

Essex Schools & Colleges Safeguarding Audit 2016 – 17 Academic Year

Schools are not required this year to complete the audit on-line. This is an electronic version for any schools wishing to do so, although there is no need to submit it to the ESCB. Schools will be required to complete an updated audit next year which will be submitted to the ESCB in line with the reporting cycle for Section 11 audits undertaken by other organisations.

Legislative Framework

The school, at all times, works in accordance with the following guidance; Essex Safeguarding Children Board guidelines:

[SET](#) (Southend, Essex and Thurrock) Child Protection Procedures (2016)

[Keeping Children Safe in Education \(DfE, 2016\)](#)

[Working Together to Safeguard Children \(HMG, 2015\)](#)

[‘Effective Support for Children and Families in Essex’ \(ESCB, 2015\)](#)

[PREVENT Duty - Counter-Terrorism and Security Act \(HMG, 2015\)](#)

All documents are available on Essex School Infolink (ESI): [ESI/safeguarding](#)

| 1 | Safeguarding Governance | Notes and comments |
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| | <p>Essex Education Services (EES) provide training for Governors and Clerks including an overview of safeguarding, and a two session (or full day) safeguarding children course specifically for those with responsibility for child protection and safeguarding.</p> | |
| 1.1 | There is a nominated governor to link with the local authority in the event of allegations of abuse made against the Headteacher. | |
| 1.2 | There is a named link governor for child protection | |

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| 1.3 | The Governing Body meets the requirements of current statutory guidance and there are processes in place to monitor this | |
| 1.4 | Governors receive appropriate safeguarding training | |
| 1.5 | The governing body receives a report at least annually on the effectiveness of safeguarding procedures within the school or college | |
| 1.6 | Safeguarding is a regular agenda item on full governing body agendas and committee agendas where required | |
| 2 | Designated Safeguarding leads | |
| | <p>For information on the role of the Designated Lead see Annex B (p 59) Keeping Children Safe in Education (DfE, July 2016)</p> <p>There is a requirement for designated safeguarding leads to undergo appropriate training every 2 years. This can be accessed through EES. Schools are free to commission an alternative training provider but are responsible for ensuring this is appropriate and relevant</p> | |
| 2.1 | There is a designated safeguarding lead and deputy designated safeguarding lead in place who have appropriate status and authority in the school / college to undertake the role | |
| 2.2 | The role of the designated safeguarding lead is explicit in their job description | |
| 2.3 | The role of the designated safeguarding lead meets the requirements of the statutory guidance | |
| 2.4 | The designated lead ensures all staff have received Level 2 training (presentations and on-line learning programmes to support with this are available on ESI: ESI/training) | |
| 2.5 | The designated safeguarding lead and deputy designated safeguarding lead attend Level 3 safeguarding training at least every two years and are appropriately trained in a range of | |

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| | safeguarding issues | |
| 2.6 | All staff receive regular safeguarding and child protection updates (at least annually) | |
| 3 | Safeguarding Policies | |
| | <p>A Model Child Protection Policy for schools is available via Essex School Infolink (ESI).</p> <p>Child protection is just one aspect of safeguarding and each school or college will have many policies which come under the safeguarding umbrella. All policies should be regularly reviewed and consistent with the child protection policy.</p> <p><i>Other safeguarding policies <u>may</u> include:</i></p> <p><i>Anti-Bullying policy, e-Safety policy, Whistle-blowing policy, Code of conduct policy, Safer Recruitment policy, Equality and anti-discrimination policy, Use of physical intervention policy, Meeting the needs of pupils with medical conditions, Intimate care policy, Providing first aid policy, Drug and substance misuse policy, Educational visits policy, Unexplained absences / poor attendance policy, Behaviour management policy, Health and Safety policy, Extended school activities policy, Letting arrangements policy, Work placements policy, Use of photography / video / other images, School security policy</i></p> | |
| 3.1 | There is an effective child protection policy approved by the Governing Body and reviewed annually - this has been signed for by all staff | |
| 3.2 | The child protection policy is available publicly on the school / college website or by other means | |
| 3.3 | There is a staff behaviour / code of conduct policy approved by the Governing Body and reviewed annually – this has been signed for by all staff | |
| 4 | Safer recruitment | |
| | See Part 3 Safer Recruitment in Keeping Children Safe in | |

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| | <p>Education (DfE, July 2016)</p> <p>Safer Recruitment training is available through EES - this should be refreshed every 3 to 5 years.</p> | |
| 4.1 | There is a (Safer) Recruitment policy in place approved by the Governing Body and reviewed annually | |
| 4.2 | At least one member of any recruitment panel has undertaken safer recruitment training | |
| 4.3 | All pre-appointment checks are carried out in accordance with statutory guidance. | |
| 4.4 | The appropriate levels of DBS checks are undertaken. | |
| 4.5 | References are sought in accordance with statutory guidance. | |
| 4.6 | The Single Central Record is maintained in accordance with statutory guidance and there is a mechanism for checking compliance | |
| 5 | What staff need to know | |
| | <p>Training presentations and on-line learning programmes are available on ESI and may be used by Designated Leads to deliver safeguarding training.. Schools may also commission alternative training providers. All staff should be aware of systems in school to support safeguarding, and be provided either electronically or in hard copy with Part 1 of Keeping Children Safe in Education 2016, the Child Protection policy, the Staff Behaviour / Code of Conduct policy and information on the role of the Designated Lead and how to access them. All documents listed here should be signed for by all staff</p> | |
| 5.1 | All staff have been provided with the Child Protection policy, Code of Conduct policy, and Part 1 of Keeping Children Safe in Education (DfE, July 2016) | |
| 5.2 | Safeguarding is included in the induction of all new staff | |
| 5.3 | All staff receive child protection training which is regularly | |

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| | updated and in line with ESCB guidance | |
| 5.4 | A record of all safeguarding training courses and dates completed is maintained for all staff | |
| 6 | Inter-Agency working | |
| | <p>All schools and colleges must work collaboratively with other agencies to ensure that children get the right help at the right time. The Southend Essex and Thurrock (SET) multi-agency child protection procedures provide full guidance for professionals on working in partnership.</p> <p>Schools should also work in accordance with Working Together to Safeguard Children (HMG, 2015)</p> <p>The Essex Effective Support Windscreen categorises support or services for children and young people as Universal (level 1), Additional (level 2), Intensive (level 3) and Specialist (level 4) according to the identified needs of the child or young person: ‘Effective Support for Children and Families in Essex’ (ESCB, 2015)</p> | |
| 6.1 | There is a system for ensuring that child protection contact numbers for Social Care are kept up to date and can be accessed easily : FOH Partnership Map | |
| 6.2 | Staff have access to the latest guidance on thresholds of need and referral criteria and procedures: ‘Effective Support for Children and Families in Essex’ (ESCB, 2015) | |
| 6.3 | Any child protection concerns are recorded, and progress of any referrals made monitored. (templates are available on ESI: ESI/CP records) | |
| 6.4 | All multi agency statutory Child Protection, Child in Need or Child in Care meeting reports are provided within the required timescale | |
| 6.5 | Appropriate staff attend multi-agency Child Protection, Child in Need or Child in Care meetings when requested and contribute as required | |

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| 6.6 | Any actions arising from statutory Child Protection or Children in Care meetings are undertaken within required timescale | |
| 6.7 | Designated Leads and governors respond to any learning from Serious Case Reviews and Partnership Learning Reviews by implementing any required changes in their organization to improve practice | |
| 7 | Allegations against staff, and Whistle-blowing | |
| | Guidance on how to contact the Local Authority Designated Officer is available on the Essex Schools Infolink Safeguarding are: ES/LADO Contact Details (See also SET child protection procedures Section 7) | |
| 7.1 | The Headteacher or Principal is familiar with, and follows the SET procedures on managing allegations against members of the workforce | |
| 7.2 | There are written procedures on 'Whistle Blowing' approved by the Governing Body and reviewed annually | |
| 7.3 | Information is available to all staff and the wider school community to publicise the whistle blowing procedure | |
| 8 | Helping pupils and students to keep themselves safe | |
| 8.1 | There are regular opportunities within the curriculum for pupils and students to consider risk situations and ways of keeping safe | |
| 8.2 | Pupils or students understand how to keep themselves safe over the internet, mobiles or other electronic device | |
| 8.3 | Pupils and students are informed about how they can report concerns and to whom they can talk | |
| 8.4 | There are systems in place to regularly gather feedback from pupils and students on issues about keeping safe | |
| 8.5 | Feedback from students or pupils is responded to | |

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| 9 | Record keeping and information sharing | |
| | Essex Schools Infolink provides guidance on Information Governance: ESI/information governance | |
| 9.1 | There is a clear understanding by designated safeguarding leads of what information can and should be shared with other agencies. | |
| 9.2 | Child protection records are maintained in line with the school or college policies and local and statutory guidance | |
| 10 | Child Sexual Exploitation | |
| | The ESCB provides free access to a CSE online learning package, aimed at anyone working with children, young people and their families in Essex: ESCB/CSE on-line learning In addition the ESCB provides training for CSE Agency champions: ESCB/training | |
| 10.1 | There is a named CSE champion in place who is sufficiently trained to lead on CSE | |
| 10.2 | The CSE champion has undertaken ESCB CSE champion training | |
| 10.3 | All staff have been made aware of the signs of child sexual exploitation and know how to report concerns to the Designated Lead | |
| 10.4 | The school or college educates pupils and students around personal safety and safe relationships through the curriculum and other means. | |
| 11 | Prevention of Extremism and Radicalisation | |
| | As of July 2015, the Counter-Terrorism and Security Act (HMG, 2015) placed a new duty on schools and other education providers. Under section 26 of the Act, schools are required, in the exercise of their functions, to have “due | |

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| | regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty. Training presentations and on-line learning programmes are available on ESI: ESI/Level 2 training | |
| 11.1 | The designated safeguarding leads have attended WRAP or other PREVENT awareness training | |
| 11.2 | All staff have been made aware of PREVENT and CHANNEL by the Designated Safeguarding Lead | |
| 11.3 | The curriculum is broad and balanced, and promotes spiritual, moral, cultural, mental and physical development of pupils, and community cohesion | |
| 12 | Honour Based Abuse: Female Genital Mutilation (FGM), Forced Marriage | |
| | <p>Honour Based Abuse is a crime or incident committed in order to protect or defend the family or community 'honour'. Forced Marriage is a marriage in which one or both spouses do not (or, in the case of some adults with learning or physical disabilities, cannot) consent to the marriage and duress is involved.</p> <p>Further information and resources are available on ESI: ESI/Honour-based abuse</p> | |
| 12.1 | The Designated Safeguarding Lead is familiar with national FGM and Forced Marriage multi-agency practice guidelines | |
| 12.2 | Level 2 child protection training for all staff includes FGM, Forced Marriage and Honour Based Abuse | |