![Hampshire Safeguarding Children Partnership logo]

Audit Tool - Overall Effectiveness of Safeguarding Procedures 2019-2020
Completed September 2020 – Clare Beswick Headteacher and Suzanne Bond – Safeguarding Governor

This audit tool is intended for **internal use only** and should not be submitted as part of the audit return. All returns should be submitted electronically **on the achieve form** which can be accessed either via the hyperlink or at the audit website. The achieve form is required to be submitted by **30 September 2020.**
Once you have submitted the achieve form, you will receive a copy of your response to the email address entered on the form.
This audit is a reflection on the 2019/20 academic year.
The additional "Audit guidance document" which is accessible from the audit website highlights the relevant government guidance each question is based on along with some suggested questions that can be used to evidence the requirement.

	Yes	No	In Part	Evidence	Impact	Action Points
1. Culture						
a. Can the setting demonstrate:						
i. a positive culture and ethos where safeguarding is an important part of everyday life?	x			Regular emails and updates for staff. Information in newsletter to parents and staff briefings. New staff induction. Staff updates in staffrooms and back of toilet doors. Cards with key DSL information and numbers given to all staff to add into their school identification lanyards.	All staff are quickly kept up to date in changes in information and legislation.	

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ii.	that learning from safeguarding training is embedded across the activities of the school?	x			PSHE/Curriculum map includes all aspects of keeping children safe. E.g. firework safety, online safety, anti-bullying week. All members of SLT are also DSLs – regular opportunity at SLT meetings to review and discuss practices.	Ensures consistency in reporting, recording and follow up to any incidences/disclosures from children/adults.	
iii.	there is an actively promoted culture where all individuals feel able to talk freely about their concerns, believing that they will be listened to and valued?	x			Staff approach SLT to raise safeguarding concerns.	With 7 staff trained as DSLs there are sufficient staff around school for all staff to feel able to report and discuss concerns.	
iv.	a culture of "it could happen here"?	x			Whole school training always includes this phrase. Also included on CRPS S/G monthly sheets for staff around school.	Raises awareness that it could happen – staff are vigilant and open.	
v.	a culture of safer recruitment	x			All EPS guidelines are followed at all times. PA to HT is responsible for recruitment checks on day of interview. Appointed candidates have personnel file made up and signed off by HT once completed.	Candidates and future employees are made aware right from searching for a new position that all EPS procedures will be followed. All communication through recruitment process follows strict guidelines about expectations and appointment.	
2. Policies and Wider Safeguarding							

		Yes	No	In Part	Evidence	Impact	Action Points
a.	*Does the setting have:*						
i.	*A child protection policy and procedure in place that is reviewed at least annually?*	x			New CP policy September 2020 – to be reviewed and approved at FGB 28.9.2020 All staff are expected to read through the policy and sign to confirm document has been read.	Staff are consistently made aware of their responsibility/accountability within Safeguarding.	
ii.	*Appropriate safeguarding responses to the key safeguarding themes (Annex A of KCSiE – Keeping Children Safe in Education) established in the policy?*	x			All staff were asked to read KCSIE document September 2020 and sign to confirm document has been read. Document is referred to in policy	Staff are kept up to date by reading annual refresher documentation from DfE.	
iii.	*A staff behaviour policy (code of conduct)?*	x			Given to new staff during induction process.	All staff will be aware of school expectations.	
iv.	*A behaviour policy for pupils?*	x			Policy is followed by all staff and children. Seen from learning walks and classroom observations. Playground behaviour and feedback from staff. SLT discussions	Teachers can teach, and children can learn and develop socially. There is consistency in expectations for behaviour between year groups.	
v.	*A safeguarding response to pupils who go missing from education?*	x			School follows LA guidelines at all times.	Children are safe and LA are aware of any incidents. Last procedure reported to Children's Services - July 2020	
vi.	*The child protection policy available publicly?*	x			Published on school website	All stakeholders are aware of the procedures required.	
vii.	*A response to Covid-19?*	x			Appendix published on the school website.	As above	
viii.	*A whistleblowing policy*	x			Available to all staff on shared	All staff are empowered and	

	Yes	No	In Part	Evidence	Impact	Action Points
				drive and published on website.	accountable to raise concerns if and when required.	
Can the setting demonstrate that:						
b. *the governors and/or proprietors have read, followed and acknowledged requirements of KCSiE?*	x			All governors will be asked to read the document prior to FGB on 28.9.2020	Governors are aware of their statutory responsibilities and the key role of governance – safeguarding and Health and Safety.	FGB agenda
c. *the policies, procedures and training are effective and comply with the law at all times?*	x			All policies are based on LA templates, and amended to reflect the school organisation and needs of the school.	-	
d. *all staff have read at least part 1 and, staff who work with children, Annex A of KCSiE?*	x			List compiled in September 2020.	-	
e. *safeguarding related policies and procedures adopted by the governing body are reviewed at least annually?*	x			Next review due 28.9.2020	-	
f. *safeguarding related policies and procedures are understood by staff and implemented appropriately?*	x			All staff will receive electronic copy – with follow up at next INSET 23.10.2020		
g. *the headteacher or the designated safeguarding lead (DSL) reports annually to the governing body on the effectiveness of safeguarding procedures?*	x			Included in HT reports to governors each term. Last report Included in minutes	Meeting our statutory requirements as governor body.	Ensure minutes include document. Safeguarding training for governors - Sue Bond Madeline Hussey
h. *there is an on-going action plan for safeguarding improvement?*			x			Needs drafting to reflect current policies and procedures.
i. *the DSL or the DDSL(s) is contactable at all times so that staff can discuss any safeguarding concerns?*	x			School has 7 DSLs plus ASC Leader is DSL trained.	Staff DSL and DDSL(s) are in year groups throughout the school which enables staff to quickly speak to someone if	

	Yes	No	In Part	Evidence	Impact	Action Points
					they have a safeguarding concern.	
j. the DSL is aware of national safeguarding updates, policies are updated accordingly and staff understanding is checked?	x			Training attended annually for DSLs. NSPCC monthly updates CASPER sent to DSL. Regular emails and updates for staff.		New questionnaire required for staff October 2020 INSET day to check understanding and awareness. Use questionnaire at next FGB meeting.
3. Leadership and Management						
i. Designated Safeguarding Lead (DSL)						
Can the setting demonstrate that:						
a. there a senior member of the leadership team who has the role of DSL explicitly in their job description and has received appropriate (up-dated) training?	x			Training dates DSLs CB – 3.7.2019		
b. the named deputy (or deputies), trained to the same standard, to cover the DSL in their absence?	x			Last Training dates SB – 21.3.2018 AF – 3.2019 TG 9.1.2019 RL – 12.9.2018 KH – 19.6.2018 NK – 19.3.2019 HB – 15.10.2020		
ii. Governance						
Can the setting demonstrate that:						
a. there is a designated safeguarding governor who has the strategic lead for safeguarding?	x			Suzanne Bond	Completes audit and review of SCR with school staff annually. Last audit - 8.9.2020	
b. the Chair of Governors was recruited with a deliberate intent to avoid conflict of interest?	x			All governors are recruited with safeguarding as a priority.	-	

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				Every meeting begins with raising any pecuniary financial interests and recorded by Clerk to Governors. All governors are recruited to ensure policies of CP and SG are adhered to.		
c. the Chair of Governors has the skills required to manage investigations into allegations against the head teacher?	x			YES	-	
d. the development points from last year's audit have been monitored by the governing body?	x			Discussed at FGB on 2.12.2019 and review of last year's audit September 2019.	-	
e. the governing body actively evaluates the effectiveness of the school's safeguarding framework?	x			Annual visits from appointed Safeguard Governor. September 2020 – annual virtual meeting with HT and Governor. Through discussion of audit and policies as and when they are reviewed and approved.	Governors are able to triangulate their statutory role for Safeguarding	
iii. Designated Teacher (DT)						
Can the setting demonstrate that:						
a. there a designated teacher (DT) to promote and support the educational achievement of children and young people (CYP) who are in local authority care or have previously been looked after?	x			Sue Baskerville DHT		
b. the DT has had the appropriate training?	x		x	Training date – 1.2017		To be rebooked for Autumn term 2020
c. the DT has provided the DSL with details of the named social worker and virtual headteacher for CYP in LA care?				n/a at this point in time		

	Yes	No	In Part	Evidence	Impact	Action Points
iv. Allegations against staff						
Can the setting demonstrate that:						
a. *There are procedures in place for dealing with allegations against staff and they are in accordance with both HSCP procedures and DfE guidance?*	x			HT or DSL would seek advice from LA as per CP policy.		
b. *the procedure clearly defines the difference between 'concerns, complaints and allegations'?*	x			Policy makes this clear.		Include in next SG briefing for staff
c. *(Where relevant) there are adequate records of action taken in respect of concerns, complaints or allegations about an individual member of staff in their confidential personnel file?*				n/a for staff employed by school. Where there was an allegation made against a member of external staff visiting the school, the relevant paperwork is stored in the HTs office in a locked cupboard.		
d. *the governing body (or equivalent) have a procedure to handle allegations against the headteacher?*	x			To be discussed with C o G and VC of G		
e. *where a member of staff has been dismissed following an allegation, considerations is given to a referral being made to the TRA and DBS*				n/a at point of audit completion		
v. Peer on Peer / Allegations against pupils						
Can the setting demonstrate that:						
a. *there is a protocol/procedure for dealing with allegations against children within the Child Protection policy?*	x			As per the CP policy		
b. *there is a protocol/procedure for responding to sexual violence and sexual harassment between pupils?*	x			As per the CP policy		
c. *there is an agreed 'risk and needs assessment*	x			The school would respond		

	Yes	No	In Part	Evidence	Impact	Action Points
tool' in place to response to reports of sexual violence and sexual harassment between pupils?				accordingly to the situation.		
d. the procedure been updated to reference up-skirting and serious violence?	x			Yes		
vi. Curriculum						
Can the setting demonstrate that:						
a. education regarding safeguarding issues are appropriately incorporated within the curriculum?	x			See PSHE and Citizenship curriculum map		
b. pupils are encouraged to adopt safe and responsible practices and deal sensibly with risk?	x			See PSHE and Citizenship curriculum map		
c. awareness is raised among pupils to recognise when they are at risk and how and where to get help and support if they need it?	x			See PSHE and Citizenship curriculum map		
d. pupils are provided with a safe online platform and educated on keeping themselves safe online?	x			Computing policy Safeguarding policy PSHE curriculum		
e. appropriate online filters and monitoring systems are in place?	x			Hampshire firewall		
f. pupils are supported to understand what constitutes a [healthy relationship](#) both on-line and off-line?	x			Safer internet work and support for all pupils through PSHE curriculum.		
g. awareness around radicalisation and extremism is provided to pupils?			x			Include in PSHE curriculum map for September 2020/21. To be discussed with PSHE Leaders.
vii. Training						
Can the setting demonstrate that:						
a. the DSL and deputy DSLs have undertaken the required two yearly training with annual updates?	x			Dates of training are HT – 7.2019 DHT – was due March 2020 – not possible due to Covid – to be rebooked for Autumn term		DHT – was due March 2020 – not possible due to Covid – to be rebooked for Autumn term

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					2020		
b.	the DSL and DDSL(s) are satisfied that they have the skills and knowledge required to carry out the role?	x			Discussion between all DSLs at SLT meeting to ensure consistency between reporting and records.		Survey of SLT
c.	all staff and other adults who work within the setting have received the appropriate training?	x			Whole school training. Annual updates for all staff		
d.	all staff have had the required 'Prevent' training?	x			Annual updates for all staff. 4.9.2019 – annual refresher for all staff in INSET day		
e.	regular (at least annual) child protection updates have been provided to all staff?	x			As above		
f.	all new staff, temporary staff and volunteers have been given induction which includes information on safeguarding procedures and their responsibilities?	x			Latest induction for new staff members – 3.9.2020.		
g.	the governor with leadership for safeguarding is familiar with relevant HSCP and national guidance?				Yes		Governors to read guidance from the Health Care Professionals Council.
h.	governing bodies are aware of their roles and responsibilities with respect to safeguarding?	x					To be discussed at FGB 28.9.2020
i.	all safeguarding training for staff /volunteers is recorded? That training reflect the current safeguarding trends and risks as set out by the government in national guidance?	x			Safeguarding Training for staff is recorded on a signing in sheet.		Volunteers will read through safeguarding policy on return to school
j.	all staff are aware of the Early Help process?	x			Key staff such as the DSL and 2 DDSLs are aware of the Early Help process. Vulnerable groups are tracked at regular meetings by key staff. The DSL, 2 DDSLs which includes the Inclusion Lead and EFA and ELSA.		

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viii. Safer Recruitment						
a. Are there procedures for safer recruitment and vetting in place and do they have regard to KCSiE 2018?	x			All EPS guidelines are followed at all times. PA to HT is responsible for recruitment checks on day of interview.		
b. [maintained schools only] Has at least one member of any appointment panel undertaken safer recruitment training?	x			Training dates HT – 2018 DHT - 2018		
c. Are you compliant with the "Disqualification under the Childcare Act 2006" guidance (DfE 2018)?	x			PA to HT updates annually for relevant staff in September		
d. Is there a Single Central Record in place? Does it include:	x			EXCEL spreadsheet password protected.		
▪ *Identity checks carried out, when and by whom?*	x			PA to HT carries out all checks at interview/recruitment process.		All Volunteers will need to complete an application process from school office.
▪ *All staff and volunteers working in regulated activity have a DBS check and have been checked against the Children's Barred List*	x					
▪ *A DBS check for all staff appointed on or after 12/05/2006, who come into regular contact with or have unsupervised access to children, and who have had a break in continuous service of more than 3 months immediately prior to appointment?*	x					Next annual update
▪ *A Teaching Prohibition check undertaken for all teaching staff?*	x					
▪ *Written confirmation from a supply agency, where relevant, that all the appropriate checks that the school would otherwise perform have been carried out and are satisfactory?*			x			NB to follow up with Teaching Personnel for most supply staff.
▪ *A record of all dates for completed checks?*	x					Audit of Single Central Record with HT and SG Governor

	Yes	No	In Part	Evidence	Impact	Action Points
						booked for Autumn 1
▪ *A record of qualifications where this is a requirement of the job e.g. QTS?*	x					
▪ *Evidence of the Right to Work in the UK?*	x					
▪ *Evidence of lived abroad / overseas Police check and EEA teacher sanctions and restrictions where applicable?*	x					
▪ *A Section 128 check for management positions [in non-maintained schools only]?*				n/a		
▪ *A Section 128 check carried out for all governors or equivalents?*	x					
e. where a member of staff has been dismissed for misconduct, considerations is given to a referral being made to the TRA and DBS				n/a		
4. Behaviour and Safety						
Can the setting demonstrate that:						
a. all staff and volunteers know how to raise concerns about unsafe or poor safeguarding practice or potential failures?	x			Volunteers and staff receive induction training which includes this aspect.		
b. any concerns have been acted on and appropriate measures put in place?	x					
c. the DSL is aware of high risk and emerging safeguarding issues highlighted by KCSiE, Ofsted and the HSCP priorities?	x			Yes regular reading and updates. NSPCC updates and Ofsted briefings used.		
d. the LA has been notified of CYP removed from roll where confirmation has not been received that they have transferred into another setting? And the LA has been notified of CYPs who become home educated?	x			Most recent 7.9.2020 – LA have been informed.		
e. the application of the procedures and/or policies relating to physical intervention consistent with	x			School follows EP service guidelines and relevant staff	Consistent approach is followed for Team teach.	

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DfE guidance 'Use of Reasonable Force in Schools' (July 2013)?				are trained using Team Teach techniques. Comprehensive records are completed where Team Teach is required and the notification process is clearly followed. Staff are debriefed if Team Teach is required and any updated shared amongst SLT. Staff are given updates if any changes occur in guidance.	Staff are fully aware of all of the procedures and records which are required to be completed.	
5. Are Pupils Safe on Site?						
Can the setting demonstrate that:						
a. *there are adequate security arrangements for the grounds and buildings?*	x			Health and Safety Policy Any concerns are reported to the HT, DHT and Site Manager Early Years Risk assessment.		
b. *visitors or volunteers or those using premises are monitored during the 'school day'?*	x			Site Manager is vigilant and reports concerns to HT or DHT.		
c. *assurance in writing is sought from users of the premises confirming that they have appropriate policies (Child protection, vetting, health and safety, insurance) in place to safeguard CYP?*	x			Planet Education Hampshire Music Services		
d. *there is a policy or procedures for ensuring that visitors to the school are suitable and checked*				All visitors to school on an ad hoc basis would be		

	Yes	No	In Part	Evidence	Impact	Action Points
and monitored as appropriate, for example external speakers at school assemblies?				accompanied at all times and would not have direct access to children unsupervised. All volunteers complete application form with references taken and DBS carried out.		
6. Effective Safeguarding Arrangements						
Can the setting demonstrate that:						
a. *there are arrangements to identify children who may need early help or at risk of neglect, abuse, grooming or exploitation?*	x			CPOMs Staff discussions and feedback to SLT		
b. *staff are aware of the signs that children may be at risk of harm within the setting, or in the family, or in the wider community?*	x			Staff are very vigilant and report concerns to DSLs or SLT		
c. *the is setting working with the Early Help Hub to provide timely intervention?*	x			Ongoing communication for all relevant families.		
d. *there are effective systems in place for referring safeguarding concerns to relevant agencies in a timely manner?*	x			Regular use of MASH referrals and communication with Social Workers where relevant		
e. *the DSL is allocated sufficient time and resource to discharge their responsibilities, including taking part in inter-agency assessments and meetings?*	x			-		
f. *the DSL is aware of CYPs in the setting who are, or may be, living in a private fostering arrangement?*	x			n/a at this time		
7. Reporting and Recording						
Can the setting demonstrate that:						

	Yes	No	In Part	Evidence	Impact	Action Points
a. the child protection (CP) records are stored securely and separately from pupil records?	x			Files are electronic in most cases. Paper copies are stored in HTs office in locked cupboard at night.		
b. the records are of good quality and up to date; and they indicate what action that has been taken?	x			CPOMs has action tab which staff use when required.		
c. where pupils have left, the CP record has been transferred separately from the main pupil file and in a timely manner? That a receipt of transfer has been received and retained?	x			July 2020 – all records sent by hand or recorded delivery to receiving school. Evidence sheet included for receiving school to confirm receipt of email.		
d. staff are confident about reporting CP concerns and know what action to take if their concerns are not acted on appropriately or in a timely manner?	x			CPOMS reporting Discussions with DSLs/SLT to raise concerns. New staff are always told to follow up concerns or queries.		
e. all staff are aware of the process for making referrals to children's social care and/or the police?	x			On all occasions to date the DSLs have made referrals to CS – staff are aware that they have the responsibility to contact CS if a DSL cannot be contacted.		
f. the setting encourages a clear culture of open communication between pupils, staff, parents and other adults working with CYP?	x			YES		
g. the principles from "*Information sharing: advice for practitioners providing safeguarding services*" are being followed?	x			YES		
8. Keeping Pupils Safe Outside Normal Provision						
Can the setting demonstrate that:						

	Yes	No	In Part	Evidence	Impact	Action Points
a. appropriate arrangements are in place to safeguard CYP who take part in, or are affected by, extended services and other activities outside normal 'school' hours?	x			Breakfast Club staff and After School club staff attend safeguarding training and updates.		
b. safeguarding arrangements are in place for those on work-based learning, work experience and educational visits?	x			YES Colleges and Universities are responsible for this training and relevant paperwork is sent through to evidence this at the start of a student's time at CRPS.		
c. safeguarding arrangements are in place for those children who stay with host families / other settings? i.e. as part of exchange visits or sports tours?				n/a		

Safeguarding Improvement Plan

Development Area	Action Required (please also indicate timescale)	How will you evidence the impact?
FGB agendas/minutes record SG training e.g. KCSIE updates.	28.9.2020	Discussions with Governors to check understanding and knowledge.
A Safeguarding Action plan is drafted to record all school procedures and systems for SG, and how they are reviewed throughout each year.	December 2020	SLT and Governors are aware of checks, reviews and monitoring due to take place throughout each academic year. E.g. H&S walks in school, training for staff etc.
Make better use of surveys and questionnaires for staff to record training on SG as evidence of training completed.	AS and when required after training has taken place. Next INSET 23.10.2020	Responses to surveys – quality and depth of responses.
PSHE curriculum map updates.	End October 2020 – PSHE leads to implement.	All teaching staff are up to date with the requirements of curriculum map with teaching and learning – thorough and impacts on children's knowledge and development.
Ensure Teaching Personnel keep school up to date if and when new supply teachers work in the school. (currently this is not an issue due to Covid)	NB – when supply staff attend school ensure records are provided to school. NB to email TP to request information as and when required.	Staff in school have been adequately checked and verified, and follow safer recruitment checks.

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List of changes from 2019 audit tool

Throughout the document additional columns for **"Impact"** and **"Action points"** and the question **"can the setting demonstrate that:"** have been added

Section 1		new section for Culture added
Section 2	a. vii.	response to Covid 19 added
	a. viii	Whistleblowing policy added
	b.	previous question split to form b and c
	d.	changed "summary" to "part 1" of KCSiE and added *and, staff who work with children, Annex A of KCSiE?*
	e.	Previous question split to form e. and f.
	i	added DDSL to the question
	j.	New question
Section 3	ii	New section with added questions (b, c, d) and questions previously in other areas around governance added.
	iv. e	New question in respect of DBS referrals (allegations)
	v.	d. new question
	vi.	f. & g. new questions
	vii.	Question d. is new and b. and g. have been rewritten
	viii.	d. third bullet – date updated from 01/03/02 to *12/05/2006* in order to reflect KCSiE 2018 guidance
		e. New question in respect of DBS referrals (misconduct)
Section 4	a.	changed from all staff and volunteers "can raise" to "know how to raise"
	c.	added 'high risk and emerging'
	e.	added 'the application of'
Section 6	Title	Changed from multi-agency worker
	a.	New question
	b.	New question
Section 7	g.	New question
Plan		The plan title has been changed from "action plan" to "improvement plan"