

Annual education safeguarding audit

VERSION 2 – Updated November 2016

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

Please Print

School name	Deanwood Primary School		
Address of school	Long Catlis Road, Rainham, Kent. ME8 9TX		
Dates covered in report (mm/yyyy) (academic year)	09/2016	to	09/2017

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.

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

NB: Whole-school training for all staff, volunteers and Governors took place in September 2017

Staff name and position	No. in post	No. Trained in year	Course(s)	Provider	If prior to this year, last date training received
Staff with designated lead responsibility for child protection					
Designated Lead person	1	1	Designated Child Protection Training (Half day refresher)	MSCB	
Deputy designated person	1	1	DSL training	MSCB	
Delegated Governors + Chair	1	0	Whole school safeguarding training	In-house by DCPC / Deputy DCPC	3 rd September 2014
Teaching and other staff					
Governing body	8	1	1 – whole school safeguarding training 4 - whole school safeguarding training 1 – whole school safeguarding training 1 - In-house "catch up" Safeguarding 1 – L3 Safeguarding Training 7 – Prevent	1 - In-house (Deanwood) by DSL 4 - In-house (Deanwood) by DCPC / Deputy DCPC 1 – In-house (Riverside) by DCPC 1 – In-house (Deanwood) by DSL 1 – Medway Early Years Team College of policing	 4 - 3 rd September 2014 1 – March 2014 1 – January 2015

			1 - Prevent	College of policing	1 - June 2015
			1 – Keeping children safe online	NSPCC	1 - September 2015
			2 – Safer recruitment	KAPE	
Teaching staff	9	9	9 – whole school safeguarding training	9 – In-house by DSL	
			9 – Prevent	College of policing	
			9 – FGM	Home Office	1 – February 2015
			1 – Domestic Abuse Training (completed by DSL)	MSCB	3 – July 2015
Teaching assistants	11	1	1 - In-house “catch up” Safeguarding	1 - In-house by DSL	
			3 - In-house “catch up” Safeguarding	3 – In-house by DSL	3 – February 2016
			2 - In-house “catch up” Safeguarding	2 - In-house by DSL	2 – January 2015
			5 – whole school safeguarding training	6 – In-house by DCPC / Deputy DCPC	5 – September 2014
			11 - Prevent	College of Policing	9 – June 2016
Meal time supervisors	9	1	2 - In-house “catch up” Safeguarding	2 - In-house by DSL	
			3 - In-house “catch up” Safeguarding	3 - In-house by DSL	3 – February 2016`
			4 - whole school safeguarding training	3 - In-house by DCPC / Deputy DCPC	3 – September 2014
			9 - Prevent	College of Policing	
Administrative staff	3	0	Whole school safeguarding training	In-house by DCPC / Deputy DCPC	3 rd September 2014

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	1	1	In-house "catch up" safeguarding Prevent	In-house by DSL College of Policing	
Volunteers	5	2	2 – In-house "catch up" safeguarding 3 – Whole school safeguarding	2 – In-house by DSL In-house by DCPC / Deputy DCPC	3 rd September 2014
Other (please specify): ICT Technician	1	0	Whole school safeguarding training	In-house by DCPC / Deputy DCPC	3 rd September 2014
Other (please specify): Counsellor	1	1	In-house "catch up" safeguarding	In-house by DSL	

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"> Please see above for all other training completed throughout the year 		

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 2017
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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	1	Yes	Yes	100%
Teaching staff	2	Yes	Yes	100%
Teaching assistants	1	Yes	Yes	100%

Meal time supervisors	1	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
Date of last audit of single central record	October 2017 – NB: this is now done centrally by The Howard Academy Trust

Names and positions of those who have undertaken training in safer recruitment in the past 3 years:

Name	Role	Date completed
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.

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

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

Policies and / or procedures for Safeguarding / The school has clear policy statements on the following.	Confirm in place Y/N	Date of last review	Next Review date	Comments (if any)
Anti-bullying (<i>including cyber bullying and homophobic bullying</i>)	Yes	June 2016	June 2019	
Behaviour Management (<i>Including guidance on positive-handling/physical intervention</i>)	Yes	March 2016	March 2018	
Drugs and substance misuse	Yes	October 2016	October 2019	Drugs and alcohol

				misuse
Equality and diversity	Yes	October 2016	October 2020	Equality Information and Objective Statement
E-safety, IT acceptable use, and personal data handling	Yes	October 2016	October 2017	
Extended Schools/before and after school activities	Yes	Separate policies in place and reviewed as per review cycle by Ducklings' Committee		
First Aid (including administration of medicine, management of medical conditions, intimate care)	Yes	July 2017	July 2020	
Health & Safety (including school security/risk assessments for off site activities)	Yes	October 2016	October 2017	
Inclusion	Yes	February 2017	February 2018	See SEN
Looked after children	Yes	October 2016	October 2019	Education of Looked after Children
Management of allegations against staff	Yes	September 2017	September 2020	Allegations of abuse against staff
PHSE Curriculum	Yes	November 2014	November 2017	
Recruitment and selection (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
Safeguarding/Child Protection (including safeguarding statement in prospectus and information sharing. This must include local safeguarding procedures and thresholds for services)	Yes	October 2016	October 2017	
Secure, separate/confidential record system for specific pupil safeguarding files (which is regularly reviewed)	Yes			
SEN	Yes	February 2017	February 2018	
Sex and healthy relationship education	Yes	February 2017	February 2020	
Staff Handbook – guidance on conduct/confidentiality	Yes	September 2017	September 2018	
Use of photographs/video	Yes	October 2016	October 2019	
Whistle Blowing	Yes	October 2016	October 2017	
Work Placement/Experience	Yes	October 2016	October 2019	
Is a record maintained to evidence that all staff/volunteers have accessed the above as appropriate?	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.

Number of assessments under the Common Assessment Framework undertaken	0
Number of CAF meetings held	0
Number of safeguarding consultations held with children’s social care via Children’s Advice and Duty Service (CADS)	3
Number of strategy meetings school has been involved in during the year	0
Number of children subject to MARAC during the year	2
Number of families subject to MARAC during the year	1
Please identify how many are repeats to MARAC: Children	0
Families	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	2
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
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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
Sexual:	0	0	0	0
Emotional:	0	0	0	0
Neglect:	0	0	0	0
Total:	0	0	0	0

Number of Looked After Children/Children in Care during academic year	4
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Number of Child in Need cases during academic year	0
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No. of Child in Need meetings attended by DP (or other staff)	0
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No. of reports submitted	0
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Number of children where records of concern are being kept in school, but no referral has yet been made to Social Care	11
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Number of bullying incidents dealt with and recorded	0
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Number of allegations made against staff	0
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Number of referrals to the targeted youth support panel / Onside Therapy service / Emotional First Aid	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)

Issue	Action taken	Support required

Other comments on safeguarding issues: The Howard Academy Trust undertook a safeguarding audit of the school in September 2017
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The voice of the child:

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

	Evidence
We create opportunities for pupils to tell us how safe they feel.	PSHE / circle time
Children are helped to understand all staff have a duty to safeguard and protect them.	PSHE / circle time
Staff enable children to speak or communicate their worries and concerns and know who to go to when they need to talk.	PSHE / circle time School counsellor available
We ensure that parents/carers are aware of school child protection policies and our duty to refer in appropriate cases.	Safeguarding policy available on the school website
Pupils and their families are given opportunities to express their views which, inform school developments and provisions.	Parent questionnaire completed annually
There are positive working relationships with partner agencies to support safeguarding.	Attendance at strategy meetings, Child in Need meetings, PEPs, LAC reviews, CAFs Ongoing regular communication with outside agencies
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	Whole school safeguarding training has taken place Induction processes are in place

Any other areas of achievement in relation to safeguarding and child protection for your particular school that you wish to tell us about:
The whole school took part in the NSPCC's "Speak Out, Stay Safe" assemblies and / or workshops in June 2017.

Completed by:	Jane Wright
Signature:	J.H.Wright
Designation:	Designated Safeguarding Lead
Date:	6.10.17
Date presented to governing body:	23.11.17
Chair of Governors / Nominated Governor for Safeguarding	David Giles