

# OAKS PARK HIGH SCHOOL

## SAFEGUARDING PROCEDURES IN SCHOOLS

### AUDIT TOOL

**School**.....

**Review Date**.....

*This audit of safeguarding procedures should be carried out annually by the Headteacher, the Designated Person within the school and shared with the Governor linked with safeguarding and the governing body informed of its completion.*

SAFEGUARDING POLICIES AND PROCEDURES	EVIDENCE	ACTION TO BE TAKEN	COMPLETION DATE
The school has a Child Protection (Safeguarding) Policy that meets the latest DFE national and LSCB locally set requirements. If the school has adopted the generic policy provided by the LA, the Policy has been adapted to include the school's local procedures and identified relevant staff in the school.			
The Child Protection (Safeguarding) Policy and procedures are reviewed annually by the Senior Leadership Team (SLT) and the governing body.			
The school clearly promotes its commitment to safeguarding and makes its procedures known to staff, volunteers, parents and children.			
The school has clear whistle blowing procedures and staff and volunteers are made aware of these.			
The school has an up to date Anti-Racism Policy and keeps racist incidents records.			

SAFEGUARDING POLICIES AND PROCEDURES	EVIDENCE	ACTION TO BE TAKEN	COMPLETION DATE
The governing body is fulfilling its statutory duty to ensure that the school has effective safeguarding policies and procedures in place and is monitoring the school's compliance annually.			
The school has an e-safety policy and records of initial and annual update training.			
The school has appointed a member of the SLT as a Designated Person for child protection and they receive refresher training every two years.			
The school has identified a Deputy Designated Person(s) in case of absence of the Designated Person.			

TRAINING AND AWARENESS	EVIDENCE	ACTION TO BE TAKEN	COMPLETION DATE
A log is kept of all relevant training undertaken by staff, volunteers and governors.			
The governing body has appointed a designated link governor for Safeguarding and Child Protection who can deal with any allegations against the Headteacher and that person has attended relevant training in the last two years.			
The school has a designated Safeguarding/Child Protection teacher who, along with the Headteacher, is clear about procedures for reporting allegations to the Local Authority Designated Officer (LADO).			
The school has systems in place to ensure that all new staff receive Level One safeguarding training			
All staff and regular volunteers are trained/briefed to at least Level One every three years and receive an annual refresher briefing with a register being kept of all attendees.			
The Designated Person is trained to Level Two and has attended annual refresher training			
All new staff and regular volunteers receive training/briefing in the school's child protection and related procedures as part of their induction.			

TRAINING AND AWARENESS	EVIDENCE	ACTION TO BE TAKEN	COMPLETION DATE
Relevant staff have had training on positive handling techniques and all staff should be aware of the guidance contained in "Use of reasonable force" DfE July 2013.			
Students are taught about safeguarding as part of the curriculum.			
Staff and governors involved in recruitment have completed the Safer Recruitment training programme.			
Governors have attended child protection/safeguarding training and are aware of their statutory responsibilities.			

RECORD KEEPING	EVIDENCE	ACTION TO BE TAKEN	COMPLETION DATE
The school keeps accurate records of safeguarding concerns and multi-agency referrals. Records should be kept locked and separate from student files. All cases to be monitored through to conclusion.			
The school keeps records of all CAF referrals which should be monitored as above through to conclusion.			
Records of TAC meetings are kept and a follow up system for actions is in place.			
Accurate records of child protection conferences are kept and referrals followed up as needed with the relevant agency.			
The school has a system to clearly identify vulnerable students and ensures information is shared with relevant staff.			
The school has clear records and PEPs for all LAC students and their attendance, well-being, personal development and behaviour.			
The school has arrangements in place to ensure the transfer of information at key transition points within and outside of the school.			
The Designated Person has systems in place to monitor the effectiveness of safeguarding work and follow up systems are in place.			

RECORD KEEPING	EVIDENCE	ACTION TO BE TAKEN	COMPLETION DATE
The school has records of allegations, staff suspensions and/or disciplinary matters and have referred any serious staff safeguarding concerns to the LADO.			
The school has up to date behaviour and exclusion records including evidence of provision they make from day 6 of exclusion.			
The governing body receives an annual report on safeguarding procedures within the school.			
Parents are made aware of the safeguarding Policy (Child Protection Policy) and Procedures and have access to the Policy.			

<b>SINGLE CENTRAL REGISTER (SCR) AND CHECKS ON STAFF AND VOLUNTEERS</b>	<b>EVIDENCE</b>	<b>ACTION TO BE TAKEN</b>	<b>COMPLETION DATE</b>
The SCR is regularly updated and reviewed.			
<p>The SCR includes details of dates when the following have been checked (as relevant):</p> <ul style="list-style-type: none"> <li>• Identity</li> <li>• Enhanced DBS Certificate (with Barred List Information for those in regulated activity)</li> <li>• Professional qualifications that are statutorily required for the post</li> <li>• Right to work in the UK</li> <li>• Further checks if person has lived outside of the UK.</li> </ul>			
The Safeguarding Link Governor annually audits the SCR to ensure compliance with local and national guidance and requirements.			
All new staff and volunteers engaged in regulated activity or have regular contact with students provide evidence of a satisfactory enhanced DBS certificate, including checking of Barred List information and the date of the check being received is entered on the SCR.			
The SCR includes registration numbers for those staff/volunteers who have provided evidence of a DBS Certificate.			

SINGLE CENTRAL REGISTER (SCR) AND CHECKS ON STAFF AND VOLUNTEERS	EVIDENCE	ACTION TO BE TAKEN	COMPLETION DATE
Where staff are supplied through a supply agency, the school has written confirmation from the agency that an enhanced DBS check with Barred List information has been completed and any disclosures are made known to the school.			
Where staff are supplied through a supply agency the school requires proof of identity from the individual when entering the school.			
Where supply staff are employed directly by the school the school completes all relevant checks as for all other employed staff.			
All regular volunteers provide evidence of an enhanced DBS check.			
The school carries out identity checks on visitors to the school who have contact with students.			
All new governors are required to complete a "self-disclosure declaration" and a copy is retained by either the school or LA.			

RECRUITMENT AND SELECTION PROCEDURES	EVIDENCE	ACTION TO BE TAKEN	COMPLETION DATE
All interview panels include at least one person who has completed the safer recruitment training.			
References are taken up on candidates before the interview and considered by the interview panel.			
When interviewing, any gaps in employment history are discussed with the candidate.			
Where staff/regular volunteers begin regulated work activities before evidence of the DBS check is received from the DBS, appropriate supervision measures are put in place. Also all other required checks are undertaken (note the DBS form should be completed and sent off <b>before the individual starts their duties</b> ).			
The recruitment procedures followed meet the safer recruitment guidelines as set out in the latest guidance "Keeping Children safe in Education".			

EXTENDED SERVICES TO STUDENTS AND HIRERS	EVIDENCE	ACTION TO BE TAKEN	COMPLETION DATE
If the school provides extended services, any additional staff are checked and recorded on the SCR.			
The school ensures that all staff who are involved in delivering extended services to its students are aware of and comply with the school's safeguarding policy, procedures and good practice followed at the school.			
The school is assured, where extended services are provided by external organisations, that they have safeguarding/child protection policies and procedures in place, including DBS checking of individuals carried out by the external organisation.			
The school provides external hirers using the premises out of school hours with a copy of the school's health and safety policy and they are made aware of relevant procedures such as fire alarms etc. Evidence is kept of this information being provided.			
All hirers are required to complete an agreement and confirm that they have appropriate arrangements and checks in place for staff and volunteers.			

SECURITY OF THE SITE	EVIDENCE	ACTION TO BE TAKEN	COMPLETION DATE
The school has an up to date Health and Safety Policy and regularly reviews and updates it as necessary.			
The school site has effective security measures and staff are aware of procedures in the event of an emergency such as intruder or fire alarms.			
Access to the school is controlled and members of the public cannot enter the site without permission.			
The school carries out fire drills on a regular basis (at different times of the day) and all new staff are made aware of fire evacuation and alarm raising procedures.			
The governing body receives regular updates on site safety issues such as fire drills, intruder alerts, major health and safety concerns and incidents.			
School visits and off-site activities are planned and authorised in accordance with the Borough policy "Requirements for Off-Site Visits & Related Activities".			

EDUCATIONAL VISITS AND RISK ASSESSMENTS	EVIDENCE	ACTION TO BE TAKEN	COMPLETION DATE
The school carries out risk assessments on all school trips; these are clearly communicated to those staff responsible and are signed off by the EVC (Education Visits Coordinator).			
The school has a nominated Educational Visits Coordinator (EVC), who has been trained and has attended at least one update training every three years.			
The school has an appropriately trained member of staff who carries out risk assessments as needed.			
The school and site are regularly audited by an appropriately trained member of staff (this may be within the school, local authority or some other agency).			
The school keeps records of all reported incidents and ensures staff complete the relevant incident reporting documentation.			
The school has a First Aid Policy and the correct number of appropriately trained First Aiders (Including Paediatric First Aiders) and know who they are and where located. Records of all training are available.			

STUDENTS	EVIDENCE	ACTION TO BE TAKEN	COMPLETION DATE
Students are given opportunities within the curriculum to understand risks to themselves and learn about keeping safe.			
Students are encouraged and enabled to report concerns/complaints and it is made clear to whom they should report these.			
When admitting and re-admitting students with behaviour issues, risk assessments are carried out on those students who could place themselves or others at risk and relevant staff are made aware of them.			
The school notifies social workers about every excluded child who is on a child protection plan.			
The school has up to date records of students with medical conditions; all staff know students and procedures for any students who might need emergency care on site. Care plans are in place and relevant guidance is available in different locations throughout the school (e.g. dining hall, first aid room).			
The school has clear policies and procedures in place for dealing with all problematic behaviours such as bullying, harassment and racism and these are communicated to students, parents, volunteers and staff.			

**DATE NEXT AUDIT TO BE CARRIED OUT.....**