

CHADLINGTON CE PRIMARY SCHOOL

This report applies to the Academic Year: September 2014 to July 2015.

Schools Annual Safeguarding Report

**Revised and Re-issued:
August 2015**



**OXFORDSHIRE
COUNTY COUNCIL**

Schools Annual Safeguarding Report

It is a statutory responsibility on senior staff and governors to ensure that an educational establishment has effective safeguarding procedures in place.

It is the statutory responsibility of the local Safeguarding Children's Board (OSCB) to monitor these arrangements.

The purpose of the school's annual safeguarding report is to enable the designated member of staff with responsibility for safeguarding to provide both senior team and governors with a simple standardised report for consideration at relevant governing body meetings.

The expectation should be that this report is completed annually and submitted for consideration to a governor meeting each academic year and when agreed a copy emailed or posted to the local authority to comply with the monitoring arrangements.

To accompany this annual report a safeguarding audit tool has also been developed. It is recommended that this audit be undertaken prior to completion of the annual report and used to inform some of the required information. The safeguarding audit is available through the schools safeguarding website <http://schools.oxfordshire.gov.uk/cms/content/safeguarding>

Please note an annual report must be returned to the address or email below.

The Safeguarding Board has a duty under section 10 and 11 of the Childrens Act to monitor Schools safeguarding arrangements. Schools and Colleges irrespective of status (including Academies and Free-Schools) are obliged to comply with the Safeguarding Boards requests for information about safeguarding arrangements.

Please ensure that all reports are seen and signed off by the Governing Body before return.

A copy of this completed document should be appended to the minutes of the Governing Body meeting where the Safeguarding Report is given. Ideally completed reports should be returned by the end of the academic year but certainly no later than the end of term 2 in the following academic year.

Please return the completed form to:

Louisa Sexton (louisa.sexton@oxfordshire.gov.uk)
Administrative Support Officer
Safeguarding Team
3rd Floor, County Hall
New Road
Oxford
OX1 1ND

Or Email: lado.safeguardingchildren@oxfordshire.gov.uk

Schools Annual Safeguarding Report for Head Teachers and Governors

School Name: CHADLINGTON CE PRIMARY SCHOOL

Date: 14.12.15

Section 175 of the Education Act 2002 introduced a duty on Local Authorities and governing bodies of maintained schools to ensure that they safeguard and promote the welfare of children.

A	Policy & Procedures	Yes	No																																								
1.	Does your school have a Safeguarding Policy which is compliant with OSCB expectations? Does it include specific reference to allegations, child sexual exploitation (CSE), female genital mutilation (FGM) and Prevent (preventing radicalisation/ extremism)	✓																																									
1A.	Has your settings designated person accessed appropriate training on FGM, CSE and Prevent and are you aware of the screening tools in relation to the above?																																										
2.	Has it been updated in the last 12 months?	✓																																									
3.	Is your Safeguarding Policy made available for parents and others to access through your website?	✓																																									
4.	Do you use the Child Protection template recommended by Oxfordshire County Council?	✓																																									
5.	Are you and your staff aware of the procedures for dealing with: ' <u>Allegations of Abuse Against Staff and Volunteers</u> '?	✓																																									
6.	<ul style="list-style-type: none"> If so, have you had any allegations/incidents that fall within the remit of these procedures in the last year? 		✓																																								
7.	<ul style="list-style-type: none"> If yes, have all appropriate allegations/incidents been reported to the Designated Officer for the Local Authority (LADO) 	NA																																									
8.	Policies and other documents relating to safeguarding: <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="background-color: #cccccc;">Policies and/or procedures for Safeguarding (not all required under statute)</th> <th style="background-color: #cccccc;">Date reviewed</th> </tr> </thead> <tbody> <tr><td>Anti-bullying</td><td style="text-align: center;">07.12.15</td></tr> <tr><td>Behaviour Management / Attendance</td><td style="text-align: center;">07.12.15</td></tr> <tr><td>Child Protection / Safeguarding</td><td style="text-align: center;">19.11.15</td></tr> <tr><td>Code of Conduct for staff</td><td style="text-align: center;">20.11.15</td></tr> <tr><td>Drugs and Substance Misuse</td><td style="text-align: center;">07.12.15</td></tr> <tr><td>Equal Opportunities</td><td style="text-align: center;">07.12.15</td></tr> <tr><td>First Aid (including management of medical conditions, intimate care)</td><td style="text-align: center;">07.12.15</td></tr> <tr><td>Health and Safety (including school security)</td><td style="text-align: center;">20.11.15</td></tr> <tr><td>PSHE Curriculum</td><td style="text-align: center;">07.12.15</td></tr> <tr><td>Racial Equality</td><td style="text-align: center;">07.12.15</td></tr> <tr><td>Recruitment and Selection</td><td style="text-align: center;">07.12.15</td></tr> <tr><td>Safeguarding Statement in school Prospectus</td><td style="text-align: center;">11.12.15</td></tr> <tr><td>Sex Education</td><td style="text-align: center;">07.12.15</td></tr> <tr><td>Staff Handbook – Guidance on Conduct / Code of Conduct</td><td style="text-align: center;">20.11.15</td></tr> <tr><td>Use of Force and Restraint (Physical Intervention)</td><td style="text-align: center;">07.12.15</td></tr> <tr><td>Use of Photographs / Video</td><td style="text-align: center;">07.12.15</td></tr> <tr><td>Whistleblowing</td><td style="text-align: center;">19.11.15</td></tr> <tr><td>Allegations against Staff Members (maybe part of your safeguarding policy)</td><td style="text-align: center;">19.11.15</td></tr> <tr><td>Use of ICT / Social Media</td><td style="text-align: center;">07.12.15</td></tr> </tbody> </table> <p style="margin-top: 10px;">Action plan: Policies reviewed by Designated Safeguarding Officers/Safeguarding Governor. To be approved by FGB 12.01.16</p>	Policies and/or procedures for Safeguarding (not all required under statute)	Date reviewed	Anti-bullying	07.12.15	Behaviour Management / Attendance	07.12.15	Child Protection / Safeguarding	19.11.15	Code of Conduct for staff	20.11.15	Drugs and Substance Misuse	07.12.15	Equal Opportunities	07.12.15	First Aid (including management of medical conditions, intimate care)	07.12.15	Health and Safety (including school security)	20.11.15	PSHE Curriculum	07.12.15	Racial Equality	07.12.15	Recruitment and Selection	07.12.15	Safeguarding Statement in school Prospectus	11.12.15	Sex Education	07.12.15	Staff Handbook – Guidance on Conduct / Code of Conduct	20.11.15	Use of Force and Restraint (Physical Intervention)	07.12.15	Use of Photographs / Video	07.12.15	Whistleblowing	19.11.15	Allegations against Staff Members (maybe part of your safeguarding policy)	19.11.15	Use of ICT / Social Media	07.12.15		
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		Yes	No
B	Recruitment		
9.	Has the Head Teacher, an appropriate Governor and other relevant staff completed the Safer Recruitment Training?	✓	
10.	What date was the training completed and who provided this training? Date: 19.05.11 Provider: Children's Workforce Development Council		
11.	Has the Safer Recruitment Training been Refreshed (required every 5 years)	NA	✓
12.	Does your school: <ul style="list-style-type: none"> • Have an appropriate recruitment and vetting procedure in place? 	✓	
13.	<ul style="list-style-type: none"> • Carry out all appropriate checks and take up all references before an appointment, including prohibition order checks, overseas checks and disqualification disclosure (where appropriate)? 	✓	
14.	<ul style="list-style-type: none"> • Record all recruitment, checks etc. & keep these records on file? 	✓	
15.	<ul style="list-style-type: none"> • Maintain a single central record of DBS and other recruitment checks? 	✓	
	Action plan: Safer Recruitment training update due May 2016 (Train DSLs, Admin Officer & Safeguarding Governor)		
C	Basic Training	Yes	No
16.	Have all staff who have regular contact with children in your school completed: <ul style="list-style-type: none"> • A Safeguarding Induction, which includes basic training and a copy of the settings code of conduct and safeguarding policy when they started at your school? 	✓	
17.	<ul style="list-style-type: none"> • Generalist Safeguarding Children in Education Training, which meets the standards of the OSCB, repeated every 3years? (Mandatory requirement) 	✓	
18.	What date was the generalist Training completed and who provided this training? Date completed: 04.12.15 Training provided by: Bertie Hornibrook HT/DSL		
19.	Have all your school adult volunteers (including Governors who are in regulated activity with children) had an induction which includes a focus on safeguarding?	✓	
20.	Is all of your staff safeguarding training recorded and regularly monitored?	✓	
	Action plan: Line managers to ensure that all new staff receive a hard copy of the Code of Conduct and Safeguarding Policy on starting school (as well as continuing to signpost staff to policies on the VLE) Review Volunteer Safeguarding booklet		
D	Information Storage and Sharing	Yes	No
21.	Do previously involved agencies, e.g. school, nursery, share adequate and appropriate safeguarding information about a new pupil with your setting?	✓	
22.	<ul style="list-style-type: none"> • Does the information arrive quickly? 	✓	
23.	<ul style="list-style-type: none"> • If the information is incomplete or slow, do you follow this up immediately? 	NA	
24.	Do you advise parents/carers & young people (e.g. in prospectus or letter) about:	✓	
25.	<ul style="list-style-type: none"> • Information sharing with other schools and agencies? 	✓	
26.	<ul style="list-style-type: none"> • How you safeguard pupils attending your school? 	✓	
27.	Are children's <u>safeguarding records</u> (e.g. Common Assessment, Child in Need or Child Protection) stored securely at your school/setting?	✓	
28.	<ul style="list-style-type: none"> • Can only appropriate staff members access these records? 	✓	
29.	<ul style="list-style-type: none"> • Are they written clearly and accurately so they are easily understood? 	✓	

	Action plan:		
E	Common Assessment Framework (CAF)	Yes	No
30.	Are pupils with additional needs at your school assessed at an early stage ?	✓	
31.	Do you use the common assessment framework process?	✓	
32.	Is each Common Assessment:	✓	
	• Completed with the young person, parents and carers involvement?		
33.	• Discussed and completed with other involved agencies?	✓	
34.	• Where appropriate, followed up with a multi-agency meeting involving the young person, parents and carers?	✓	
35.	• Supported by your staff taking on the Lead Professional role where appropriate?	✓	
36.	How many Common Assessments has your school completed in the last 12 months? 2		
	Action plan:		
F	Child Protection	Yes	No
37.	Is your designated staff member (DSM) a member of your senior management team?	✓	
38.	Has the designated staff member attended the specialist training provided by the OSCB in the last 2 years? (Mandatory requirement).	✓	
39.	What was the date this training was completed? Date: 20.01.15		
40.	What are the (full) names and job roles of your designated staff member and any deputies? Ms Bertie Hornibrook Mrs Lyn Wallace (deputy)		
41.	Do all your staff:		
	• Have access to the Oxfordshire Safeguarding Board's Child Protection Procedures ?	✓	
42.	• Discuss all child protection concerns with the designated member of staff for child protection immediately?	✓	
43.	Are all child protection concerns immediately referred to Children's Services, via the MASH (Multi-Agency Safeguarding Hub)	✓	
44.	How many children in your school have been subject of a Child Protection Plan in the last 12 months? Total Number: 1		
	Action plan:		

G	General Safeguarding Issues	Yes	No
45.	<p>How are general safeguarding issues addressed in your curriculum? I.e. safe use of the internet. Please provide examples. Internet Safety Day Global learning programme PSHE programme IMPS training programme etc.</p>		
46.	<p>Is the general issue of safeguarding children a regular staff meeting agenda item?</p>	✓	
47.	<p>Does your governing body discuss the safeguarding of children on a regular basis?</p>	✓	
48.	<p>What other safeguarding ideas, systems, or practices do you use at your school? Please provide examples.</p>		
49.	<p>Have you considered the security both school site and buildings? How do you manage public access to both? Please provide examples. Yes. Restricted access via reception during school hours. Locked inner door. Teachers on door duty at the beginning and end of the day. Children released by staff to known adults (unless permission to walk/cycle home has been received). Playground gates only unlocked during collection of children at the end of the day. Lock down emergency procedure.</p>		
50.	<p>Are you satisfied that reasonable steps are taken to prevent unsuitable adults accessing classrooms or play areas? Please provide examples. See above</p>		
	<p>The 'Safeguarding Annual Report' completed by: Signature: Bertie Hornibrook Date: 14.12.15</p>		
	<p>Please complete this report and present it to your appropriate Governing Body meeting during the summer term, and ask them to complete the response on the next page.</p> <p>Once this is completed, please copy the full report and response and send to: Louisa Sexton (louisa.sexton@oxfordshire.gov.uk) Administrative Officer Safeguarding Team 3rd Floor, County Hall, New Road, Oxford, OX1 1ND</p> <p>Or Email: lado.safeguardingchildren@oxfordshire.gov.uk.</p>		

	This Report is a requirement of the Children Act 2004. For further information visit: http://directorates and Services/ Children, Young, People and Families/Our Services/Safeguarding and Quality Assurance/Safeguarding Children and Safer Recruitment in Education, 2006		

Governing Body Response to Safeguarding Annual Report

Section 175 of the Education Act 2002 introduced a duty on Local Authorities and **governing bodies** to ensure that they safeguard and promote the welfare of children.

	Yes	No
What is the name of your nominated Child Protection/Safeguarding Governor: Mr Jim Motley		
Is the Child Protection/Safeguarding Governor familiar with Local Authority/ OSCB guidance and policy relating to child protection/ safeguarding issues?	✓	
Has the Child Protection/Safeguarding Governor: Attended Safeguarding Training provided by the Local Authority?	✓	
Does the Child Protection/Safeguarding Governor:		
<ul style="list-style-type: none"> • Ensure that the governing body puts in place suitable safeguarding policy & procedures? And reviews these procedures regularly 	✓	
<ul style="list-style-type: none"> • Encourage other members of the governing body to develop their understanding of safeguarding responsibilities and assist the school to perform its statutory duties? 	✓	
<ul style="list-style-type: none"> • Ensure that the Governing Body remedy any weaknesses or deficiencies in the school safeguarding practices which are brought to their attention? 	✓	
<ul style="list-style-type: none"> • Meet regularly (at least termly) with the Child Protection Liaison Teacher/Officer to monitor the effectiveness of the school safeguarding policies? 	Where possible.	
Has the school made staff aware of the Child Protection/Safeguarding Governor's role?	✓	
Does the school operate Safer Recruitment procedures?	✓	
Is the school aware of and operating the expectations around Allegations of Abuse Against Staff and Volunteers'?	✓	
Are the Chair and Vice Chair aware that they take responsibility for liaising with the Local Authority and partner agencies in the event of any allegations of abuse made against the Head Teacher?	✓	
How will the Governing body remedy any weaknesses or deficiencies that are included in the attached Safeguarding Annual Report? Monitored action plan		
On what date did the majority of the School staff undertake the Generalist Safeguarding Training (requirement to undertake every 3 years) 04.12.15		
When is the whole School Generalist Safeguarding Training due to be renewed? 04.12.18		
<p>Action plan: Safeguarding Governor to schedule termly meetings for 2016 with the Child Protection Liaison Teacher/Officer to monitor the effectiveness of the school safeguarding policies</p>		
Signed:		
Print name:		
Position		

Date of Governing Body Meeting:

Any other comments?