Is the DSL aware of children in school who are or who may be living in a private fostering arrangement and do they know who and how to notify of any such arrangements?	✓			To best of knowledge	

Section 6 – Reporting and recording

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
6. Reporting and recording					
a. Are child protection (CP) records stored securely and separately from pupil records?	✓			Locked away securely. DSL and Deputy have access.	

b. Are the records of good quality and up to date; and do they indicate any action that has been taken/considered?	✓			Continuously updated	
c. Is information shared with the governing body for monitoring purposes at least annually?	✓			Once a year	
d. Where pupils have left, has the CP record been copied and transferred separately from the main pupil file? Has a receipt of transfer been retained?	✓			Sealed envelope Receipts kept	
e. Are staff confident about reporting CP concerns and know what action to take if their concerns are not acted on appropriately	✓			Regularly reviewed	
f. Does your school encourage a clear culture of open communication between pupils, staff, parents and other adults working with children?	✓				

Section 7 – Keeping pupils safe outside normal provision

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
7. Keeping pupils safe outside normal provision					
a. Are appropriate arrangements in place to safeguard children who take part in, or are affected by, extended services and other activities outside normal school hours and/or off site?	✓			DBS checks made for clubs	
b. Are appropriate safeguarding arrangements in place for those on work based learning, work experience and educational visits, where relevant?	✓			Induction and checks	
c. Where relevant, are safeguarding arrangements in place for those children who stay with host families /					Not applicable

other settings (for example, as part of exchange visits or sports tours)?					
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Any additional comments, queries or information:

Thank you for completing this audit – we hope you will find it useful within your school.

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