

Governor Visit Form

Governor Name – Chris Shaw	Date – 14 October 2022
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Purpose of visit

Safeguarding visit by safeguarding link governor to assess the school is compliant with their safeguarding requirements, proactively assessing existing processes and procedures, and that follow up actions are implemented in a timely manner.

Intent of the Visit – aligned with the RAP / 100 day plan

To ensure that the safeguarding of pupils in the school is highly effective – in line with 100 day plan.

- All staff have completed safeguarding training
- All staff know the processes for logging a safeguarding issue and their roles and responsibilities
- Children feel safe and know how to raise and concern and with whom to do so

Observations and comments by the governor – how has the intent been implemented and what is the observable impact?

Safeguarding, and the work of the DDSL and DSL team is thorough and there is deep understanding of process and procedure amongst staff. Policies are well established, staff have been trained and there is clear signage throughout the building identifying the safeguarding leads. Office staff are clear on their responsibilities and procedures for managing late arrivals and early departures of children.

Safeguarding review meetings are well structured and regular, and look beyond WPS to include CVC so knowledge is shared between schools where there may be siblings.

An anonymized spot check of My Concern showed all actions were recorded and followed up and a child’s chronology was clear for a DDSL / DSL to review.

The Single Central Record (SCR) was up to date with all information for all staff and spot checked confirmed all information could be evidenced.

A school walk confirmed the site was secure and safe for children and staff. All doors to out of bound cupboards etc were closed and locked except one. Safeguarding posters were regularly displayed. There were no visual reminders to direct children to the key support staff if they want to speak to anyone.



Any key issues arising for the governing body

1. An internet outage meant My Concern was offline for over 24 hours. There is no written procedure for recording or logging concerns in such circumstances and it is recommended that the Child Protection Policy is updated with a plan to cover this.
2. All outcomes discussed and recorded in the record of the safeguarding meeting should be logged in My Concern as well as in the meeting record to ensure a thorough and complete chronological review is available.
3. The tracking of child arriving late or leaving early on classroom fire sheets should be reviewed to ensure a consistent process is adhered to by staff.
4. A review of how callers into the school are validated before instructions are taken by the office should be conducted, and it is recommend a form of validation is put in place to verify the callers identify and their relationship to a child.
5. There are no visual reminders of the key support staff (NWC / GH) available to children who have a concern. It is recommended to review how this information is made available to children, consistently and clearly.
6. Access to areas containing potential hazardous items, i.e. cleaning products, need to be securely locked at all times. It is recommended that regular school walks by SMT include these checks as well as normal classroom observations etc.
7. Safeguarding posters were in all classrooms and other spaces but not always in a clear and obvious place, i.e. they were behind a door. Posters should be not be obstructed and be visible to all. Please put a poster in the kitchen as there was not one visible.

Action following governing body meeting

1. All governors to complete online safeguarding training with KSCIE updates.
2. Records of staff completion for reading the updated KCSIE documents was incomplete. Recommend a carry forward action to the next review meeting to check the SCR and that this is completed (CS).
3. Complete another school walk to confirm the actions taken in relation to the school environment following discussion of the above recommendation by the DSL and DDSL (CS).
4. Schedule a discussion with the PSCH lead re safeguarding on the curriculum and time with children to confirm their feelings (CS).

Signed: *Christopher Shaw*

Date: 05 Dec 2022

