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Audit Tool - Overall Effectiveness of Safeguarding Procedures 2017

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 via <http://www3.hants.gov.uk/childrens-services/schoolsandcolleges/safeguarding-children-in-education/safeguarding-audit.htm>

	Yes	No	In Part	Evidence
1. Policies and wider Safeguarding				
<i>a. Does the setting have:</i>				
<i>i. A child protection policy and procedure in place that is reviewed at least annually?</i>	√			Policy reviewed in Sept 2017 in light of HCC model procedure and guidance: FGB signed off policy (25 th Sept 2017).
<i>ii. Appropriate safeguarding responses to the key safeguarding themes (Annex A of KCSiE – Keeping Children Safe in Education) established in the policy?</i>	√			<p>Policy reviewed in Sept 2017 in light of HCC model procedure and guidance: FGB signed off (25.9.2016). Feedback on daily basis – reinforced every staff meeting (see minutes). Staff training - cascade information gained on courses.</p> <p>Additional policies include: Room/Personal Belongings Searches, Sex Education, Smoking, Safer Recruitment. Proformas include: Racist Incident Form, Behaviour Codes and sheets, PHSE and Drug-related incident sheet, Pupil Risk Assessment, Activity Risk Assessment, Pupil Accident form.</p> <p>Also policy on Administration of Medicines with Medical Dispensing Form. Particular arrangements for residential pupils (Ofsted annual inspections).</p> <p>Internet / eSafety – Social Networking policy; information on use of ICT displayed in each classroom. ICT acceptable use policy – FGB meeting of Nov 2015 ratified policies. Anti-bullying policy and report form. Harassment and discrimination included in Equalities policy (201) Racist incident form. Whistle-blowing policy (March 2016). “My Concern” now fully operational.</p> <p>Annual Residential Ofsted rated outstanding; “Schools Thematic Internal Audit Review” report by HCC (9.6.2107)</p>

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iii. <i>A staff behaviour policy (code of conduct)?</i>	√			Staff Handbook revised. New separate Code of Conduct – FGB meeting of 23 rd Nov 2015.
iv. <i>The child protection policy available publicly?</i>	√			Safeguarding policy is on school website along with links to other aspects eg internet safety, DSL contact details, NSPCC etc. These are included in the initial pack for parents. Safeguarding information is displayed throughout the school and boarding house.
b. <i>Have governing bodies and proprietors read, followed and acknowledged requirements of KCSiE 2016 to ensure that the policies, procedures and training in their settings are effective and comply with the law at all times?</i>	√			Part 1 of “Keeping Children Safe in Education” is given to all staff and governors. HCC Audit is updated annually (by October 2016) by DSL and Safeguarding governor – see also reports of visit. KCSIE (DfE, 5 th September 2016 implementation) issued to staff and governors (July 2016).
c. <i>Have all staff read the summary of KCSiE 2016?</i>	√			See above. Safeguarding Governor has interviewed the newest members of staff on knowledge and understanding of safeguarding issues (May and Sept 2016). Early Help Hub training provided in Sept 2016.
d. <i>Are safeguarding related policies and procedures adopted by the governing body and are they understood, implemented appropriately and reviewed at least annually?</i>	√			Policy and procedure tracking form. Evidence in staff-handbook and induction, Health & Safety noticeboard. GB agendas, minutes. Staff compliance with completion of safeguarding procedures. List of staff signatures confirming reading of policies. Staff Training Records.
e. <i>Does the headteacher or the designated safeguarding lead (DSL) report annually to the governing body on the effectiveness of safeguarding procedures?</i>	√			Safeguarding is a standing item on GB agendas; termly monitoring followed by Reports of Visit. HCC Audit shared with governors before finalising. In addition, from September 2016, Safeguarding Governor and DSL have produced a report for FGB summarising activity. DSL, DH and SC/SW have half-termly safeguarding meeting to review progress of CiN pupils and those on CP Register.
f. <i>Does the governing body take effective and prompt action when deficiencies/weaknesses in policy, practice or procedure are identified?</i>	√			Safeguarding is a standing item on GB meetings. Regular Residential Governor and Independent Visitor visits. GB review of Ofsted / SIP / HIAS reports. Agreed GB annual safeguarding monitoring programme. RoV by governor to check that school has addressed all aspects identified by Ofsted and follow up Safeguarding Audit Action Plan – circulated to governors. Safeguarding governor, Headteacher and Pastoral Care Manager check SCR at least termly.
g. <i>Is there a DSL available at all times so that staff can discuss any safeguarding concerns?</i>	√			Yes – DH plus 4 staff CPLO trained. DH completed initial training in July 2016.
2. Leadership and Management				
i. Designated Safeguarding Lead (DSL)				
a. <i>Is there a senior member of the leadership team who has the role of DSL explicitly in their job description and has</i>	√			Yes – DH: Annex B of DfE “Keeping Children Safe in Education” incorporated in his job description.

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<i>received appropriate (up-dated) training?</i>				
<i>b. Is there a named deputy (or deputies), trained to the same standard, to cover the DSL in their absence?</i>	√			4 additional staff are CPLO trained.
<i>c. Is there a governor (or equivalent) that holds a lead role for safeguarding, within the remit of a governor?</i>	√			2 Safeguarding governors (one is a DSL professionally and will be undertaking 'Prevent' training.
ii. Designated Teacher (DT)				
<i>a. Is there a designated teacher (DT) to promote and support the education achievement of children and young people (CYP) who are in local authority care?</i>	√			Designated teacher has completed initial training and refresher training. All LAC have a PEP. The designated teacher to provide an annual report to the GB on discharge of functions. Gareth Saunders will report to GB on the use of the Pupil Premium. Governor monitors use of Pupil Premium. Evidence on school's Tracker and website. Inspection carried out by HCC on 27 th June by Virtual Headteacher and SEN inspector (SK) with follow-up training later in Autumn Term 2017.
<i>b. Has the DT had the appropriate training?</i>	√			Yes (September 2015) and refresher training.
<i>c. Has the DT provided the DSL with details of the named social worker and virtual headteacher for CYP in LA care?</i>	√			Information held in staff room, school's reception area and SC/CW office.
iii. Allegations				
<i>a. Are there procedures in place for dealing with allegations against staff and are they in accordance with HSCB procedures and DfE guidance?</i>	√			Staff handbook is updated each September. Whistle-blowing policy (March 2016). "Allegations of abuse against staff" policy (January 2017)
<i>b. (Where relevant) are there adequate records of action taken in respect of concerns about an individual member of staff in their confidential personnel file?</i>	√			Yes – two allegations (fully investigated)
<i>c. Does the governing body (or equivalent) have a procedure to handle allegations against the head teacher?</i>	√			GB has nominated the CoG to liaise with the HCC LADO in the event of an allegation against the headteacher. Vice Chair to deputise if CoG not available (ref – FGB meeting 23.11.2015). Information on staff notice board.
<i>d. Is there a protocol/procedure for dealing with allegations against children within the Child Protection policy?</i>	√			"Managing allegations against other pupils" policy – November 2015 – also referred to in Safeguarding policy.
iv. Curriculum				
<i>a. Is education regarding safeguarding issues appropriately incorporated within the curriculum?</i>	√			PHSE programme of study (see file) – also Science and ICT curriculum and 'citizenship' aspects of curriculum. "Prevent" aspects now fully covered in very comprehensive file. Includes materials from the "Safe4me" updates.
<i>b. Are pupils encouraged to adopt safe and responsible practices and deal sensibly with risk?</i>	√			As above. Also tutor time and School Council. Also see Offsite Activities policy (September 2016)

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c. <i>Do pupils feel able to seek support if they feel unsafe and know when and where to get help?</i>	√			Evidence in annual pupil and parent questionnaires. 'Pupil Concerns' form identifies child's preferred adult to discuss wellbeing issues. Key part of role of SC/SW ; pupils can e-mail her with any concerns so have more privacy. Residential pupils can contact the Independent Visitor. Annual anti-bullying week. School Council minutes.
d. <i>Is there an open culture where all individuals feel able to talk freely about their concerns, believing that they will be listened to and valued? Is this culture actively promoted?</i>	√			IiP report (July 2014). Independent Visitor. Reg 33 report – Governor reports on Boarding House half-termly. Feedback from external agencies. Pupils' Annual Reviews. Boarding House uses "Grumbles and Gripes" form. Annual cycle of staff training on anti-bullying followed by pupil questionnaire; further follow-up with small group-work by SC/SW. Staff questionnaire collated by CoG for discussion at Sept / Oct FGBs.
e. <i>Are pupils provided with a safe online platform and educated on keeping themselves safe online?</i>	√			All pupils are educated about on-line safety. Each has an individual log-in + password. Additional information on school website for parents. Half-termly meeting with IT teacher, SC/SW (Jen) and Dan Healy (2nd i/c Boarding House) to review any issues raised re on-line safety.
f. <i>Are appropriate online filters and monitoring systems in place?</i>	√			School uses HCC system.
v. Training				
a. <i>Have the DSL (and any deputy as appropriate) undertaken the required two yearly training with annual updates?</i>	√			Head of Care – refresher training completed in July 2016. SC/SW is CPLO trained. 2 additional CPLOs trained in May 2014. DH completed initial training in July 2016. Records in Safeguarding and Training folder.
b. <i>Have all staff and other adults who work within the setting received the appropriate training?</i>	√			Annual staff INSET with CP training. Training records kept. Evaluation forms completed. Records checked by Safeguarding governor as part of checking evidence for annual Safeguarding Audit. HAYS e-learning training for all staff and governors (licence renewed for further year).
c. <i>Have regular (at least annual) child protection updates been provided to all staff?</i>	√			Annual training uses HAYS. Introduction to KCSiE includes Early Help Hub, led by BR and ST. Child Sex Exploitation (CSE) training by some staff.
d. <i>Are all new staff, temporary staff and volunteers given induction which includes information on safeguarding procedures and their responsibilities?</i>	√			Staff induction, Governor induction. SC/SW has induction session with all new and temporary staff – with certification. Safeguarding governor interviewed newest members of staff re their induction on safeguarding (May / September).
e. <i>Is the governor with leadership for safeguarding familiar with relevant HSCB and national guidance?</i>	√			Safeguarding governor (OG) has regularly attended HCC Safeguarding training (most recent was October 2016) and has undertaken 'Prevent', E-learning and 'Safer Recruitment' training. The other governor (KH) undertakes the Boarding House inspections and is DSL trained.
f. <i>Are governing bodies aware of their roles and responsibilities with respect to safeguarding?</i>	√			Evidence – annual HCC Audit presented to GB before signing off, reports of visit by Safeguarding governor, Safeguarding is a standing item on all FGB agendas. Annual report to FGB since September 2016. All governors given copy of Part 1 of KCSiE at

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				FGB in September and signed to confirm s/he has read it. HCC Thematic Audit Review.
<i>g. Is all safeguarding training for staff /volunteers recorded? Does training include details of the Prevent Duty, requirements of FGM reporting, whistleblowing, and online safety?</i>	√			Annual staff INSET on CP. Annual training plan and staff training records checked by Safeguarding governor. Additional information folder includes FGM reporting. All staff undertake 'Prevent' training. Some governors have attended HCC Governor training session on 'Prevent'. 'Prevent' duty self-assessment and action plan completed. Radicalisation Extremism policy statement.
<i>h. Are all staff aware of the early help process?</i>	√			Incorporated into staff training.
vi. Safer Recruitment				
<i>a. Are there procedures for safer recruitment and vetting in place and do they have regard to KCSiE 2016?</i>	√			Interview format fully incorporates HCC toolkit. Key school managers and also school governors have completed Safer Recruitment (see certificates in file). DH to undertake training in Autumn 2017.
<i>b. [maintained schools only] Has at least one member of any appointment panel undertaken safer recruitment training?</i>	√			Every interview is conducted by at least 2 people, at least one of whom has successfully completed the Safer Recruitment course. Interview form.
<i>c. Are you compliant with the "Disqualification under the Childcare Act 2006" guidance (DfE 2015)?</i>	√			All staff and governors have been checked under the current legislation. New staff sign the Childcare Disqualification Staff Declaration form.
<i>d. Is there a Single Central Record in place? Does it include:</i>	√			SCR is in place. Kept by school's Business Manager (BM) Deirdre Blower. Monitored usually termly by Safeguarding Governors, most recently on 27.3.2017. Computer record is password protected. Checks are carried out after successful applicant is offered post at school and before commencing work.
▪ <i>Identity checks carried out, when and by whom?</i>	√			By BM. HT sees original DBS certificates. Changes to SCR made by BM and signed off by HT. Periodic checks on SCR also made by Pastoral Care Manager and by HT.
▪ <i>All staff and volunteers working in regulated activity have a DBS check and have been checked against the Children's Barred List</i>	√			All staff and volunteers checked. All governors have DBS checks.
▪ <i>A DBS check for all staff appointed on or after 01/03/02, 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?</i>	√			All staff checked.
▪ <i>A NCTL Prohibition check undertaken for all teaching staff?</i>	√			Yes.
▪ <i>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?</i>	√			Teaching supply agencies are rarely used – all cover is normally done by permanent school staff – but all necessary checks are undertaken. Kitchen supply agency staff are checked (DBS).

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▪ A record of all dates for completed checks?	√			Single Central Record (SCR) + individual staff files
▪ A record of qualifications where this is a requirement of the job e.g. QTS?	√			SCR + individual staff files
▪ Evidence of the Right to Work in the U.K.?	√			SCR + individual staff files
▪ Evidence of lived abroad / overseas Police check and EEA teacher sanctions and restrictions where applicable?	√			SCR + individual staff files
▪ A Section 128 check (non-maintained schools only) for management positions				Not applicable.
3. Behaviour and Safety				
a. Has action been taken to ensure that all staff and volunteers feel able to raise concerns about unsafe or poor safeguarding practice or potential failures?	√			Whistle-blowing policy (March 2016). DSL's details posted around school and on school website. "Basic Safeguarding Induction" sheet is given to all staff and posted around school.
b. Is the DSL aware of indicators of specific safeguarding issues highlighted by KCSiE, Ofsted and the HSCB priorities?	√			DH attended "Safeguarding" training (July 2016 – refresher in July 2017 + attended HCC DSL conference) and keeps abreast of information eg HCC Safeguarding website covering the various aspects detailed below. Individual training records – checked by Safeguarding governor. Very comprehensive information file for staff. Annual staff INSET – September – and ongoing training for individual staff. Through the PHSE programmes of study, the whole safeguarding agenda is covered with the pupils. Staff are well aware of pupils who are persistently absent or missing and take appropriate action, especially regarding the most vulnerable pupils eg. Attendance register / procedures, internal CP forms. Attendance policy reviewed in November 2015 and Missing Persons policy reviewed September 2016. HCC's Absence checklist. Strategies for monitoring good attendance. Log of children not attending school that day. Follow-up action by SC/SW and tutors. Half-termly reports to FGB by HT.
c. Is the LA notified of children removed from roll where confirmation has not been received that they have transferred into another setting? Is the LA notified of CYPs who become home educated?	√			Discussion with the child's current and future LA by HCC. HCC and child's home LA makes decision on placement / transfer. Decision to remove a child from school roll lies with LA. Currently no instances of parents requesting home education.
d. Are procedures and policies relating to physical intervention consistent with DfE guidance "Use of Reasonable Force in Schools" (July 2013)	√			"Restrictive Physical Intervention" policy (201) based on HCC model policy and DfE guidelines.
4. Are pupils safe on site?				

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a. Are there adequate security arrangements for the grounds and buildings?	√			Security policy. Site Risk Assessment. Good signage to front reception. 2 security doors. Good perimeter fencing; gates locked. Security cameras.
b. Are visitors or volunteers or those using premises monitored during the 'school day'?	√			School Office – always manned – has signing-in book for visitors / contractors. Name badges and information letter. Member of staff supervises contractors.
c. Is assurance sought in writing from users of the premises that they have appropriate policies (vetting, health and safety, insurance) in place to safeguard CYP?	√			HCC Lettings forms used (currently no requests for lettings for new gym). All contractors are on HCC Approved List.
d. Is there a policy or procedures for ensuring that visitors to the school are suitable and checked and monitored as appropriate, for example external speakers at school assemblies?	√			See Site Security policy (September 2016).
5. Interagency Working				
a. Is the setting working with the early help hub to provide timely intervention?	√			Early Help Assessments completed by SC/SW who attends appropriate meetings. As per KCSiE, appropriate staff induction on Early Help system.
b. Are there effective systems in place for referring safeguarding concerns to relevant agencies in a timely manner?	√			Safeguarding policy. DSL / SC/SW / headteacher responsible. School's good practice confirmed by Ofsted inspection reports.
c. Is the DSL allocated sufficient time and resource to discharge their responsibilities, including taking part in inter-agency assessments and meetings?	√			Yes
d. Is the DSL aware of CYPs in the setting who are, or may be, living in a private fostering arrangement?	√			Yes. Currently no pupils.
6. Reporting and recording				
a. Are child protection (CP) records stored securely and separately from pupil records?	√			All pupil files and PEP files available and stored securely and separately (SC/SW office) and disposed of securely when appropriate. Electronic filing of documentation is on secure folder.
b. Are the records of good quality and up to date; do they indicate action that has been taken?	√			HCC Recording template used. Discussions and outcomes recorded.
c. Where pupils have left, has the CP record been transferred separately from the main pupil file? Has a receipt of transfer been retained?	√			In case of transfer, information is sent to new placement on request.
d. Are staff confident about reporting CP concerns and know what action to take, if their concerns are not acted on appropriately or in a timely manner?	√			Whistle-blowing policy (March 2016) is consistent with DfE guidance re staff's responsibilities. DSL and SC/SW on site. Safeguarding governor interviewed most recently appointed members of staff on understanding of role in reporting concerns.

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<i>e. Are staff aware of the process for making referrals to Children's Services social care?</i>	√			See sections on KCSiE.
<i>f. Does the setting encourage a clear culture of open communication between pupils, staff, parents and other adults working with CYP?</i>	√			Evidence as in 2 iv d.
7. Keeping pupils safe outside of normal provision?				
<i>a. Are appropriate arrangements in place to safeguard CYP who take part in, or are affected by, extended services and other activities outside normal 'school' hours?</i>	√			Offsite Activities policy (Sept 2016). School follows HCC's "Evolve" system. Pupil and Activity Risk Assessments including residential times. All staff required to provide evidence of car insurance, MOT certificate and Driving Licence.
<i>b. Where relevant, are safeguarding arrangements in place for those on work based learning, work experience and educational visits?</i>	√			Agency / parental form. HCC oversees the new work experience provider which replaced Skills Quest. HCC proforma "Sharing Information".
<i>c. Where relevant, are safeguarding arrangements in place for those children who stay with host families / other settings? i.e. as part of exchange visits or sports tours?</i>				Not applicable.

Action Plan - 2017-2018

Audit ref number	Development Areas	Action to be taken	Person responsible	Timescale	Date completed
1 a i	Safeguarding Policy and Restrictive Physical Intervention Policy	Review policies following HCC advice	BR	September 2017	
1e	Safeguarding categories Report by SC/SW	DH to produce statistics of the different categories of safeguarding issues arising for FGB ST to produce report for FGB	DH SC/SW (ST)	September 2017 Sept /Oct '17	
2 ii a	Annual report to FGB on LAC	Designated Teacher to provide annual report to FGB	MW	?	
2 iv a	Prevent Action Plan	KH to send Totton College's Prevent Action Plan to BW / GT for consideration	KH	July 2017	
2 v f	Safeguarding /Prevent training	Governors to undertake 'Prevent' training (eg HCC training programme / Channel Awareness training)	All governors	December 2017	
2 vi a	Safer Recruitment	<ul style="list-style-type: none"> Put updated certificates in file Urge all governors to undertake training and update training as required DH to undertake Safer Recruitment training 	All governors OG:DC Headteacher / GT	Dec 2017 October 2017 Sept 2017	
2 v b	HAYS e-learning	Governors to complete the Safeguarding and Child Protection module – BR to send out access details	All governors	July 2018	
2 vi c	DBS for governors	P & P Committee to recommend frequency of DBS renewals for governors	P & P Committee	September 2017	
6 a	Child Protection records and 'My Concern'	Safeguarding governor to check system with SC/SW	OG / ST	October 2017	

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