

Safeguarding Audit 2015

Section 175 of the Education Act 2002 introduced a duty on Local Authorities and School Governing Bodies to ensure that they safeguard and promote the welfare of children.

This audit template fulfils the requirements of Sec 175 / Sec 157 of the Education Act 2002 and the Safeguarding requirements of Ofsted's "Framework for School Inspection" carried out under Sec 5 of the Education Act 2005, implemented from Jan 2012. (All aspects of Sec 11 of the Children Act 2004 are addressed within this template.

1. What is the name of your educational establishment.

Howard Park Community School

2. Please enter the preferred email contact address for correspondence

head@howardpark.co.uk

Policies and Wider Safeguarding

3. Does your school have an up to date safeguarding children policy.
(Updated within last 12 months)

Yes, and stored in new 'Safeguarding' folder

4. Is there a senior member of your leadership team designated to take the lead responsibility on ALL safeguarding matters (DSL)

Yes, DHT is DSL, new DSL will begin full training with Vice Chair asap

5. What is the name and contact email address of your DSL.

Mr M Newby: head@howardpark.co.uk,

Mr J Pickles: jonathan.pickles@howardpark.co.uk

6. Do you have arrangements in place for cover of the Designated Safeguarding Lead post.

Yes, (as Q.5)

7. Do you have a photograph of your DSL/ DSL's displayed in school so that visitors, staff and pupils know who is responsible for safeguarding.

Yes

8. Has your safeguarding children policy been reviewed and signed off by your governing body

Yes

9. Are you using the model policy for safeguarding children available on the website www.kirkleessafeguardingchildren.com under the Safeguarding in Education section.

Yes

10. How do you ensure all staff have seen and read your safeguarding policy.

Through staff meeting and a 'tick when read' front cover

11. Do you have a copy of your safeguarding policy on your school's website

Yes, need to update on new website though

12. Are there procedures in place for dealing with the management of allegations against staff and volunteers and are they in accordance with KSCB procedures and DfE guidelines.

Yes

13. Do you have a staff code of conduct or staff behaviour policy.

Yes

14. Are systems in place for pupils to raise concerns about a member of staff or volunteer.

No

15. Is there a whistleblowing policy in place for use by all staff.

Yes

16. Are the views/voice of your pupils incorporated into your policies.

Yes, but could be better – needs development

17. Do you have an up to date e-safety policy.

Yes

18. Do you have an e-safety lead member of staff in school.

Yes, Mr A Charlesworth

19. Are all staff e-safety trained and aware of how to conduct themselves professionally on line and how to protect themselves on line.

No, needs development

20. How many e-safety incidents have you recorded within the last academic year.

None

21. Are all staff aware that from October 2015 there is a mandatory reporting duty upon teaching staff to report to the Police where they discover that Female Genital Mutilation (FGM) appears to have been carried out on a girl under 18 years.

Yes

22. Do visitors sign in at reception and undergo ID checks

Yes

23. Do all staff and visitors wear visible form of ID.

Yes

Training

24. Have all staff holding the post of Designated Safeguarding Lead attended the Roles and Responsibilities of the DSL course provided by KSCB

Yes

25. Have all staff holding the post of Designated Safeguarding Lead attended the Working Together course provided by KSCB

Yes

26. Have all staff holding the post of Designated Safeguarding Lead attended the “Making a Positive Contribution to Conferences and Core Groups” course provided by KSCB.

Yes, and in progress

27. Have all staff who have regular contact with children in your school completed either the KSCB online Safeguarding awareness course or attended a “whole school” face to face Safeguarding Course.

Yes, and in progress

28. When did your last “whole school” safeguarding training take place.

Needs renewing in 2016

Governance

29. Do you have a governor with responsibility for safeguarding.

Yes

30. Is safeguarding a standing item at your full Governors meeting.

Yes, as agreed at October 2015 AGM

31. Is there a governor nominated to liaise with the Local Authority in the event of an allegation being made against the head teacher.

Yes, Chair of Governors

Behaviour and Safety

32. Do you have anti-bullying policies and procedures in place.

Yes

33. How do children know who they can talk to if they have concerns.

Needs development

34. How can you evidence that pupils are confident in the school's anti-bullying procedures and that concerns are being dealt with effectively.

Needs development

Recruitment

35. Has the head teacher, an appropriate governor and other relevant staff completed the Safer Recruitment training.

Yes

36. Do all interview panels have at least one member of staff trained in safer recruitment when recruiting staff who will have contact with children.

Yes

37. Does your school have appropriate recruitment and vetting procedures in place

Yes

38. Does your school carry out all appropriate recruitment checks and take up all references prior to an appointment.

Yes

39. Is your Single Central Record (SCR) up to date and reviewed on a regular basis.

Yes

40. Is all staff safeguarding training recorded on the Single Central Record

Needs development

41. Are supply / agency staff DBS checked and added to your SCR

Yes

42. Have all staff that have regular contact with children and appointed since March 2002 been subject to enhanced DBS checks (Formerly CRB)

Yes

43. Do you make checks of visiting staff (eg. Music teachers, Exam invigilators) to verify they are holders of valid DBS certificates.

Yes

Curriculum

44. How do you incorporate Preventing Radicalisation and Extremism into the school curriculum.

Needs development

45. How do you address Child Sexual Exploitation awareness raising with pupils and staff.

Needs development

46. What other safeguarding issues are dealt with within the school curriculum.

Needs development

Record Keeping

47. Are pupil safeguarding records stored securely with controlled access

Yes

48. Are pupil safeguarding records up to date and complete.

Yes

49. Are pupil safeguarding records clear and transparent – ie. can they be easily followed by someone else.

Yes

50. Do you have a clear procedure for the transfer of safeguarding records when a pupil leaves the school.

Yes

51. Do you have a question in your admissions process requesting any safeguarding information

As KMC form, need to change Nursery admissions form. There is a section on the form completed following a transfer.

Inter – Agency working

52. Do you record evidence of work with other partner agencies.

Yes

53. Does your school work with the Early Help Access Team to provide timely intervention where support needs are identified.

Yes

54. Does your school have effective systems in place for referring safeguarding concerns to social care Referral and Response Service.

Yes

55. Is the DSL aware of their responsibilities in relation to pupils who are or who may be living in a private fostering arrangement in respect of a referral being made to social care.

Yes

56. Invitation to Child Protection Conference – Does the school provide a report using the template provided on the KSCB website, ensuring the minimum standards have been met.

Needs development

57. Does the school share the content of the report with parents/carers prior to the Child Protection Conference.

Yes

58. Does the school ensure a relevant member of staff attends the Child Protection Conference.

Yes

59. Does the school ensure a relevant member of staff attends any resulting Core Groups as appropriate.

Yes

60. How does the school record evidence of work or contact with parents.

CPOMS

61. Please state the numbers of pupils who are subject of recording and monitoring following a cause for concern in the previous academic year.

20

62. Please state the number of pupils who were subject to the Single Assessment -Part 1 (formerly Early Help Assessment) process in the previous academic year.

63. Please state the number of pupils who were subject of a Child in Need plan in the previous academic year

64. Please state the number of pupils who were subject of a Child Protection plan in the previous academic year.

Please ensure that the findings in this report are shared with your Governing Body and discussed at a full Governors meeting.
Once complete, please address the following:

65. Who is the nominated Governor for Safeguarding.

Mrs W Forrest

66. Enter the date of the Governors review of this audit and minutes reference.

February 2016

67. How will the Governing Body remedy any weaknesses or deficiencies identified as a result of this Safeguarding Audit.

Action plan and monitoring