

SG1: Safeguarding Self-Assessment

School Name: Our Lady's Catholic Primary School

Completed by: Rob Meech, Principal

Date: 22nd May 2019

Signs of successful safeguarding arrangements	What it means in practice	Yes	No	In progress	Evidence
Do children and learners feel protected and safe?	<ul style="list-style-type: none"> Those who are able to communicate know how to complain, and understand the process for doing so 	Yes			Parent questionnaire May 2018. OFSTED Report January 2017. Bullying Records
Are there effective safeguarding and staff behaviour policies that are well understood by everyone?	<ul style="list-style-type: none"> Safeguarding systems are explained to staff as part of their induction, including your child protection policy, staff code of conduct and the role of the designated safeguarding lead All staff receive appropriate child protection training which is regularly updated 	Yes			Given out at all staff, volunteer and student inductions. Copy of Policies are on the staffroom wall. See induction pack. Continue to monitor termly through CAST SG1, SG2, SG3 and SG4 Forms.
Are staff and other adults clear about procedures where they are concerned about the safety of a child?	<ul style="list-style-type: none"> Adults respond robustly and proactively to reduce the risk of harm or actual harm Adults know and understand the indicators that may suggest that a child or young person is suffering, or is at risk of suffering, abuse, neglect or harm 	Yes			Highlighted at induction and on the staffroom wall. Whole school staff Safeguarding Training 15/11/18 and repeated annually.

	<ul style="list-style-type: none"> • Adults take the appropriate and necessary action in accordance with local procedures and statutory guidance • Staff members take the attitude of 'it could happen here' where safeguarding is concerned • Headteacher and all staff members receive child protection training which is updated regularly • Teachers report all known cases of female genital mutilation (FGM) to the police 				<p>Employees and volunteers that missed the whole school safeguarding training have completed a Group 2 Intro to Safeguarding Children e-learning course.</p> <p>Regular safeguarding case studies discussed at staff meetings.</p>
Is there a designated safeguarding lead?	<ul style="list-style-type: none"> • The designated safeguarding lead is a member of the leadership team • The role is made explicit in the role holder's job description • The role-holder has the authority, time, funding and training to provide advice to other staff on child welfare matters and to take part in inter-agency meetings where necessary • There is always cover for this role • The role-holder undergoes updated child protection training every two years and attends termly forums. 	Yes			<p>Principal</p> <p>See job description</p> <p>See training records</p> <p>SENCO, Assistant Principal and Nursery Manager are all Deputy Safeguarding leads.</p> <p>Training certificates in personnel files.</p>
Can children identify a trusted adult with whom	<ul style="list-style-type: none"> • Learners report that adults listen to them and take their concerns seriously 	Yes			Pupil questionnaires.

<p>they can talk to about any concerns?</p>	<ul style="list-style-type: none"> • Where children are at risk, a trusted adult helps to keep them safe • A key person system helps babies and very young children to form strong attachments with adults 				
<p>Are written records made in a timely way and stored securely? Are they shared appropriately?</p>	<ul style="list-style-type: none"> • Any child protection/safeguarding concerns are shared with the relevant agency immediately, and the referral is recorded • Any agreed action following a referral has been taken promptly • Parents are made aware of any concerns except where this would increase the risk of actual harm to a child • There is a written plan with agreed procedures to protect a child 	<p>Yes</p>		<p>RM to do refresher training for use of CPOMs.</p>	<p>Use of CPOMs in school</p> <p>See child protection/child in need and TAC minutes from meetings.</p> <p>See MASH referrals.</p> <p>Child protection plans where appropriate in safeguarding folders.</p>
<p>Are procedures in place to respond if children go missing from school?</p>	<ul style="list-style-type: none"> • Risks are well understood and their impact is minimised – they are shared with relevant agency • Staff know and implement local procedures for children who go missing from home/education • There is a procedure in place in case of children going missing from the setting • Comprehensive records are held and shared between the relevant agencies in these instances 	<p>Yes</p>			<p>See absence reporting process CME1 Form. March 2018.</p> <p>Attendance and Punctuality Policy – November 2016.</p> <p>Key staff trained.</p> <p>See CPOMS</p>

<p>Is discrimination tackled in school?</p>	<ul style="list-style-type: none"> • Learners are protected from and can protect themselves from bullying, homophobic behaviour, racism, sexism and other forms of discrimination • Any discriminatory behaviours are challenged and support children to treat others with respect • The behaviour policy outlines measures to prevent bullying 	<p>Yes</p>			<p>See behaviour and anti-bullying policies.</p> <p>See CPOMS logs of any discriminatory behaviour.</p> <p>Key stage assemblies tackle these issues.</p>
<p>Are e-safety measures in place?</p>	<ul style="list-style-type: none"> • Adults understand that technology might be used to bully, groom , radicalise or abuse children and learners • Leaders oversee the safe use of technology and act immediately where there is a concern about a child's wellbeing 	<p>Yes</p>			<p>All staff, students, volunteers and pupils sign our Acceptable Use Agreement. The on-line safety policy is reviewed annually in October and approved by governors. Parents are regularly made aware of e-safety concerns through newsletter, parent mail and website. PSHE curriculum teaches e-safety. See e-safety records on CPOMS.</p>
<p>Is the Prevent duty implemented clearly?</p>	<ul style="list-style-type: none"> • Robust safeguarding policies are in place to identify pupils at risk and refer them to relevant authorities • Staff work in partnership with other local bodies and follow local authority inter-agency procedures • Staff are trained to identify pupils at risk of being drawn into terrorism, challenge extremist ideas and refer children to appropriate authorities where necessary 	<p>Yes</p>			<p>See CAST Safeguarding Policy and Keeping Children Safe in Education – September 2018 document.</p> <p>Majority of staff have undertaken PREVENT training using home office. This forms part of a staff member's induction.</p> <p>South West Grid for Learning manages this.</p>

	<ul style="list-style-type: none"> Internet filters are in place to block terrorist and extremist material 				
<p>Do children feel secure? Are staff supportive when children present risky behaviour?</p>	<ul style="list-style-type: none"> Babies and young children develop strong attachments with their key workers Staff provide clear boundaries about what is safe and acceptable behaviour 	Yes			<p>Over 2's in our nursery setting have a Barn A Buddy.</p> <p>Behaviour Policy.</p>
<p>Is positive behaviour consistently promoted?</p>	<ul style="list-style-type: none"> Effective de-escalation techniques are in place and specific to the individual needs of children Reasonable force is only used to protect the child and those around him/her All incidents are reviewed, recorded and monitored, and the views of the child are taken into account The use of restraint significantly reduces or ceases over time 	Yes			<p>See individual My Plans and Behaviour Plans.</p> <p>All staff trained in PIPS (Safe-holding) and will be offered an annual refresher for this.</p> <p>Incidents of safe-holding (team teach) are logged and stored in a locked cupboard and are recorded on CPOMS</p> <p>Records of logs are shared anonymously with governors in the Principal's Report.</p>
<p>Are there safer recruitment procedures in place?</p>	<ul style="list-style-type: none"> Written recruitment and selection policies and procedures are in place At least one person on any appointment panel has undertaken safer recruitment training Where individuals will be working in regulated activity, they do not begin work without an enhanced DBS certificate, including barred list information The person's right to work in UK is verified and further checks are made where he/she has lived outside the UK 	Yes			<p>See Recruitment Policy, Job Advertisements, Person Specification and Job Descriptions.</p> <p>Safer Recruitment training carried out by Principal and several governors.</p> <p>Safer recruitment trained governor always involved in the recruitment process.</p> <p>Single Central Record</p>

	<ul style="list-style-type: none"> • A prohibition order check is made for all new teachers • Professional qualifications are verified where appropriate • The single central record meets statutory requirements – dates of checks are recorded • Childcare disqualification checks are carried out for staff working in relevant settings 				<p>Copies of Passport and/or birth certificate are seen.</p> <p>Recorded on personnel file.</p> <p>Copies of certificates held on personnel files.</p> <p>See Single Central Record.</p> <p>Keeping Children Safe in Education – Disqualification Requirements forms signed at induction and filed in personnel files.</p>
Do staff receive training on protecting children?	<ul style="list-style-type: none"> • Staff receive regular supervision and support if they are working directly and regularly with at-risk children 	Yes			<p>TAs have regular opportunities to meet with SENCO. Behaviour support is offered through Babcock Behaviour Team. Regular training for TAs.</p>
Is the physical environment safe?	<ul style="list-style-type: none"> • Access to the school grounds is secure • Visitors to the school are checked and monitored as appropriate, for example, external speakers at school assemblies 	Yes Yes			<p>Gates are secured at 9am by the school Caretaker. Leaving only one point of entry (main reception) which is on a buzzer system via office staff.</p> <p>All visitors sign in and regular visitors are on the Single Central Record. Visitors are given the</p>

					'Information for Visitors on Safeguarding' leaflet.
Do all staff have a copy and understand the written procedures for managing allegations of harm to a child?	<ul style="list-style-type: none"> • Staff and volunteers feel able to raise concerns about poor or unsafe practice relating to safeguarding • Appropriate whistleblowing procedures are in place so that concerns can be raised with the management team • Staff are aware of other whistleblowing channels if they feel unable to raise an issue with their manager or where their concerns are not being addressed 	Yes			<p>Signed list in staffroom that staff have read and understand the Keeping Children Safe in Education document – September 2018. Signature list emailed to CAST 21/9/18.</p> <p>Every room in school has key safeguarding personnel photos. Note on back of all staff lanyards including LADO contact details.</p> <p>Whistleblowing Policy</p>