

Schools Safeguarding Audit 2016

This document is for answer preparation only. All submissions must be made on the Survey Monkey website and not this document.

Survey Monkey link: www.surveymonkey.co.uk/r/KEST2016

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 – October 2016
4. Is there a senior member of your leadership team designated to take the lead responsibility on ALL safeguarding matters (DSL).
Yes
5. What is the name and contact email address of your DSL.
Mr Marcus Newby – head@howardpark.co.uk
6. Do you have arrangements in place for cover of the Designated Safeguarding Lead post.

Yes

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 – October 2016

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.

Staff sign to say they have read this and this is then recorded on the central record.

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

Yes

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.

Yes

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.

Not fully

17. Do you have an up to date online safety policy.
Yes
18. Do you have an online safety lead member of staff in school.
Yes
19. Are all staff online safety trained and aware of how to conduct themselves professionally on line and how to protect themselves on line.
Yes
20. How many online safety incidents have you recorded within the last academic year.
0
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
24. Are you aware of the procedure to follow if you believe a child within your school is at risk of being radicalised.
Yes

Training

25. Have all staff holding the post of Designated Safeguarding Lead attended the Roles and Responsibilities of the DSL course – bookable through Kirklees Business Solutions website.
Yes
26. Have all staff holding the post of Designated Safeguarding Lead attended the Working Together course provided by KSCB.

Yes

27. 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

28. 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

29. When did your last “whole school” face to face safeguarding training take place.

Booked for Spring 2017

30. Have all staff read HM Government guidance document - Keeping Children Safe in Education Part 1, and have they signed to confirm acknowledgement of this fact.

Yes

31. Have your DSL and deputy DSL’s attended annual DSL Refresher update briefings.

Yes

Governance

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

Yes

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

Yes

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

Yes

Behaviour and Safety

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

Yes

36. How do children know who they can talk to if they have concerns.
Internal marketing and reinforcement.

37. 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.

Attendance and Pupil Support

38. Are you aware of which local authority your looked after children are from.
Yes

39. Do you have an up to date list of all Looked After Children and relevant contacts of professionals involved with those children.
Yes

40. Are you aware of the previous local authority, address and school of each pupil you place on roll.
Yes

41. Are you aware of the destination local authority, address and school of each pupil you remove from school and the process to follow if you do not.
Yes

42. Are you aware of the process to inform the local authority of those children subject to a part time timetable and does that pupil have an individual personal plan.
Yes

43. Are you aware of the procedure to follow when a parent or carer wishes to electively home educate their child.
Yes

44. Does your school have procedures in place in respect of actions to take when a pupil goes missing following morning or afternoon registration.
Yes

Recruitment

45. Has the head teacher, an appropriate governor and other relevant staff completed the Safer Recruitment training.
Yes
46. 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
47. Does your school have appropriate recruitment and vetting procedures in place.
Yes
48. Does your school carry out all appropriate recruitment checks and take up all references prior to an appointment.
Yes
49. Single Central Record (SCR). Are you using an up to date SCR template and is the data on your SCR reviewed on a regular basis.
Yes
50. Is all staff safeguarding training recorded on the Single Central Record.
Yes
51. Are supply / agency staff enhanced DBS checked and added to your SCR.
Yes
52. Have all staff that have regular contact with children and appointed since March 2002 been subject to enhanced DBS checks (Formerly CRB).
Yes
53. Do you make checks of visiting staff (eg. Music teachers, Exam invigilators) to verify they are holders of valid enhanced DBS certificates.
Yes

Curriculum

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

Assembly and through unit on website.

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

Assembly and through unit on website.

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

e-safety, bullying, Sulp, SEAL, getting on, stranger danger, road safety, water safety

Record Keeping

57. Are pupil safeguarding records stored securely with controlled access.

Yes

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

Yes

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

Yes

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

Yes

61. Do you have a question in your admissions process requesting any safeguarding information from the previous educational establishment.

Yes

Inter – Agency working

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

Yes

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

Yes

64. Does your school have effective systems in place for referring safeguarding concerns to the social care Multi-Agency Safeguarding Hub (MASH).

Yes

65. 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

66. 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.

Yes

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

Yes

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

Yes

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

Yes

70. How does the school record evidence of work or contact with parents. CPOMs records and meeting records which are scanned on to CPOMs.

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

8

72. 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.

7

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

3

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

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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:

75. Who is the nominated Governor for Safeguarding.

Mrs W Forrest

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

November 2016 – not yet available

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

The audit is the focus of the school's Safeguarding Action Plan.