

**Willingham Primary School
Safeguarding Report to the Governing Body**

Katy Stevenson

Part 1: online check with Dave Morel 26.11.2020, online check with Jo Aldhouse 11.02.21

1. Context

Section 175 of the Education Act 2002 places a statutory duty on Local Authorities and Governing Bodies of maintained schools to have arrangements in place to ensure that they safeguard and promote the welfare of children. The Governing Body is accountable for ensuring that the school has effective policies and procedures in place in accordance with DfE guidance '*Keeping Children Safe in Education*' (2018). A report should be submitted to the Governing Body so that they can monitor compliance with the requirements of the Education Act 2002 and identify areas for improvement beyond minimum statutory requirements.

2. Training Record

Safeguarding Management Team:

	Name	Dates of Training		
		Designated Lead Safeguarding Training	Prevent Training	Additional Training
Head Teacher	David Morel			
Designated Safeguarding Lead	David Morel	06.02.2020	28.02.2018	SG and Personnel 12/2018 Educating SG to Teams Info Network 09/20 Online Safety Lead Training 06/2/2020
Deputy Designated Safeguarding Lead	Angela Walker	09.12.2020		
Deputy Designated Safeguarding Lead	Michelle Lenk	07.12.2020	01.02.2018 & 02.02.2018	Angry Children 18.06.19 Domestic Abuse Lead 21.11.19
Deputy Designated Safeguarding Lead	Kate Van Dort (Honey Pots)	07.06.2019		

	Beth Houghton (Honeypots)	17.09.2019	tba	Domestic Abuse ESA (?)
	Gemma Hassan	02.05.2019	01.05.2019	PREVENT 24.05.19 My Concern 24.05.19 KCSIE 24.05.19 Full Child Protection 01.20 Loss & Separation 20.01.20
	Nicky Wolton-Carr	23.01.2020		
	All Staff	January 2021		Safeguarding including PREVENT delivered to whole school by DM.

ACTION:
NWC to identify further training (eg supervision of safeguarding training)

Governor Safeguarding Link:

	Training:	Date:
Katy Stevenson	Basic Safeguarding Training	June 2018
	Safer Recruitment	June 2019
	Safeguarding	January 2021

21.01.21 All governors attended an online Intro Safeguarding & Child Protection delivered by Jackie Cannell, Safeguarding Children Adviser.

Whole-School Training:

Staff	Date	Name of course	Course Provider
Teaching staff	} Jan 2021	PREVENT	online
Teaching assistants	} Jan 2021	My Concern	online
Midday supervisors	} Jan 2021	Child Protection	tbc
Administrative staff	} Jan 2021	Safeguarding & My Concern Update	Dave Morel
Caretaking and cleaning staff	}		
Parent Helpers			

ACTION: JA to follow up Jon Thorley-Wraight to undertake PREVENT training.

How is this training evidenced?

Attendance list and certificates. Recorded on Pupil Asset (teachers and TAs), SCR for remaining staff.

How was the training evaluated and what changes will be made as a result of the training?

Feedback good, as always will include up to date information as provided by the LA/DfE.

Who is responsible for maintaining these records?

Becky Binney, Office Co-ordinator

Where is the evidence of training stored?

Single Central Record

Pupils Assets Database (management information system)

All online and backed-up to iCloud

NB: Significant work is being undertaken to move away from the SCR to the Pupil Assets Database. This will result in minimal duplication and increased reduction in GDPR risks. Records for supply staff will be kept on a separate xl sheet and deleted after 3 months.

What arrangements are in place for members of staff who have not received suitable training?

Becky Binney keeps log of people requiring training and updates.

If staff identified not following policy they are asked to attend appropriate training.

Designated Safeguarding Team receive training course information and identify appropriate attendees.

3. Safeguarding Updates

How are all staff provided with regular safeguarding updates? Where is the evidence that this information is provided? (eg e-mails, e-bulletins and/or staff meeting minutes)?

Annual safeguarding updates included in staff training days.

Recorded in individuals personnel files and on Pupil Asset database.

My Concern updates advises when available, the system registers when the training is complete, reminders are sent by Becky Binney if needed.

A monthly reminder has been set up for Becky Binney and Jo Aldhouse to review MyConcern training status, who follow up on any action required.

In addition to training, how do the Designated Safeguarding Leads ensure that they access regular safeguarding updates in order to keep their knowledge and skills up to date? How is this evidenced?

Training courses provided by LEA, most appropriate staff member attends.

SGL attend refresher courses every two years.

Half-termly legislative updates from LEA.

All training recording on Single Central Record.

4. Induction:

Outline the procedures for providing a safeguarding induction to new staff/volunteers including school safeguarding policies and procedures e.g.:

- Outline of training provided
- School's safeguarding policy
- Staff Code of Conduct
- Behaviour policy
- Information on the school's safeguarding response to children missing education
- Associated policies for example whistle-blowing, behaviour, attendance
- Quick reference guide/summary of procedures including details of the DSL
- Part 1 and Annex A of 'Keeping Children Safe in Education', DfE (2018)

All new staff members receive an induction pack which includes appropriate policies.

Induction training includes discussion with a senior member of staff to include safeguarding leads, safeguarding policies, completion of pink slips.

All new staff are invited to attend the next available staff safeguarding training session.

JA checks all new members of staff provide relevant training certificates appropriate to the post. Copies of the certificates are taken.

Who is responsible for providing the induction?

Member of the Senior Management Team.

ACTION: The induction programme is currently under review by DM/AW to ensure the correct policies are provided and Safeguarding training is provided at the earliest opportunity.

Is an induction checklist completed to evidence the dates that information was provided? Where is this stored?

Yes, this is kept on the Single Central Record/Pupil Asset.

What arrangements are in place for those who have not received suitable induction?

All staff receive induction training.

What safeguarding information is supplied to volunteers, contractors and supply staff? How is this information provided? How is the provision of this information evidenced?

The front office greet all of the above, anyone who wouldn't be supervised with children will be asked to read the displayed information at reception and then acknowledge on the electronic entry system before entry to the school.

If will be supervised with children currently no information.

The mobile phone policy is clearly displayed in the reception area and office staff ensure that it is pointed out to all visitors.

5. Recruitment & Selection

Confirm that, as a minimum:

- Safer Recruitment checklist is used.
- All adverts and related documentation contain a safeguarding statement.
- All person specifications have a safeguarding element.
- All job descriptions have a safeguarding responsibility.
- Applications are scrutinised for missing information and inconsistencies and concerns are followed up.
- All interviews include at least one safeguarding question.
- Successful candidates' qualifications are verified and their identity checked.
- Reference requests require specific safeguarding information, including the person's suitability to work with children/young people.
- References are requested from the current/most recent employer.
- Missing information or vague information is always followed up with the referee.

The school meets all the criteria listed in the above checklist. In addition panel members have undertaken Safer Recruitment training.

How is this information collated and evidence?

Recruitment packs are securely filed.

Who is responsible for maintaining these records?

Jo Aldhouse, School Business Manager.

6. The Single Central Record (SCR):

	Yes	No
Is a single central record (SCR) in place for all staff (including supply staff)?	Y	
Does the SCR indicate that identity checks have been carried out and by whom?	Y Y	
Is there evidence on the SCR that all staff have been checked against the Barred List (previously List 99)?	Y	
Does the SCR record the date when enhanced DBS and/or Barred List checks was carried out and who carried out the check?	Y	

Does the SCR record qualifications – where the qualification is a requirement of the job?	Y	
Does the SCR record evidence that a prohibition from teaching check has been carried out on teachers and those staff in ‘teaching activity’ who have been appointed since 1 September 2013??	Y	
Does the SCR record evidence a check of ‘right to work’ in the United Kingdom and suitability checks as appropriate?	Y	
Does the SCR evidence that further checks on people who have lived or worked outside the UK including recording checks for those EEA teacher sanctions & restrictions?	Y	
For supply staff- Does the SCR evidence that the school has gained written confirmation from the employment business supplying the member of supply staff that all relevant checks have been undertaken and the appropriate certificates have been obtained?	Y	

Jo Aldhouse has ensured that staff from outside of the UK follow the new rules implemented following Brexit and keeps documentation. All supply staff records over 3 months old are destroyed.

Please outline the procedures for maintaining and checking the SCR:
The Safeguarding Lead will conduct a check annually (next due January 2022).

Who is responsible for maintaining the SCR?
Jo Aldhouse, School Business Manager.

Date the SCR was last checked by a senior member of staff:
Regular checks are made by DM and AW.

Action: Personnel Committee to carry out a spot check during summer and autumn terms.

7. Safer Recruitment Training

List all staff and governors trained in safer recruitment. The School Staffing (England) Regulations 2009 make it mandatory for at least one person involved in the interview process to be trained in safer recruitment techniques.

Role	Name	Date of training	Governor Services or On-line?
Head Teacher	David Morel	February 2017	On-line
Governor	Katy Stevenson	June 2019	Governor Services
Other staff	Jo Aldhouse	January 2019	On-line
	Kate Van Dort	November 2014	On-line
	Gemma Hassan	August 2020	On-line
	Angela Walker	December 2020	On-line

How is this training evidenced?

Certificate

Where is the evidence of training stored?

Single Central Record/Pupil Asset.

Files are currently being set up for all governors.

Link Governor for training also keeps a training record.

8. Related Policies & Procedures

Policies and/or Procedures for Safeguarding	Confirm in Place Y/N	Date of Last Review	Next Review Date
Safeguarding incorporating Child Protection (including management of allegations)	Y		
Code of Conduct	Y		
Attendance	Y		
Anti-bullying (Child and Peer-to-Peer)	Y Y		

Policies and/or Procedures for Safeguarding	Confirm in Place Y/N	Date of Last Review	Next Review Date
Self regulation behaviour management	Y		
Drugs and Substance Misuse (Child Protection and Safeguarding policies & Staff Code of Conduct)	N		
Online Safety (including Acceptable Use of ICT)	Y		
Educational visits including overnight stays	Y		
First Aid including management of medical conditions	Y		
Intimate Care	Y		
Health and Safety (including school security)	Y		
Sex & Relationships Education	Y		
Recruitment and Selection	Y		
Single Equality Scheme	Y		
Whistle-blowing	Y		
Use of Mobile Phones and Cameras	Y		

Please describe the school's policy review cycle? Who is responsible for ensuring that these policies are reviewed within statutory timescales (as applicable)?

The policy review timetable is set by the Local Authority.

The appropriate Governor Committees review the policies which are ratified at Governor Board Meetings.

The Link Governor for Compliance is currently reviewing the timetable and ensuring all policies are up-to-date/ratified.

9. Online Safety

Are suitable filtering systems in place to ensure that children are safe (including from terrorist and extremist material) when accessing the internet in school?

Yes.

Please describe the whole school approach to online safety including the policy of the use of mobile technology within school:

[Use of Mobile Phones and Cameras Policy.](#)

In line with the requirement for staff to undergo regular safeguarding training, when did staff receive online safety training?

[Available on website. Online safety message links to several external safety resources including ways to report issues.](#)

[A new link governor for ICT has been recruited.](#)

10. Prevent Duty

Does the school have clear procedures in place for protecting children at risk of radicalisation?

Yes.

Have the DSLs undertaken Prevent awareness training (Workshop to Raise Awareness of Prevent) in order to provide advice and support to other members of staff on protecting children from the risk of radicalisation?

Yes.

Have all staff received appropriate training or guidance and have the ability to identify children who may be vulnerable to radicalisation, and know what to do when they are identified?

[Yes , update to be included in January 2021 staff training day.](#)

How is this training evidenced?

[Single Central Record and Pupil Asset records.](#)

11. Peer on Peer Abuse

Does the school have clear procedures in how to deal with incidents of peer on peer abuse, including assessing risk and intervening appropriately?

[Yes in the Anti-Bullying \(Child and Peer-to-Peer\) & Safeguarding Policy.](#)

Does the school have clear procedures for supporting pupils who have been the 'victims' and 'perpetrators' of peer on peer abuse? Please describe these procedures and where they can be located.

[Yes as outlined in the Anti-bullying, Self Regulation and Safeguarding policies.](#)

Have staff undertaken training in this area in order to provide advice and support to other members of staff in identifying peer on peer abuse and how to record and follow up incidents? Please provides dates of training.

Yes, training included in the staff training day September 2020.

12. Curriculum

Please outline how the school supports pupils to identify, assess and manage risk appropriately to keep themselves:

E-safety lessons.

Assemblies.

Personal, Social, Health and Citizenship Education.

Cambridgeshire Syllabus Scheme

School website includes E-safety information and links to online information and support.

13. Pupil Voice and Perceptions of Safety

Please describe the processes for gaining pupil voice at the school. How do you evidence that views have been listened to and the acted upon?

Due to Covid restrictions the prefects meet with Dave Morel fortnightly (in place of school council).

Perceptions of Safety questionnaire for pupils completed November 2020.

Mental health and wellbeing for Year 6 pupils.

Please outline how you have tested pupil, parental and staff perception of safety at the school:

Parent questionnaires (including Honeypots).

14. Child Protection Records

Please describe the systems in place for recording and responding to safeguarding concerns about children and the processes for reviewing these arrangements.

My Concern software installed. All school trained to use the system. All concerns logged on the system. Where applicable (and the external services has access to the system) Social Services will receive notifications. My Concern allows for full description of concern through summary, body map etc. Level of concern category assigned. All DSLs receive notification. Dashboard provides an overview of actions needed and outstanding.

All cases reviewed half-termly.

Process for reviewing new logged concerns and follows ups to be reviewed currently undertaken by DM but as a matter of urgency is being extended to AW and NWC.

DM has ensured that all staff use the lock screen feature on their computers.

15. Referrals and Multi-Agency Work

Intervention/support:	Process in Place?
Records of concern completed by staff	Y – tracked and reviewed
Early Help Assessments Completed	Y
Pupils in receipt of support via a Family Support Plan	Y
Team Around the Family Meetings Attended	Y
Referrals made to Children’s Social Care Services	Y
Outcomes of referrals known	Y – and chased up
Child Protection Conference Invitations	Y
Child protection meetings attended	Y
Reports submitted to Child Protection Conferences	Y
Core groups attended	Y
Pupils in receipt of a CP Plan	Y
Pupils in receipt of Child in Need plan	Y
Looked After Children Pupils on roll	Y (1 currently)
Allegations made against staff	Policy
Referrals to the Local Authority Designated Officer	Y
Person Vulnerable to Radicalisation (VTR) Referrals	Prevent Statement

Other comments on safeguarding issues and actions to be taken:

(You may wish to refer your school’s completed self-evaluation tool to inform your comments and consider local arrangements and issues that you may be dealing with.)

Jon Thorley-Wraight conducts delay perimeter checks and logs.

The move from the Single Central Record to the Pupil Asset Register is currently being undertaken. This project will reduce duplication of work and potential errors, increase data security and reduce potential GDPR breaches.

The introduction of MyConcern has enabled all school staff to easily report any safeguarding concerns in addition to removing the need for paper files. The system has allowed for proper recording and tracking of all safeguarding reports, logs safeguarding training and is securely backed up off site. A separate review was undertaken by Diane Stygal Senior Adviser for Leadership School Improvement Service, The Education Directorate Cambridgeshire County Council on 11th January 2021.

Signed: Katy Stevenson Date: 11.02.21
Chair of Governors