

Local authority school safeguarding audit 2019

School: Hunslet Carr Primary School

Date audit undertaken. 28.02.2020

By: Louise Cornwell (Education Safeguarding Team), Andy Hinchcliffe (Lead Child Protection Officer) and Martin Lumb (Headteacher)

How to complete the audit

The head teacher/ senior designated safeguarding lead and nominated governor for safeguarding should work on this audit together. Each numbered section outlines a specific area of safeguarding. All supporting evidence must be clearly referenced in the “Evidence provided for verification” column and presented (wherever physically possible) in a hard copy file, ready for inspection.

Judgements on the quality of evidence provided will be categorised as follows:

Red – non-compliance – actions must be completed as a matter of urgency within 6 weeks of audit.

Amber – areas for practice improvement required - actions must be completed within 3 months of audit.

Green – safeguarding arrangements are in place and meet the required minimum standard

Pink Font actions denote areas of professional safeguarding practice identified as exemplary

Areas marked with S = Statutory requirement

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.

1.	Designated Safeguarding Lead	Evidence provided for verification	Evidence Location	Auditor's observations of supporting evidence provided. Recommendations.	Auditor's use only
1.1 S	<p>On the school's senior leadership team, who is the Designated Safeguarding Lead for Child Protection and safeguarding in your school, and is this specific in their job description?</p> <p>Martin Lumb (Head Teacher) is the nominated DSL from the SLT, however Andy Hinchcliffe is responsible for the day-to-day management of CP and Safeguarding, therefore for this purpose Andy Hinchcliffe is the DSL.</p> <p>All DSL have an additional JD for this role within school.</p>	<p><i>Safeguarding & CP Policy 19/20</i></p> <p><i>Headteacher JD</i></p> <p><i>Lead Child Protection Officer JD</i></p> <p><i>Nursery Teacher JD</i></p>	<p>1.1a</p> <p>1.1b</p> <p>1.1c</p> <p>1.1d</p>	<p>CP Policy seen</p> <p>Evidence on additional JD</p>	Green
1.2 S	<p>Is your Designated Safeguarding Lead fully trained? .i.e. attendance at LA 3 day, Designated Child Protection training & LSCP multi-agency training, updated every two years)</p> <p>All staff with a designated responsibility are appropriately trained and this is kept up-to-date.</p> <p>Another member of the SLT is booked to attend DSL training in July 2020 to increase capacity to the team.</p>	<p><i>LA School Training Record</i></p> <p><i>In-House Training Log</i></p> <p><i>Certificates of Attendance</i></p>	<p>1.2a</p> <p>1.2b</p> <p>1.2c</p>	<p>Evidence seen. All training up to date.</p>	Green
1.3 S	<p>Has the Designated Safeguarding Lead undertaken PREVENT training?</p> <p>All staff with a designated responsibility have attended training or are booked to do so.</p>	<p><i>LA School Training Record</i></p> <p><i>Attendance Register</i></p> <p><i>Emails</i></p>	<p>1.1a</p> <p>1.3</p> <p>1.3</p>	<p>Evidence seen</p>	Green
	<p>Have you informed the LA of any changes in your designated safeguarding personnel?</p>	<p><i>Annual Review Monitoring Report</i></p>			Green

1.4	<p>Yes in May 2019 in the ARM return.</p> <p>Email sent to Louise Bullock 26/02/2020 to update of new changes to the team.</p>	<p>Annual Review Monitoring Return Form</p> <p>Email to Louise Bullock</p>	<p>1.4a</p> <p>1.4b</p>	Evidence seen	Green
1.5	<p>Who deputises when the Designated Safeguarding Lead is not available and is this specific in their job description?</p> <p>Our Designated Safeguarding Team comprises of Martin Lumb (Headteacher), Andy Hinchcliffe (Lead Child Protection Officer) and Polly Sidebottom (Nursery Teacher)</p>	<p>Safeguarding and CP Policy 19/20</p> <p>Lead Child Protection Officer JD</p> <p>Nursery Teacher JD</p> <p>LA School Training Record</p> <p>Certificates of Attendance</p>	<p>1.1a</p> <p>1.1c</p> <p>1.5a</p> <p>1.2a</p> <p>1.2c</p>	Evidence seen in job descriptions	Green
1.6	<p>Has your Designated Safeguarding Lead undertaken training on Safeguarding Supervision?</p> <p>Andy Hinchcliffe attended training on 25.09.2018</p> <p>Martin Lumb attended Supervision training 06.02.2020</p>	<p>LA School Training Record</p> <p>Certificate of Attendance</p>	<p>1.2a</p> <p>1.6</p>	Evidence seen	Green
	<p>Does your Designated Safeguarding Lead provide safeguarding supervision to staff who have responsibility for child protection?</p> <p>All staff with designated responsibility have access to external clinical supervision. Andy Hinchcliffe accesses this on a half-termly basis.</p>	<p>Clinical Supervision information</p>	<p>1.7a</p>	Evidence seen. Monthly group supervision conducted every month. Recorded on CPOMS &	Green

1.7	<p>Group supervision meetings between DSL staff take place on a monthly basis, which is linked and cross-referenced against cases.</p> <p>Weekly Inclusion meetings take place where there is a cross-section of school staff represented and opportunity for discussion / challenge and support.</p> <p>Andy Hinchcliffe and Lauren Dean share an office and discuss families, children and cases on an on-going basis, providing support and guidance for each other which is vital in this area of work.</p>	<p><i>Monthly DSL team meetings</i></p> <p><i>CPOMS Supervision Discussion tab / link to supervision</i></p> <p><i>Inclusion meeting notes</i></p>	<p>1.7b</p> <p>1.7c</p> <p>1.7d</p>	<p>supervision log (advised there is no need to duplicate) External clinical supervision offered every half term. Recorded by provider (no confidential pupil info discussed) Head teacher supervision done through mentor.</p>	Green
2.	Information to Staff	Evidence provided for verification		Auditor's observations of supporting evidence provided. Recommendations.	Auditor's use only
2.1	<p>Is there whole staff Child Protection training every three years?</p> <p>Yes - Delivered in-house by the Education Safeguarding Team.</p> <p>New staff are enrolled onto the NSPCC Basic Awareness training.</p> <p>Refresher information is cascaded throughout the year.</p>	<p><i>LA School Training Record</i></p> <p><i>In-House training Log</i></p> <p><i>Attendance Register</i></p> <p><i>Training presentation</i></p> <p><i>Weekly Briefing notes (Measures of implementation)</i></p>	<p>1.2a</p> <p>1.2b</p> <p>2.1a</p> <p>2.1b</p> <p>2.1c</p>	<p>Evidence seen. Basic Awareness 10/19 NSPCC online for induction new staff</p>	Green
2.2	<p>Do your staff receive training opportunities on safeguarding issues such as on-line safety, radicalisation, safe working practice, FGM, CSE, CCE and domestic violence?</p> <p>Yes - Training was delivered in October 2019 by the Education Safeguarding Team which covered basic CP, Intimate care, Safer working practices</p>	<p><i>LA School Training Record</i></p> <p><i>In-House Training Log</i></p> <p><i>Attendance Register</i></p> <p><i>Training presentation</i></p>	<p>1.2a</p> <p>1.2b</p> <p>2.2a</p> <p>2.2b</p>	<p>Evidence seen of Prevent, intimate care, CSE and basic awareness training. Evidence of safeguarding updates in weekly team</p>	Green

	<p>intimate care, safer working practices. Thematic topics are discussed in team briefings, through emails, newsletters and One-Minute Guides.</p> <p>Many staff undertook training on thematic topics in 2017 and there is a plan to roll this out again later in the year.</p>	<p><i>Weekly Briefings</i></p> <p><i>One Minute Guides</i></p> <p><i>Safeguarding Newsletter</i></p> <p><i>Thematic Topics registers</i></p>	<p>2.2c</p> <p>2.2d</p> <p>2.2e</p> <p>2.2f</p>	<p>briefings and safeguarding newsletters ACTION: Safer Working practice training to be booked for whole staff.</p>	
2.3	<p>Does the school have a fully trained lead professional who undertakes Early Help?</p> <p>Yes - Our Parent Support Advisor leads on all Early Help matters, with support from the CP Officer where appropriate. Lauren Dean attends all the monthly Family Support Worker forums.</p>	<p><i>Parent Support Advisor JD and Personnel Spec</i></p> <p><i>Vulnerable Children Overview sheet</i></p>	<p>2.3a</p> <p>2.3b</p>	<p>Evidence of a high volume of Early Help plans with parent support advisor as lead professional. ACTION: locate evidence of training.</p>	Amber
2.4 S	<p>Have all staff received and read and understood part 1 of DfE guidance "Keeping Children Safe in Education" 2019 and Annex A.</p> <p>Yes.</p>	<p><i>2019/2020 Signature Sheet</i></p>	<p>2.4</p>	<p>Evidence seen</p>	Green
2.5 S	<p>Have all staff received and read Safer Working Practice in Educational Settings May 2019.</p> <p>Yes.</p>	<p><i>2019/2020 Signature Sheet</i></p>	<p>2.4</p>	<p>Evidence seen</p>	Green
	<p>Is there evidence that the school has a child protection policy and procedures, of which all staff, (including temporary staff and volunteers,) are aware?</p> <p>Yes - Our Safeguarding and Child Protection Policy is adapted from the LA model, but is site specific, inclusive of internal procedures for reporting (Flowchart).</p>	<p><i>Safeguarding and CP Policy 19/20</i></p> <p><i>CP Flowchart</i></p> <p><i>S& CP Policy Signature Sheet</i></p> <p><i>Induction checklist</i></p>	<p>1.1a</p> <p>2.6a</p> <p>2.6e</p> <p>2.6d</p>		

2.6 S	<p>Is there evidence that this policy is fully implemented and effective?</p> <p>Yes - All staff are fully aware and adhere to the S&CP policy and procedures. CPOMS is effectively used across school which can be evidenced in our reports. The quality of these entries are reviewed at the DSL Monthly meetings.</p> <p>Weekly briefings often cover key areas of Safeguarding policy and protocol.</p> <p>Is the child protection policy on the school website?</p> <p>Yes - https://www.hunsletcarr.co.uk/uploads/2/0/2/6/20260333/final_safeguarding__child_protection_hcps_jan2020__1_.pdf</p> <p>All staff aware of the process for making referrals' to Children's social care and their role in statutory assessments.</p> <p>Yes - This is detailed within our S&CP policy, as-well-as the CP Flowcharts which are displayed in every room around school.</p> <p>Is there evidence that school has an awareness of specific safeguarding issues which are prevalent within their community and further evidence of how these have been addressed</p> <p>Yes - Information is detailed within our S&CP Policy, and information is cascaded staff throughout the year. Many of our staff team live within the local community, can adapt their approach and ensure that we are continually meeting the needs of our children and young people, keeping safeguarding and child protection at the top of our agenda.</p>	<p><i>CPOMS Report</i></p> <p><i>Monthly DSL team meetings</i></p> <p><i>Weekly briefing notes</i></p> <p><i>Website screenshot</i></p> <p><i>Safeguarding and CP Policy 19/20</i></p> <p><i>CP Flowchart</i></p> <p><i>Safeguarding and CP Policy 19/20</i></p>	<p>2.6b</p> <p>1.7b</p> <p>2.6e</p> <p>2.6c</p> <p>1.1a</p> <p>2.6a</p> <p>1.1a</p>	<p>Evidence of CP Policy seen on the school website seen. Flow chart displayed around school seen. Spoke to 2 members of staff (teacher and HLTA who could clearly explain the process they would follow if they had a concern about a child).</p>	<p>Green</p>
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2.7	<p>Does your school have a policy on staff conduct that includes on-line safety, acceptable use and whistle-blowing?</p> <p>Yes - We have all relevant polices in place. Key aspects of the policies have been highlighted during team briefings.</p>	<p><i>E-Safety and Social media Guidance</i></p> <p><i>Acceptable Use of the internet policy</i></p> <p><i>Whistleblowing Policy</i></p> <p><i>Staff briefing notes</i></p>	<p>2.7a</p> <p>2.7b</p> <p>2.7c</p> <p>2.7d</p>	Evidence seen. Policies on school website.	Green
2.8	<p>Does the school staff handbook include information about the</p> <p>Child Protection Policy and Leeds LSCP Child Protection Procedures, and who to contact in the school?</p> <p>Yes</p>	<p><i>Staff Handbook 2019-20</i></p>	2.8	Evidence seen	Green
2.9 S	<p>Does your school have a policy on managing pupil attendance and does it have clear links to safeguarding children.</p> <p>Yes - Our Attendance Officer works closely with the CP Officer and the LA Attendance Improvement Officer.</p>	<p><i>Attendance Policy</i></p> <p><i>Safeguarding and CP Policy 19/20</i></p> <p><i>CPOMS entries of joint work between DSL / Attendance</i></p>	<p>2.9a</p> <p>1.1a</p> <p>2.9</p>	Evidence seen - linked to Safeguarding (policy shown to be updated on school website)	Green
2.10	<p>Does your school have an anti-bullying policy? Is it reviewed with pupils? Does it include references to:</p> <p>Homophobic Bullying; Racist Bullying; Trans Bullying; On-line bullying; Peer on peer bullying; Gender bullying; SEND bullying;</p> <p>Yes - Our Anti-Bullying Policy covers all areas detailed above. Our School Council has a strong emphasis on the promotion and development of this policy,</p>	<p><i>Anti-Bullying Policy</i></p>	2.10.	<p>Evidence seen. ACTION: To include clear references to trans and peer on peer bullying</p> <p>NOTE BY MARTIN LUMB - 13th MARCH - TRANS AND PEER ON PEER ADDED TO THE ANTI-BULLYING POLICY WHICH WILL BE AGREED AT THE GOVERNORS MEETING ON 2ND APRIL</p>	Amber

2.11	<p>How do you ensure that incidents of bullying and racism are logged?</p> <p><i>Bullying / Racism log held and managed by Martin Lumb.</i></p>	<p><i>Log of bullying / racism</i></p>	<p><i>File in Headteacher office.</i></p>	<p>Evidence seen. HIRS used.</p>	<p>Green</p>
2.12 S	<p>Is there evidence to support that induction arrangements for all staff and other adults working in the school include the following:</p> <ul style="list-style-type: none"> * Child protection briefing re: in-house child protection/safeguarding procedures; * School Child Protection Policy; * The school's Safe Working Practice guidance; * On-line Safety policy; * Whistleblowing procedures; * A copy of Part 1 of Keeping Children Safe in Education 2019 and Annex A * CME * Schools behaviour policy <p><i>Yes - All of the above are included either within our Safeguarding and CP Policy/ supporting documents which are disseminated to all staff at the start of the school year and also forms part of the induction process.</i></p> <p><i>Through recent discussion with the DSL team we have agreed that the induction checklist should form part of the employee's personnel file and not remain with the employee.</i></p>	<p><i>Safeguarding and CP Policy 19/20</i></p> <p><i>Induction Checklist</i></p> <p><i>Staff signature sheets</i></p> <p><i>Visitor Notice and Leaflet</i></p> <p><i>Sample Personnel file</i></p> <p><i>Staff Handbook 2019/2020</i></p>	<p><i>1.1a</i></p> <p><i>2.6d</i></p> <p><i>2.4</i></p> <p><i>2.12a</i></p> <p><i>Main Office</i></p> <p><i>2.8</i></p>	<p>Evidence seen of induction check list containing all relevant policies. Some staff had not signed this</p> <p>ACTION: AH to ensure that all new staff have signed the Safeguarding induction and read relevant policies.</p>	<p>Red</p>
2.13 S	<p>How are updates on safeguarding procedures communicated to staff?</p> <p><i>Updates are frequently given via weekly team briefings, Safeguarding Newsletter and Emails. Overview CP information is discussed with SLT so this can be disseminated to their phases.</i></p>	<p><i>Weekly briefing notes</i></p> <p><i>Safeguarding Newsletter</i></p> <p><i>One-Minute Guides</i></p> <p><i>SLT Meeting Minutes</i></p> <p><i>Emails</i></p>	<p><i>2.2c</i></p> <p><i>2.2e</i></p> <p><i>2.2d</i></p> <p><i>2.13a</i></p> <p><i>2.13b</i></p>	<p>Evidence seen</p>	<p>Green</p>

2.14 S	<p>How does the school ensure that staff are aware of school processes for children who go missing/children who abscond?</p> <p>The procedure is highlighted within the school Safeguarding and Child Protection Policy, inclusive of the Local Authority Flow Chart. The school procedure for children who abscond has been covered during weekly team briefings.</p>	<p><i>Safeguarding and CP Policy 19/20</i></p> <p><i>Weekly briefing notes</i></p>	<p>1.1a</p> <p>2.14</p>	<p>Evidence seen</p>	<p>Green</p>
3.	<p>Pupils</p>	<p>Evidence provided for verification</p>		<p>Auditor's observations of supporting evidence provided. Recommendations.</p>	<p>Auditor's use only</p>
3.1	<p>There are clear confidential systems in school for children and young people to report concerns about their safety and wellbeing and the safety and wellbeing of others including children and young people with SEND.</p> <p><i>In our classrooms around school we have either Worry Boxes or Worry Clouds to which the teaching staff are observant and can sensitively respond to children's feelings and help support them in school.</i></p> <p><i>PSHE lessons make it clear to students who they can talk to in school and who they can trust.</i></p> <p><i>Our school has a specialised nurture provision for children which SEND and SEMH needs where individualised programmes are implemented to support their needs.</i></p>	<p><i>Worry Cloud Photo</i></p> <p><i>Who to talk to work examples</i></p>	<p>3.1a</p> <p>3.1b</p>	<p>Evidence seen of worry clouds during a classroom visit. Children very confident in explaining how these are used on a daily basis. Whilst talking to children throughout school they all made reference to using the worry clouds if they wanted to inform staff of a worry or concern. Children spoke of also speaking directly to staff to share worries/concerns.</p>	<p>Pink</p>
3.2	<p>How does the school ensure that children and young people's voices are valued, respected and taken seriously in respect to health, safety and wellbeing?</p> <p><i>Our school has a strong student council whom have representation across all year groups. Regular school assemblies take place which cover key topics around the PHSE agenda. Circle and SEAL time take place through the year which cover a variety of topics and subjects specific to the</i></p>	<p><i>Student Council Minutes</i></p> <p><i>PSHE Evidence</i></p> <p><i>School Assembly PowerPoint</i></p> <p><i>Survey examples / feedback</i></p>	<p>3.2a</p> <p>3.2b</p> <p>3.2c</p> <p>3.2d</p>	<p>Evidence seen. School complete My Health My School surveys to obtain pupil voice. ML and AH tailor inputs around pupils</p>	<p>Green</p>

	<p>safeguarding agenda.</p> <p>Pupil surveys are carried out on an on-going basis and provide the staff, particularly the PHSE team to respond to current issues within school.</p>	<p>Survey examples / resources</p>		<p>identified concerns ie online bullying, DV.</p>	
3.3	<p>What systems are in place to evidence that children and young people feel safe in school, online and in the community?</p> <p><i>We carry out student, parent and staff survey's.</i></p>	<p><i>Student survey</i></p> <p><i>Parent survey</i></p> <p><i>Staff Survey</i></p>	<p>3.3a</p> <p>3.3b</p> <p>3.3c</p>	<p>Evidence seen</p>	<p>Green</p>
3.4	<p>S What support is available to vulnerable children and young people (i.e.: young carers, children with disabilities, adopted children, children looked after), including any who are at particular risk or who have reported abuse?</p> <p>Our school has a strong emphasis on identifying and responding to vulnerable children's needs. We do this through both our internal, pastoral systems such as Nurture provision, Tea-Time Club which is a specific provision for identified vulnerable children, Early Help Plans and the preventative curriculum.</p> <p>In many cases we seek advice and support for our students and their families through the JESS cluster where we have accessed a range of support such as Family Support, Therapeutic counselling, Bereavement counselling, victim support for children who have experienced sexual abuse.</p> <p>We frequently work with the School nursing team for emotional support assessments for our students.</p>	<p><i>Nurture provision examples</i></p> <p><i>Early Help Plan</i></p> <p><i>Tea-Time club letter for parents</i></p> <p><i>Cluster referral</i></p> <p><i>Owl Bereavement information</i></p> <p><i>School Nursing referral</i></p>	<p>3.1</p> <p>5.6</p> <p>3.4a</p> <p>9.1b</p> <p>3.4b</p> <p>9.1a</p>	<p>Evidence shows identified vulnerable children have access to a wide range of support including The House and the teatime club. School work very closely with the local cluster (led by Lucy Metcalfe) and offer a number of services.</p>	<p>Pink</p>
3.5	<p>S Does the school routinely inform the LA when the school/parents de-register their child (children) from the school? Or when a child goes missing from school?</p> <p><i>Yes, most of these instances are dealt with by our Attendance Officer in-line with LA protocol to identify, engage and locate missing children.</i></p>	<p><i>Safeguarding & CP Policy 19/20</i></p> <p><i>Attendance Policy</i></p> <p><i>CME Referral Example</i></p>	<p>1.1a</p> <p>2.9a</p> <p>3.5</p>	<p>Evidence seen</p>	<p>Green</p>

3.6 S	<p>Is there a designated teacher responsible for children who are looked after, previously looked after and care leavers as appropriate? Are appropriate staff given the information they need about the following? * The child's legal looked-after status * Contact arrangements with birth parents or those with parental responsibility * The child's care arrangements</p> <p>Martin Lumb holds overall responsibility for CLA, with day-to-day responsibility delegated to Andy Hinchcliffe. Class teachers are invited to PEP meetings so they are fully informed of the child's legal status and have basic knowledge of the child's background and current circumstances to help support them as fully as possible within school.</p>	CLA File	CP Office	Evidence seen. AH has attended relevant training to support this role.	Green
4.	Health and safety	Evidence provided for verification		Auditor's observations of supporting evidence provided. Recommendations.	Auditor's use only
4.1 S	<p>Are there systems to ensure that the school environment keeps children safe?</p> <p>Yes - Our school is a very safe environment for children. Our school is secured by a perimeter fence, with three main access gates, managed internally via an electronic intercom system. In addition to this our external premises and main communal areas are monitored by CCTV. We operate a strict visitor signing-in system, carry out regular H&S checks, class attendance registers which are often cross-checked by our attendance officer.</p> <p>It was agreed in the Resources Committee meeting on 25/02/2020 it was agreed that there would be a new audit arranged for the summer term.</p>	<p>Visitor notice and leaflet</p> <p>School Health and Safety Audit</p> <p>Governor visits</p>	<p>2.12a</p> <p>4.1a</p> <p>4.1b</p>	Evidence seen	Green

4.2 S	<p>Is there a system in place for carrying out risk assessments for pupil's with specific individual needs for example:</p> <p>Challenging behaviours (positive handling); Intimate care; Harmful sexual behaviour; Self-harming?</p> <p>Yes - We have systems in-place within school to support children who are vulnerable / have specific needs. Many of these systems are common practice within our school and staff are used to supporting children with additional plans in place.</p>	<p><i>IPRA</i></p> <p><i>RAMP Assessment</i></p> <p><i>AIM Assessment Report</i></p> <p><i>Intimate Care Plan</i></p>	<p>4.2a</p> <p>4.2b</p> <p>4.2c</p> <p>4.2d</p>	Evidence seen	Green
4.3 S	<p>How do you ensure pupil safety in offsite education, alternative provision and work placements? Are all your off-site providers local authority approved?</p> <p>We work very closely with our one off-site provider, REACH Primary Learning Centre. We have in-place SLA's for all children attending, assurances of their provision through LA audits as-well-as regular visits (weekly) and on-going discussion with staff (Safeguarding / attendance / attainment) and attendance at termly reviews with parents.</p>	<p><i>REACH Safeguarding Audit</i></p> <p><i>REACH SLA</i></p> <p><i>REACH Attendance monitoring evidence</i></p> <p><i>REACH visits</i></p>	<p>4.3a</p> <p>4.3b</p> <p>4.3c</p> <p>4.3d</p>	Evidence seen	Green
4.4	<p>There are arrangements in place to reassure the school of the safeguarding arrangements in respect of extended services or school lettings.</p> <p>Our breakfast club is managed in-school with school staff and within the remits of the schools Safeguarding and behaviour policies.</p> <p>All after school clubs are run by school staff, and for one-off events / clubs after school, staff are met and briefed by Holly Lockwood who leads on this area within school. Dismissing of clubs is supported by school staff and in-line with regular school collection policy. If external providers are used, a robust SLA, inclusive of expectations, DBS information and Safeguarding protocol is all made clear to the partner organisation.</p>	<p><i>Visitor notice and leaflet</i></p> <p><i>Lettings and charging policy</i></p>	<p>2.12a</p> <p>4.4</p>	School do not have any lettings. Policy in place should any be considered.	Green

4.5 S	<p>Does the school have policies and procedures in place for ensuring that visitors to the school (e.g. external speakers) are suitable and checked and monitored as appropriate?</p> <p>Visitors to school such as staff for educational visits are always arranged through reputable companies. Upon arrival, their ID / DBS information would be copied and then destroyed after they have left the premises.</p> <p>There is a Local Authority protocol for NHS and CSWS staff whom attend school whereby they show their ID and asked to sign in using our school procedures and given a visitor information leaflet.</p> <p>Regular external staff such as Speech and Language Therapist and Educational Psychologist are added to our DBS cleared list.</p>	<p><i>Visitor information leaflet</i></p> <p><i>DBS Cleared list</i></p>	<p>2.12a</p> <p>4.5</p>	<p>Evidence seen</p>	Green
4.6 S	<p>Does the school obtain enhanced DBS for everyone in the home over 18 years old for Home stay and exchange visits?</p> <p>N/A</p>			<p>NA</p>	
4.7 S	<p>Are there robust procedures in place to ensure the safe use of the internet and other electronic media in school?</p> <p><i>In compliance with Annex C of Keeping Children Safe in Education we have a number of policies and protocol within school to protect both children and staff in relation to the internet and electronic media.</i></p> <p><i>Our IT provider has an approved list of word and terminology that would flag up concerns when these are searched for using the schools internet system.</i></p>	<p><i>E-Safety and Social media Guidance</i></p> <p><i>Acceptable Use of the internet policy</i></p> <p><i>SWGFL Filtering test</i></p>	<p>2.7a</p> <p>2.7b</p> <p>4.7</p>	<p>Staff log in EW 1pm - search how to make a pipe bomb. Access denied. ML explained that the alert will go through Primary ICT and will then go to head teacher (pupil log in not tested)</p>	
5.	Record Keeping	Evidence provided for verification		Auditor's observations of supporting evidence provided. Recommendations.	Auditor's use only

5.1 S	<p>What is the system for ensuring child protection information is kept securely?</p> <p>We use CPOMS which is a secure online management system which is fully compliant with KCSiE, LA and GDPR. Staff have varying levels of access dependent on their role within school.</p> <p>All historical information has now been uploaded onto CPOMS and any new paper files are uploaded and then destroyed.</p> <p>Any other necessary information that legally has to be kept is stored in the CP Office in a locked, metal filing cabinet.</p>	CPOMS Access list	5.1	Evidence seen	Green
5.2	<p>Is there a clear written support /SMART plan on file? Is there a clear written support plan for children that are not subject to formal Child Protection processes?</p> <p>Our CPOMS system allows us to manage each case without the need for a hard copy file. Our Parent Support Worker, alongside the Child Protection Officer manage the caseload of children who are at risk/vulnerable but not subject to formal child protection processes. These are managed on an Early Help Plan to which we currently have 14 open.</p>	Vulnerable children overview sheet	2.3b	Evidence seen (Parent support worker was previously a DSL therefore aware of confidentiality re the link to CP/Safeguarding)	Green
5.3	<p>Are the child's wishes and feelings always taken into account when determining what action to take and what services to provide in response to a safeguarding concern?</p> <p>Designated staff, within their approach will naturally ask the child how they are feeling, explain what action they need to take and also how they feel about that, ensure there is a balance of reassurance and also being transparent and honest with the child.</p>	Safeguarding concern example	5.3	Evidence seen on CPOMS (tab conversation with student)	Green
5.4 S	<p>Is there evidence of clear and transparent records, i.e. can they be followed easily by someone else and are they up to date and complete?</p> <p>Yes - All child protection information is entered into CPOMS and used by all school staff.</p>	CPOMS	CPOMS	Evidence seen (KHB & KNA)	Green

	CPOMS records all information in a chronological order, all necessary information relating to the child, their family, background is included in their records and can easily be compiled into a report.				
5.5 S	<p>Does the school ensure that the transfer of confidential information is secure e.g. transfer of electronic information, records taken off-site?</p> <p>Yes, we use Mail Express which is the secure method for electronic transfer. Where this is not possible records will be either hand delivered, or recorded, special delivery where an information transfer form is attached and requested back. CPOMS transfers all vital CP information securely to the transferring school.</p>	<p><i>CP Transfer sheet</i></p> <p><i>CPOMS Transfers overview</i></p>	<p>5.5a</p> <p>5.5b</p>	Evidence seen	Green
5.6	<p>Is the school using the Early Help Assessment?</p> <p>Yes - See 5.2</p>	<p><i>Vulnerable children overview sheet</i></p> <p><i>Early Help Plan example</i></p>	<p>2.3b</p> <p>5.6</p>	Evidence seen (KHB seen on CPOMS)	Green
5.7 S	<p>How does the school ensure that confidential Child Protection information on a pupil is transferred when the pupil transfers to or from another educational setting? Or archived in line with Records Management Guidance for Schools (Leeds City Council).</p> <p>CP information would be handed over, in-person between DSL's where possible. If this is not possible information would be sent via special delivery. In both instances a CP Transfer Sheet would be signed and sent back to the outgoing school.</p> <p>Most information is transferred via CPOMS, which is generally followed up with a phone call to pass on other general information with the receiving DSL.</p>	<p><i>CP Transfer sheet</i></p> <p><i>CPOMS Transfers overview</i></p>	<p>5.5a</p> <p>5.5b</p>	Evidence seen	Green
6.	Parents	Evidence provided for verification		Auditor's observations of supporting evidence provided. Recommendations.	Auditor's use only

6.1	<p>How does the school provide information for parents about the school's role in child protection and safeguarding including Domestic Abuse protocols?</p> <p>Website, newsletters, prospectus, new starters' evenings. Is there a link to the parent info website as recommended by the DfE http://parentinfo.org/</p> <p>Information is given to parents through the School Prospectus, Newsletters, Parent's Evenings, Open Mornings, via the school website and also on displays around school.</p> <p>Domestic Abuse protocol letter is sent out to all parents annually and is also listed on the school website. Parent Info is listed under our 'Recommended links' section on the school website.</p> <p>The SLT and the Inclusion team have recently undergone training 'Hidden Victims' and 'Domestic Abuse - Through the Eyes of a Child' to raise awareness for front-line staff.</p>	<p><i>School Prospectus</i></p> <p><i>Domestic Abuse Protocol Letter</i></p> <p><i>School Website screen shot - Link to Parent Info</i></p> <p><i>School Website screen shot - Safeguarding information page</i></p> <p><i>School Website screen shot - Information about domestic violence</i></p> <p><i>Letter to parents about web safety</i></p>	<p>6.1c</p> <p>6.1a</p> <p>6.1b</p> <p>6.1d</p> <p>6.1e</p> <p>6.1f</p>	<p>Evidence seen. Links seen on website. Info is on website stating school part of DV notification scheme and includes letter which is sent annually. Photos of designated staff on website.</p>	<p>Green</p>
6.2 S	<p>How do ensure that school holds 2 emergency contacts where reasonably possible and are updated on a regular basis.</p> <p>In-line with KCSiE we aim to hold a minimum of two contacts for every child attending our school. This is an on-going process and we use every opportunity to try and get up-to date contacts.</p> <p>Initially this is gained through the admission form, then termly data sheets which are sent out, in addition to letters to parents (Some targeted) and also these are checked at parent's evenings.</p>	<p><i>Admissions Form</i></p> <p><i>Data Collection form</i></p> <p><i>Letter to parents</i></p>	<p>6.2a</p> <p>6.2b</p> <p>6.2c</p>	<p>Evidence seen. Staff also use parents evening to collect phone numbers and parents can access self serve to update phone numbers</p>	<p>Green</p>
	<p>How do staff create opportunities to encourage parents and carers to communicate about issues that concern them, including whom to talk to if they have a concern/complaint and the support available within the school and the community?</p>				<p>Green</p>

6.3	<p><i>Within school we have a full-time Parent Support Advisor, Lauren Dean who is the main point of contact for parents and families. Lauren is available on the school playground every morning, she attends all parents evening and open morning events.</i></p> <p><i>Lauren runs a weekly stay and play group as-well-as a parent group each week which runs alongside other teams and professionals from across the cluster.</i></p> <p><i>There is a whole section for parents on our website with useful links.</i></p> <p><i>The complaints process is available via the school website, where parents are initially encouraged to come into school to discuss their concerns with an aim to rectify them.</i></p> <p><i>On our school website there is a link to the Parent survey.</i></p>	<p><i>Letter to parents</i></p> <p><i>Complaints procedure</i></p> <p><i>Strengthening Families Course</i></p> <p><i>NFER Surveys</i></p>	<p>6.3a</p> <p>6.3b</p> <p>6.3c</p> <p>6.3d</p>	<p>Evidence shown of lots of opportunities used to engage parents. Parent support worker runs a weekly parent group and stay & play group for parents. Informed by AH that 35 parents recently attended workshops re managing behaviour. ML provided an example of parents ringing in re information to share information. Strengthening families course starts soon.</p>	Pink
6.3.1	<p>How do you gather information from parents about their views on children's safety?</p> <p><i>Via the Parent survey that all parents are asked to complete in addition to a specific Safeguarding Questionnaire. To boost participation we approached parents during parents evenings.</i></p>	<p><i>NFER Surveys</i></p> <p><i>Safeguarding Questionnaire</i></p>	<p>6.3d</p> <p>6.3.1a</p>	<p>Evidence seen</p>	Green
	<p>Does the school support parents to keep their children safe online?</p> <p>The school website has internet safety links to support and inform parents and carers. Parents and carers know who to contact if they are worried about online safety issues.</p>				

6.4	<p>Yes - We provide information to parents through our website and where and when appropriate, through other correspondence.</p> <p>We are currently in the process of join the Safer Schools Initiative which was Launched in Leeds towards the end of 2019. Which is designed for staff, parents/carers and pupils. It helps support and protect children by educating and empowering them at school and at home. Staff, parents/carers and pupils receive tailored content specific to their role. Pupils also receive different content depending on their year group.</p>	<p>School Website screen shot Parent Info</p> <p>Information to parents about online safety.</p>	<p>6.1b</p> <p>6.4</p>	<p>Evidence seen. Safer Schools to be launched after next GBM</p>	<p>Green</p>
7.	<p>Curriculum</p>	<p>Evidence provided for verification</p>		<p>Auditor's observations of supporting evidence provided. Recommendations.</p>	<p>Auditor's use only</p>
7.1 S	<p>How does the school promote child protection and the safeguarding of children through the National Curriculum, does the curriculum provide opportunities for pupils to consider situations of risk and explores strategies for keeping safe in line with statutory guidance.</p> <ul style="list-style-type: none"> * personal safety; * Fundamental British Values * self-esteem; * anti-bullying; including cyber-bullying * racism, homophobia; * sex and relationship education; * CSE; * domestic violence; * FGM (female genital mutilation); * Forced Marriage; * Radicalisation; * Peer on Peer Abuse; * On-line Safety – including youth produced imagery * Emotional health and wellbeing 	<p><i>Examples of PHSE work.</i></p> <p><i>Examples of PSHE planning</i></p> <p><i>Examples of whole school PSHE agenda.</i></p>	<p>7.1a</p> <p>7.1b</p> <p>7.1c</p>	<p>Evidence seen (PSHE floor books show that a wide ranging topics are covered with children)</p>	<p>Green</p>

	<p>We deliver this work throughout our PSHE curriculum as well as through external resources such as the NSPCC PANTS. Evidence of this work can be found in classroom floor books, displays around school which.</p> <p>The underpinning of all this work can be seen in the extensive planning and schedules throughout the year.</p> <p>We use resources such as; Leeds Health and Well Being resource, You, Me, PSHE, Planning a whole school PSHE curriculum.</p>				
7.2 S	<p>Are there robust procedures in place to ensure the safe use of the internet and other electronic media in school where children and young people have access to 3G and 4G??</p> <p>Our students have use of laptops and iPad's, each other these devices have filtering and monitoring systems in-place which are fully compliant with LA and National protocol. Students are not allowed to bring their own devices into school, this is in-line with our E-Safety and Social Media Guidance.</p>	<p><i>Filtering test information</i></p> <p><i>E-Safety and Social Media Guidance</i></p>	<p>4.7</p> <p>2.7a</p>	<p>Staff log in EW 1pm - search how to make a pipe bomb. Access denied. ML explained that the alert will go through Primary ICT and will then go to head teacher (pupil log in not tested)</p>	Green
7.3 S	<p>How are children briefed on safe use of electronic media (on-line safety)i.e. the internet, social networking, mobile phones?</p> <p>Our PHSE curriculum covers the topic of online safety.</p>	<p><i>PSHE work examples</i></p>	<p>7.3</p>	<p>Evidence seen</p>	Green
8.	<p>Child Protection Conferences</p>	<p>Evidence provided for verification</p>		<p>Auditor's observations of supporting evidence provided. Recommendations.</p>	<p>Auditor's use only</p>
	<p>How do you ensure the appropriate member of staff represents the school at child protection conferences? (including those that are out of term-time)</p>	<p><i>ARM Report 18/19</i></p>	<p>1.4</p>		

8.1	S	Andy Hinchcliffe in his role of Lead Child Protection Officer is the lead worker who would represent at CP Conference. There are three designated members of staff who are available to attend meetings during school holidays and this is pre-arranged when necessary.	CP Conference Out of term-time Agency Report Out of term time	8.1a 8.1b	Evidence seen	Green
8.2	S	How do you ensure that the school provides a report for child protection conferences? Is there evidence that school complete reports for CP/ Conferences and CIN meetings? Andy Hinchcliffe is responsible for providing reports to child protection meetings.	Agency Report	8.2	Evidence seen (KNA report)	Green
9.		Links with other Agencies	Evidence provided for verification		Auditor's observations of supporting evidence provided. Recommendations.	Auditor's use only
9.1	S	Is the school pro-active and effective in its links with relevant agencies, particularly Children's Social Work Service, Attendance Strategy team and Health? Yes - We have excellent working partnerships with all appropriate agencies including the above, Cluster, Speech and Language, School Nursing.	Referral to School Nursing Referral to Cluster Referral to Duty and Advice	9.1a 9.1b 9.1c	Evidence seen	Green
9.2		Can the school provide three separate case studies that evidence how intervention and support through, early help, multi-agency working and partnership working with parents and carers have made a material difference in improving outcomes for children and young people?	Case study examples	9.2	Seen 2 case studies	Green
10.		Governors	Evidence provided for verification		Auditor's observations of supporting evidence provided. Recommendations.	Auditor's use only
10.1		Has the governing body designated a governor with responsibility for safeguarding and child protection? Yes - The named governor is Paul Wray and this is identified within our Safeguarding and Child Protection Policy as-well-as on our website.	Safeguarding & CP Policy 19/20	1.1a	Evidence seen	Green

10.2	<p>Does the Senior Designated Person make an annual report on safeguarding and child protection to the Governing Body?</p> <p>Yes - Andy Hinchcliffe completes the ARM report alongside the Headteacher and also frequently provides a report for governors on Safeguarding.</p>	<p>Arm Report 18/19</p> <p>Report to Governors</p>	<p>1.4</p> <p>10.2</p>	<p>Evidence seen. ARM report shared and Governor report completed once a term</p>	Green
10.3	<p>Is time set aside for the governing body to review policies and procedures regarding safeguarding and child protection?</p> <p>Yes - This is a standard agenda item at the first Full Governing body meeting each September to discuss any updates and make the relevant changes.</p>	<p>Governor meeting minutes</p> <p>Policy review schedule</p>	<p>10.3a</p> <p>10.3b</p>	<p>Evidence seen</p>	Green
10.4	<p>Has the full governing body been briefed about their strategic safeguarding and child protection responsibilities?</p> <p>The full governing body were trained in May 2017 through the local authority.</p> <p>Raminder from the Education Safeguarding team was due to visit the FGB meeting in January 2020 but was unable to due to illness.</p> <p>Our Chair of Governors and linked safeguarding governor are due to attend training on 11/05/2020 and they plan to cascade this information back to the rest of the Governors after this training.</p>	<p>LA Training Record</p>	<p>1.2a</p>	<p>Evidence seen (Training done in 2017 however due to changes in Governing body another briefing would be advised. Raminder Aujla will re-arrange cancelled briefing)</p>	Amber
10.5	<p>Has the governor with responsibility for Safeguarding and Child Protection undertaken bespoke training on their strategic safeguarding responsibilities?</p> <p>We have recently appointed a new governor for safeguarding, Paul Wray. Both Paul and the Chair of Governors are due to attend training for this role on 11/05/2020.</p>	<p>Booking email for training</p>	<p>10.5</p>	<p>Paul Wray is booked on to complete training</p>	Amber
	<p>Does the Governing Body review the CP Policy annually and provide information to the LA about how the school's duties have been discharged?</p>	<p>Governor meeting minutes</p>	<p>10.3</p>		Green

10.6	<p>Yes - The Safeguarding and CP Policy is reviewed and ratified at the first full Governors meeting. The ARM return is compiled and shared with Governors.</p>	ARM Return 18/19	1.4	Evidence seen	Green
10.7	<p>How do governors know if pupils feel safe and pupils know which adults to approach if they have any concerns?</p> <p>The governors are involved in school council meetings and are also given feedback from the headteacher during governing body meetings. It was decided in a recent DSL meeting that the termly report sent to governors from the Safeguarding Lead should include examples of this which has been identified through our curriculum.</p> <p>Our Ofsted report contains some key statements relating to the safety of our pupils, giving them assurances that this is strong and effective in school.</p>	Ofsted Report	10.7	Evidence seem. ML & pupil surveys with Governors, Governor visits completed and records kept (ACTION: to include specific safeguarding visits and questions)	Amber
10.8	<p>Does the Governing Body ensure that where school premises are used for the provision of other services that the body concerned has appropriate CP policies and procedures and where appropriate will liaise with the school's DSP?</p> <p>We do not let out the school premises and have not done for over a year.</p>	Lettings and Charging Policy	4.4	Not used however have lettings policy	Green
10.9	<p>How does the governing body ensure that the school rigorously follows safer recruitment processes?</p> <p>We have a Safer Recruitment Policy which has been ratified by Governors. On almost all interview panels there will be representation for the school governors.</p> <p>On all interview panels there is at least one person who is trained in safer recruitment.</p>	<p>Safer Recruitment Policy</p> <p>Selection and Recruitment Policy</p>	<p>10.9a</p> <p>10.9b</p>	<p>No evidence seen of safer recruitment training of any Governor (Action: Jon Hairsine to check)</p> <p>NOTE BY MARTIN LUMB - 13th MARCH - CERTIFICATES SENT TO LOUISE.</p>	Amber
	How does the governing body ensure that actions identified in the s175 annual review monitoring return have been				Green

10.10	addressed? Prior to submitting the ARM Andy Hinchcliffe will meet with Martin Lumb Headteacher and then with the Chair of Governors / Lead Governor for Safeguarding. This identifies any actions which need addressing and Andy Hinchcliffe will take the lead with addressing these actions.	<i>ARM Report</i>	1.4a	Evidence seen	Green
11.	Recruitment and Selection of Staff	Evidence provided for verification		Auditor's observations of supporting evidence provided. Recommendations.	Auditor's use only
11.1	Does the school have written recruitment and selection policies and procedures in place and are the schools recruitment processes in line with all guidance on Safer recruitment practice? <i>Yes - Safer Recruitment Policy and Selection and Recruitment Policy</i>	<i>Safer Recruitment Policy</i> <i>Selection and Recruitment Policy</i>	10.9a 10.9b	Evidence seen	Green
11.2 S	Is there a Single Central Record (SCR) of recruitment and vetting checks in place for current staff and others identified as having regular contact with pupils, including volunteers? <i>Yes - These are all held securely in the main office.</i> <i>Regular visitors to the school are stored on the SCR.</i>	<i>Single Central Record</i>	<i>Main office</i>	ACTION: Section 128 to be completed for Governors. ACTION: Most up to date template to be used (LC to send) ACTION: Reference tabs on SCR to be completed.	Red
	Safer recruitment evidence:	<i>Auditor needs to see the file of the most recently recruited teacher.</i>	<i>Files seen MF, AS & HF</i>		
	Please note the auditor can only comment on the evidence seen in the file referenced. There is an expectation that all personnel and volunteer records are compliant with the recruitment procedures listed below.	<i>Name of file checked.</i>			

11.3	Do all relevant docs include statement, 'This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment'? Yes.	Personnel File	Main office	Evidence seen	Green
11.4	Do job adverts and application packs state clearly that the appointment will be subject to the relevant DBS checks? Yes.	Personnel File	Main office	Evidence seen however not kept within personnel file. ACTION: job adverts to go in file	Amber
11.5	Does every job description and person specification state the safeguarding responsibilities of the role? Yes.	Personnel File	Main office	Evidence seen however not kept within personnel file. ACTION: job descriptions to be kept in file	Amber
11.6	Is there a fully completed application form for every applicant? CVs are not acceptable (unless applicant has a disability preventing them from completing the application form) Yes.	Personnel File	Main office	Evidence seen	Green
11.7 S	Are ID and qualification (if appropriate) documents of all short listed candidates checked and photocopied on arrival for interview? Are successful candidate's documents kept on personnel file and unsuccessful candidates' documents shredded? Yes.	Personnel File	Main office	Evidence seen of ID and qualifications on files	Green
11.8 S	Are references obtained from the most senior person from the establishment –and two references for each candidate taken up and viewed by the chair of the interview panel? Yes.	Personnel File	Main office	Evidence of 2 references seen (ACTION - To be added to SCR)	Green
11.9 S	Are Safer Recruitment techniques applied to volunteers / unpaid staff in the same way as recruitment of employees? Yes - We have a Volunteer Application Pack and process	Volunteer File	Main office	Application and vounteer pack seen	Green

	which is followed for all volunteers.				
11.10 S	For volunteers, has the Head Teacher undertaken a risk assessment taking into account the duration, frequency and nature of contact with pupils and where appropriate undertaken other safer recruitment measures e.g. Interview; References; Identity and DBS and Barred list checks?	<i>Volunteer File</i>	<i>Main office</i>	Evidence seen (risk assessments to be completed for volunteers recruited from Sep 18)	Green
11.11 S	Is it ensured that nobody starts work in school prior to being checked against the barred list? (it is unlawful to allow employees to commence work before you have checked the Barred list - even if they are starting work pending enhanced DBS disclosure) <i>Yes.</i>	<i>Personnel File</i>	<i>Main office</i>	Evidence of check on SCR	Green
11.12 S	Is it ensured that staff undertaking teaching work do not start work in school prior to being checked against the TRA prohibition list? Additional checks for Free school and Academies Managements and Proprietor. <i>Yes.</i>	<i>Personnel File</i>	<i>Main office</i>	Evidence seen on SCR	Green
11.13 S	Have at least the head and one governor undertaken appropriate Safer Recruitment training? Yes our Headteacher and Jon Hairsine our Chair of Governors have undertaken Safer Recruitment training	<i>LA Training Record</i> <i>CoG Information for training</i>	<i>1.2a</i> <i>11.13</i>	No evidence seen of training. ACTION: Jon Hairsine to provide evidence. ACTION: Martin Lumb to provide evidence or to book onto next training as training more than 5 years ago. ACTION: Staff to record names on interview notes to make it clear who is on the interview panel. <i>NOTE BY MARTIN LUMB - 13th MARCH - CERTIFICATES SENT TO LOUISE.</i>	Red
11.14 S	Has a Disqualification letter been obtained for any staff that fall within the scope of the Disqualification Regulations – Childcare Act 2006? <i>Yes.</i>	<i>Disclaimer letter for staff</i>	<i>11.14</i>	Evidence of school having a letter seen	Green

11.15	Has a Safer Recruitment checklist been completed & kept in the personnel file of each member of staff? Yes.	<i>Personnel File</i>	<i>Main Office</i>	Evidence seen of checklist however not all fully completed (eg MF) ACTION: All staff must have an interview which is formally recorded. Clear questions re Safeguarding and motives for working with children	Red
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12. 1	Allegations against Staff	Evidence provided for verification		Auditor's observations of supporting evidence provided. Recommendations.	Auditor's use only
12.1 S	<p>Are all staff and volunteers aware of the procedures the school must follow when an allegation of abuse has been made against the head teacher or a member of the school staff, volunteers, visitors or governors?</p> <p>Yes - This is included within the Safeguarding and CP Policy and on the Allegations Management Flowcharts which are displayed in all staff areas.</p> <p>A lot of work has taken place this academic year around these processes and has been discussed in training and team briefings.</p>	<p><i>Safeguarding & CP Policy 19/20</i></p> <p><i>Allegations management flowchart</i></p> <p><i>Team briefing notes</i></p> <p><i>Update emails about allegations management</i></p> <p><i>Visitor leaflet</i></p>	<p>1.1a</p> <p>12.1a</p> <p>12.1b</p> <p>2.13b</p> <p>2.12a</p>	<p>Evidence seen. Staff spoken with said they would speak to the Headteacher re allegation.</p>	<p>Green</p>
12.2 S	<p>Does the Governing Body have procedures for dealing with allegations of abuse against members of staff, visitors, volunteers or governors and do these comply with guidance from the LA and locally agreed inter- agency procedures?</p> <p>Yes, as above.</p>	<p><i>Safeguarding & CP Policy 19/20</i></p> <p><i>Allegations management flowchart</i></p>	<p>1.1a</p> <p>12.1a</p>	<p>Evidence seen</p>	<p>Green</p>

12.3 S Yes	Is there evidence to prove that allegation management processes are fully compliant with All Leeds LSCP procedures and Part four of Keeping Children Safe in Education (DfE 2019)?	<i>LADO Referral form</i>	Headteachers Office	Evidence seen (referral in July 19)	Green
		Totals		Red	4
				Amber	8
				Green	64
				Pink	3

To be completed by the auditor only.

Please note any recommendations and actions arising from this audit remain the sole responsibility of the school and governing body to action unless otherwise stated.

All observations, recommendations and feedback are based solely upon the evidence presented on the day.

Additional comments:	<p>During the audit I spoke to a teacher and a HLTA. They both had clear understanding as to issues contained in Annex A and to who and how they would report a concern. They were clear as to who they would report concerns about staff (including if it was about the head teachers partner and brother who both work at the school). There were clear signs around the reception area making clear the schools commitment to Safeguarding. Office staff asked for ID and I was handed a visitor leaflet which explained the Safeguarding procedures and contained photographs of the desinated staff. I spoke to a number of children both in the classroom, corridors and lunch hall. They all confidently spoke about the different ways in which they can report any worries/concerns to staff including worry clouds which are used accross school. The curriculum ensures that children are supported to keep themselves safe. In terms of Safer Recruitment and the single central register there are a number of actions which need to be addressed to ensure that statutory requirements are met. The Governing Body require training to ensure they are aware of their responsibilities in relation to Safeguarding and this is to be arranged. School provided a lot of evidence to show that they work very closely with the cluster and external agencies and should be very proud of the work they do to support vulnerable children and parents.</p>
Suggested Review Date:	
Name of Auditor:	Louise Cornwell
Signature of Auditor:	Louise Cornwell