

# Annual education safeguarding audit

VERSION 2 – Updated November 2016

Annual audit to Governing Body and the Local Authority on Safeguarding Children

Please Print

<b>School name</b>	Deanwood Primary School		
<b>Address of school</b>	Long Catlis Road, Rainham, Kent. ME8 9TX		
<b>Dates covered in report (mm/yyyy) (academic year)</b>	09/2017	<b>to</b>	09/2018

**This period is retrospective covering the full preceding 12 months.**  
(For office use only – Date report received \_\_\_\_\_)

This audit is carried out under Section 157/175 of the Education Act 2002 and the DfE statutory guidance for schools and colleges “Keeping Children safe in Education” September 2016. It supports the requirement for annual review of a school’s safeguarding practice as well as providing information to the Medway Safeguarding Children Board (MSCB) about how the duties set out in the guidance, and local guidance and locally agreed inter-agency procedures, have been discharged.

The audits will be used by the MSCB for quality assurance exercises to ensure Medway schools satisfy their safeguarding responsibilities and so the MSCB can identify areas for support across all school settings.

**A copy of the completed document should be appended to the minutes of the Governing Body meeting where the audit was presented. A signed copy should then be submitted to [mscbschools@medway.gov.uk](mailto:mscbschools@medway.gov.uk).**

<b>Author of report</b>	Jane Wright
<b>Name of Head teacher</b>	David Bignell
<b>Name of Designated Child Protection Co-ordinator</b>	Jane Wright
<b>Name of School Deputy Designated Person</b>	Shakira Rumjaun
<b>Name of Nominated Governor for Safeguarding</b>	David Giles

### Summary of Safeguarding Training:

**Designated persons** must undertake training in accordance with Medway Safeguarding Children's Boards guidelines and competency frameworks. Designated and Deputy Designated persons should receive the equivalent of 1 full day of safeguarding training every 2 years.

Teaching and other staff **should have training updated every 3 years.** All staff to receive regular safeguarding and child protection updates, as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

#### Safeguarding Training completed during the academic year.

Staff name and position	No. in post	No. Trained in year	Course(s)	Provider	If prior to this year, last date training received
<b>Staff with designated lead responsibility for child protection</b>					
Designated Lead person	1	1	Designated Child Protection Training (Half day refresher)	MSCB	
			LADO Awareness	MSCB	
			Synergy Hands-on Training (Session 2)	Early Help Team	
			Making a Good Referral	MSCB	
			Keeping Children Safe Online	NSPCC	
			Youth Mental Health First Aid	MHFA	
			Domestic Abuse Training	MSCB	July 2016
			Prevent	College of policing	July 2015
			FGM	Home Office	December 2015
			Early Help Practitioner Training	Early Help Team	July 2016
Safer Recruitment	MSCB	October 2016			
Deputy designated person	1	1	Designated Child Protection Training (Half day refresher)	MSCB	

			LADO Awareness	MSCB	
			Prevent twilight	MSCB	
			Prevent	College of policing	November 2015
			FGM	Home Office	September 2016
Delegated Governors + Chair	1	1	Whole school safeguarding training	In-house by DSL	
			Prevent	College of policing	September 2016
			Safer Recruitment	KAPE	June 2017
<b>Teaching and other staff</b>					
Governing body	10	7	7 – Whole school safeguarding training	7 - In-house by DSL	
			2 – L3 Safeguarding Training	2 – Medway Early Years Team	2 – June 2016
			9 – Prevent	College of policing	1 – July 2015 1 – Nov 2015 1 – Jan 2016 4 – Sept 2016 1 – Nov 2016 1 – Dec 2017
			5 – Safer recruitment	3 – KAPE 2 - MSCB	3 – June 2017 1 – October 2015 1 – October 2016
Teaching staff	9	9	9 – whole school safeguarding training	9 – In-house by DSL	
			9 – Prevent	College of policing	2 - July 2015 3 - November 2015 2 – December 2015 1 – July 2016 1 – September 2016
			9 – FGM	Home Office	1 – December 2015 8 – September 2016

Teaching assistants	11	11	11 - whole school safeguarding training  11 - Prevent	11 - In-house by DSL  College of Policing	6 – June 2016 1 – July 2016 1 – November 2016 1 – March 2017 1 – May 2017 1 - October 2017
Meal time supervisors	9	9	9 – whole school safeguarding  9 - Prevent	9 - In-house by DSL  College of Policing	4 – June 2016 1 – November 2016 1 – May 2017 1 – October 2017 1 – April 2018 1 – July 2018
Administrative staff	3	3	3 - whole school safeguarding training  3 – Prevent  1 – Safer Recruitment	3 – In-house by DSL  College of Policing  Kape	1 – June 2016 1 – September 2016 1 – June 2017  June 2017
Cleaning	Cleaners are employed by an external company who provide safeguarding training. All cleaning staff are also made aware of the school's safeguarding procedures by the DSL				
Caretaking	2	2	2 – whole school safeguarding training  2 - Prevent	2 - In-house by DSL  College of Policing	1 – March 2017 1 – January 2018
Volunteers	6	6	6 – whole school safeguarding	6 – In-house by DSL	
Other (please specify): ICT Technician	1	1	Whole school safeguarding training  Prevent	In-house by DSL  College of Policing	June 2017
Other (please specify): Counsellor	1	1	Whole school safeguarding	In-house by DSL	

			training		
			Prevent	College of Policing	May 2017

**Additional training undertaken by designated leads and other schools (e.g. external training such as MSCB courses)**

Staff	Course title	Date
See above	PREVENT (compulsory)	See above
<ul style="list-style-type: none"> <li>Please see above for all other training completed throughout the year</li> </ul>		

**Induction process for permanent and temporary staff including relief teachers**

	Yes/No
School induction process is in place for all staff who have contact with children, directly and indirectly.	Yes
Induction includes familiarisation with child protection policies and includes reference to local procedures and thresholds for services.	Yes
Induction include basic child protection training that includes how to recognise signs of abuse and neglect, how to respond to concerns and disclosures, and e safety awareness.	Yes
Understanding their role and responsibilities.	Yes
Emphasises the importance of multi agency and interdisciplinary working.	Yes

Date induction process was last reviewed:	September 2018
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**Induction of new staff/volunteers in safeguarding policy and procedures completed:**

Staff	No. new staff/vol	Safeguarding induction, including polices and procedures given (Y No./N No.)	Safeguarding Children training arranged/completed (Y No./N No.)	% of inductions completed within 1 month
Governors	3	Yes	Yes	100%
Teaching staff	0	N/A	N/A	N/A
Teaching assistants	2	Yes	Yes	100%
Meal time supervisors	2	Yes	Yes	100%
Administrative staff	0	N/A	N/A	N/A
Care taking / cleaning	1	Yes	Yes	100%
Volunteer	2	Yes	Yes	100%
Other (please specify)	0	N/A	N/A	N/A

**Safer recruitment:**

The school maintains a single central record/register, which complies with requirements to ensure that all staff and volunteers are appropriately checked and recruited.	YES
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<b>Date of last audit of single central record</b>	20.9.18 – NB: although the Chair of Governors checks the SCR, it is managed centrally by The Howard Academy Trust
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**Names and positions of those who have undertaken training in safer recruitment in the past 3 years:**

<b>Name</b>	<b>Role</b>	<b>Date completed</b>
David Giles	Chair of Governors	June 2017
David Bignell	Headteacher	October 2015
Jane Wright	Designated Safeguarding Lead	October 2016
Sarah Bennett	Governor	June 2017
Jo Simmonds	Administrative staff	June 2017

**Agencies commissioned to provide services on behalf of the school apply safer recruitment and employment practices.**

<b>Service commissioned</b>	<b>Date range service was provided</b>	<b>Safer recruitment and employment practices are included in service level agreement / contract</b>

**Policies, procedures and other documents relating to safeguarding**  
(Listed alphabetically and not by importance.)

<b>Policies and / or procedures for Safeguarding / The school has clear policy statements on the following.</b>	<b>Confirm in place Y/N</b>	<b>Date of last review</b>	<b>Next Review date</b>	<b>Comments (if any)</b>
<b>Anti-bullying</b> ( <i>including cyber bullying and homophobic bullying</i> )	Yes	June 2016	June 2019	
<b>Behaviour Management</b> ( <i>Including guidance on positive-handling/physical intervention</i> )	Yes	February 2018	March 2020	
<b>Drugs and substance misuse</b>	Yes	October 2016	October 2019	Drugs and alcohol misuse
<b>Equality and diversity</b>	Yes	October 2016	October 2020	Equality Information and Objective Statement
<b>E-safety, IT acceptable use, and personal data handling</b>	Yes	October 2016	October 2018	
<b>Extended Schools/before and after school activities</b>	Yes	Separate policies in place and reviewed as per review cycle by Ducklings' Committee		
<b>First Aid</b> ( <i>including administration of medicine, management of medical conditions, intimate care</i> )	Yes	July 2017	July 2020	

<b>Health &amp; Safety</b> (including school security/risk assessments for off site activities)	Yes	October 2016	October 2018	
<b>Inclusion</b>	Yes	March 2018	March 2019	See SEN
<b>Looked after children</b>	Yes	October 2016	October 2019	Education of Looked after Children
<b>Management of allegations against staff</b>	Yes	September 2017	September 2020	Allegations of abuse against staff
<b>PHSE Curriculum</b>	Yes	March 2018	March 2020	
<b>Recruitment and selection</b> (Minimum of one interview panel member completed safer recruitment training. Single central record of employment inc DBS checks)	Yes	January 2017	January 2018	Safer Recruitment – Medway policy adopted by THAT (review pending)
<b>Safeguarding/Child Protection</b> (including safeguarding statement in prospectus and information sharing. This must include local safeguarding procedures and thresholds for services)	Yes	October 2017	October 2018	The school is in the process of adopting the MSCB's policy written in line with the revised KCSIE
<b>Secure, separate/confidential record system for specific pupil safeguarding files</b> (which is regularly reviewed)	Yes			
<b>SEN</b>	Yes	March 2018	March 2019	
<b>Sex and healthy relationship education</b>	Yes	February 2017	February 2020	
<b>Staff Handbook – guidance on conduct/confidentiality</b>	Yes	September 2018	September 2019	
<b>Use of photographs/video</b>	Yes	October 2016	October 2019	
<b>Whistle Blowing</b>	Yes	October 2016	October 2018	
<b>Work Placement/Experience</b>	Yes	October 2016	October 2019	
<b>Is a record maintained to evidence that all staff/volunteers have accessed the above as appropriate?</b>	YES – Keeping Children Safe in Education and THAT Safeguarding Policy form part of whole school safeguarding training - Policies are available on the school's website			

### Safeguarding and Child Protection activity:

Details of this information are confidential – it is not appropriate to discuss names or specific circumstances with Governors. If completing parts of this section may compromise a child's right to confidentiality that part must be left blank.

<b>Number of assessments under the Common Assessment Framework undertaken</b>	0
<b>Number of CAF meetings held</b>	0

Number of safeguarding consultations held with children's social care via Children's Advice and Duty Service (CADS)	1
Number of strategy meetings school has been involved in during the year	0
Number of children subject to MARAC during the year	1
Number of families subject to MARAC during the year	0
Please identify how many are repeats to MARAC: Children Families	1
	0

**Number of referrals made to children's social care during the course of the year**

Nature of referral made	Number of children referred
Physical	
Sexual	
Emotional	
Neglect	1
Child in need	

Of the above referrals those that were specifically related to Child Sexual Exploitation	0
Of the above referrals those that were specifically related to Female Genital Mutilation	0
Of the above referrals those that were specifically related to Radicalisation and Gang Affiliation	0
Of the above referrals those that were specifically related to Domestic Abuse	0

**Child Protection Case Conferences over past year:**

Category of abuse	No. of conferences called relating to children in school	No. of initial conferences attended by DP (or other staff)	No. of review conferences attended by DP (or other staff)	No. of reports to conference submitted	No. of children made subject to a Child Protection Plan
Physical:	0	0	0	0	0
Sexual:	0	0	0	0	0
Emotional:	0	0	0	0	0
Neglect:	0	0	0	0	0
Total:	0	0	0	0	0

**Pupils with a Child Protection Plan over past year:**

Category of abuse	Number	No. of Core Groups called	No. of Core Group attended	No. reports submitted to Core Group
Physical:	0	0	0	0



<b>Sexual:</b>	0	0	0	0
<b>Emotional:</b>	0	0	0	0
<b>Neglect:</b>	0	0	0	0
<b>Total:</b>	0	0	0	0

<b>Number of Looked After Children/Children in Care during academic year</b>	3
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<b>Number of Child in Need cases during academic year</b>	0
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<b>No. of Child in Need meetings attended by DP (or other staff)</b>	0
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<b>No. of reports submitted</b>	0
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<b>Number of children where records of concern are being kept in school, but no referral has yet been made to Social Care</b>	7
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<b>Number of bullying incidents dealt with and recorded</b>	0
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<b>Number of allegations made against staff</b>	0
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<b>Number of referrals to the targeted youth support panel / Onside Therapy service / Emotional First Aid</b>	0
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**Addressing the issues**

We have identified the following safeguarding issues for children in our community (e.g. private fostering, gang involvement, substance misuse, domestic abuse etc)

<b>Issue</b>	<b>Action taken</b>	<b>Support required</b>

**Other comments on safeguarding issues:**  
The Howard Academy Trust undertook a safeguarding audit of the school in September 2017 and followed this up with a monitoring visit in March 2018

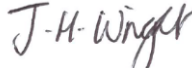
**The voice of the child:**

The following systems are used to enable the voice of the child to be heard

	<b>Evidence</b>
<b>We create opportunities for pupils to tell us how safe they feel.</b>	PSHE / circle time

<b>Children are helped to understand all staff have a duty to safeguard and protect them.</b>	PSHE / circle time
<b>Staff enable children to speak or communicate their worries and concerns and know who to go to when they need to talk.</b>	PSHE / circle time School counsellor available
<b>We ensure that parents/carers are aware of school child protection policies and our duty to refer in appropriate cases.</b>	Safeguarding policy available on the school website
<b>Pupils and their families are given opportunities to express their views which, inform school developments and provisions.</b>	Parent questionnaire completed annually
<b>There are positive working relationships with partner agencies to support safeguarding.</b>	Child in Need conferences, Core Groups, PEPs, LAC reviews, attendance at MSCB training, completion of MARAC / MASH forms Ongoing regular communication with outside agencies
<b>School staff and volunteers understand the requirements for confidentiality and data sharing, and are trained in how to respond appropriately to disclosures from children or families</b>	Whole school safeguarding training has taken place Induction processes are in place

<b>Any other areas of achievement in relation to safeguarding and child protection for your particular school that you wish to tell us about:</b>
The whole school took part in the NSPCC's "Speak Out, Stay Safe" assemblies and / or workshops in June 2017. This is scheduled to take place again on 2 <sup>nd</sup> November 2018. Following on from the DSL completing the NSPCC's "Keeping Children Safe Online" (online course), online safety training has been delivered to all teachers and Teaching Assistants in Term 1 2018.

<b>Completed by:</b>	Jane Wright
<b>Signature:</b>	
<b>Designation:</b>	Designated Safeguarding Lead
<b>Date:</b>	16.10.18
<b>Date presented to governing body:</b>	15.11.18
<b>Chair of Governors / Nominated Governor for Safeguarding</b>	David Giles