



**St Andrew's CE Primary  
Safeguarding Report to the Governing Body**

**This report is for the period from 2017-18**

**NB The information in this report is confidential – names and specific circumstances cannot be discussed.**

**Safeguarding Management Team:**

<b>Name of Staff Member / Governor</b>	<b>Date when last attended Safeguarding Training</b>	<b>Provided by Whom (e.g. LCC, Governor Services)</b>
Christina Wilkinson (DSL)	March 2017	LCC
Laura Miller (AHT and backup DSL)	January 2017	LCC
Paul Burns (AHT and back up DSL)	September 2016	LCC
Hilary Austin (Club DSL)	October 2016	LCC
Nev Wilkinson (Club back up DSL)	September 2016	LCC
Alison Martin (Club back up DSL)	September 2016	LCC
Nick Pitman (Chair of Governors)	April 2017	Governor Services

**Named Governor for Safeguarding: Chair of Governors  
Date attended Safeguarding Training for Governors: 26<sup>th</sup> April 2017**

**Whole-School Training:**

<b>Staff</b>	<b>Number</b>	<b>Date</b>	<b>Name of course</b>	<b>Course Provider</b>
Teaching staff	All	Sept 2017	Safeguarding Level 1 and Prevent	Headteacher
Teaching assistants	All	Sept 2017		
Midday supervisors	All	Sept 2017		
Administrative staff	All	Sept 2017		
Volunteers	All	Induction		

All staff have completed online training in October 2017. Certificates are kept in staff files, maintained by the HT. Any new staff joining later will receive online training with support from the Learning Mentor. At induction, all staff also receive referrals and concerns sheets. These are explained and are clearly visible in the staffroom, along with details of what to do and who to contact.

**Induction:**

All new staff/volunteers receive school safeguarding policies and procedures including:

- Outline of training provided
- School’s safeguarding policy
- Associated policies for example code of conduct, whistle-blowing
- Quick reference guide/summary of procedures
- A copy of ‘What to do if you’re worried about a child being abused’, DfES 2006.
- Other resources

TW/AM/MA/PB are all members of staff responsible for induction.

**Recruitment & Selection:**

- A 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 Single Central Record (SCR):**

	Yes	No
Is a single central record (SCR) of staff in place?	√	
Does the SCR indicate that identity checks have been carried out and by whom?	√	
Is there evidence on the SCR that all teachers have been checked against the Children’s List (previously List 99)?	√	
Does the SCR include evidence that supply teachers have been checked against the Children’s List (or List 99) or have an enhanced CRB disclosure?	√	

Does the SCR include all others who work regularly or intensively with children?	√	
Does the SCR record the date when the CRB or Children's List (or List 99) check was carried out (and who carried out the check) <b>except in the case of agency staff?</b>	√	
Does the SCR record qualifications – where the qualification is a requirement of the job?	√	
Does the SCR record evidence of 'right to work' in the United Kingdom and suitability checks as appropriate?	√	

VG/KA check the SCR annually in March, although it is maintained regularly on an ongoing basis with staffing changes.

### 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?
Headteacher	Tina Wilkinson	March 2006	Governor Services
Vice Chair	Gillian Warren		Governor services

Certificates are kept in the Governor File.

### Policies and documents relating to safeguarding:

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)	√	Oct 2017	Oct 2018
Attendance	√	Oct 2017	Oct 2018
Anti-bullying	√	Oct 2017	Oct 2018
Behaviour	√	Oct 2017	Oct 2018
Drugs and Substance Misuse	√	Oct 2017	Oct 2018
E-Safety (including Acceptable Use of ICT)	√	Oct 2017	Oct 2018

<b>Policies and/or Procedures for Safeguarding</b>	<b>Confirm in Place Y/N</b>	<b>Date of Last Review</b>	<b>Next Review Date</b>
Extended School/Before and After School Activities	√	Oct 2017	Oct 2018
First Aid (including management of medical conditions, intimate care)	√	Oct 2017	Oct 2018
Health and Safety (including school security)	√	Oct 2017	Oct 2018
PSHE Curriculum	√	Oct 2017	Oct 2018
Recruitment and Selection	√	Oct 2017	Oct 2018
Safeguarding Statement in School Prospectus	√	Printed every 3 years. Up to date info on the website	
Sex Education	√	Oct 2017	Oct 2018
Single Equality Scheme	√	Oct 2017	Oct 2018
Staff Handbook/Code of Conduct	√	Sept 2017	Sept 2018
Use of Force and Restraint (physical intervention)	√	Oct 2017	Oct 2018
Whistle-blowing	√	Oct 2017	Oct 2018

### **Curriculum:**

The curriculum includes specific topics, such as anti bullying, e safety, road safety, rail safety, medicine safety etc. Some of these areas are discussed at special events by other agencies (eg e safety with puppets, school nurse). All details are kept by the Learning Mentor. We also include follow up to visiting speakers through circle time planning.

### **Perceptions of Safety:**

We have a parent survey each year. Parents can email the school with feedback and we use the Ofsted survey. The surveys are analysed by the learning mentor, who puts an action plan into place if required. Parents also communicate via Class Dojo and social media. New updates are made available there for online safety.

### **Referrals and Multi-agency working:**

<b>Intervention/support:</b>	<b>Number:</b>
Common Assessment Framework completed	11
Team Around the Family Meetings Attended	38
Referrals made to Children's Social Care Services	13

Child Protection Invitations	2
Child protection meetings attended	6
Reports submitted to Child Protection Conferences	6
Core groups attended	7
Pupils in receipt of a CP Plan	2
Pupils in receipt of Child in Need plan	6
LAC pupils on roll	1
Allegations made against staff	0
Referrals to the LADO	0 (last one was 2014)

School purchased CPOMS in April 2018 to make sure that records are all online and GDPR compliant.