

Multi Agency Safeguarding Arrangements (MASA) Schools Safeguarding Audit Tool 2019/20

Name of School	St. Luke's Church of England School
Name of person completing the audit tool	Amanda Butler
Designation	Headteacher
Date completed	Autumn 2019
Name of head teacher & date of their sign off	Amanda Butler
Name of safeguarding governor & date of their sign off	Reverend Sally Lynch

Please return to clive.haines@achievingforchildren.org.uk by end of October 2019

The MASA will be reviewing all returns to identify patterns, themes and any further action that might need to be taken either at school or Board level. Therefore, the information provided may be shared with other schools and agencies but no individual school will be identified.

As this is a self-assessment – and accountability rests with your schools governing body – the MASA is not in a position to approve or sign-off individual completed checklists. **However please use your completed return to develop an action plan for your school's internal use.**

Section 1 – Policies and wider safeguarding

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
1. Policies and wider Safeguarding					
a. Does your school have:	✓				
i. A child protection policy/safeguarding policy and procedure in place that is reviewed annually, that follows statutory and local guidance and is freely available to parents?	✓			See relevant policies. Governor minutes available on website. ODST documents.	
ii. A wider suite of safeguarding guidance that are reviewed annually and available to parents to include:	✓				
▪ Health and safety	✓				
▪ Use of reasonable force	✓				
▪ Meeting the needs of pupils with medical conditions	✓				
▪ Intimate care	✓				
▪ First Aid	✓				
▪ Educational visits	✓				
▪ eSafety including use of internet and social media	✓				
▪ School security	✓				
▪ Bullying/Behaviour	✓				
▪ Harassment and discrimination	✓				
▪ Whistleblowing	✓				
iii. A staff behaviour policy (code of conduct)	✓				

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
b. Are all leaders, managers and governors familiar with “Keeping Children Safe in Education” 2019?	✓			Induction. All trained on basic awareness – annual.	
c. Have all staff been asked to read part one of “Keeping Children Safe in Education” and do you have a signed record of this? Including Annex A	✓			Induction. Trained on basic awareness. Annual.	
d. Is there evidence that staff are supported to have a good awareness of the signs that a child is being neglected or abused?	✓				
e. Are safeguarding policies adopted by the governing body implemented and followed by staff?	✓				
f. Does the head teacher or the designated safeguarding lead (DSL) report annually to the governing body on the effectiveness of safeguarding procedures?	✓			Fortnightly section on staff meeting. Discussed as part of Headteacher’s report 3 x year LGB.	
g. Does the governing body take effective and prompt action when deficiencies/weaknesses are identified?	✓				
h. Does the governing body monitor the culture of safeguarding through visits to the school?	✓			3 visits a year.	
i. Are staff and governors given the opportunity to discuss safeguarding matters on a regular basis? (i.e. staff meetings/ whole governing body meetings)	✓			Fortnightly staff meetings. INSET. LGB meetings.	

Section 2 – Leadership and management

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
2. Leadership and Management					
i. Designated Safeguarding Lead (DSL)					
a. Is there a senior member of the leadership team who has the role of DSL in their job description and who has received appropriate (initial and regular refresher) training?	✓				
b. Is there a named DSL deputy (or deputies) to ensure there is a DSL available at all times and trained at the same level as the senior DSL?	✓			4 staff.	
c. In addition to their formal training has the DSLs knowledge and skills been updated at regular intervals but at least annually or attend the RBWM DSL network/training meetings?	✓				
d. Is there a governor who holds a lead role for safeguarding and who has had appropriate training?	✓			Reverend Sally Lynch	
ii. Designated Teacher (DT)					
a. Is there a designated teacher (DT) to promote and support the education achievement of children in care (looked after children)?	✓				
b. Has the DT had the appropriate Level 2/3 safeguarding training?	✓				
c. Does the DT provided the DSL with details of the named social worker and virtual head for each child in care (looked after child)?	✓				

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
iii. Allegations					
a. Are there procedures in place for dealing with allegations (whistleblowing policy) against staff and do they follow both MASA procedures and DfE guidance?	✓				
b. Do you consult the Local Authority Designated Officer (LADO) prior to taking internal action?	✓				
c. Are there adequate records of action taken in respect of concerns about an individual member of staff in their confidential personnel file?	✓				
d. Have the governing body nominated a governor to liaise with the LADO for allegations against the head teacher and is this mentioned in your whistleblowing policy?	✓				
e. Is there a protocol for dealing with allegations against children and is this stated in your safeguarding policy?	✓				
iv. Curriculum					
a. Are safeguarding issues appropriately incorporated into the school curriculum?	✓			Central.	
b. Are pupils encouraged to adopt safe and responsible practices and deal sensibly with risk?	✓				
c. Do you differentiate information and advice given to vulnerable children and young people to reflect their needs?	✓				
d. Do pupils feel able to seek support if they feel unsafe and know when and where to get help?	✓				

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
e. Is an open culture where all pupils feel able to talk freely about their concerns believing that they will be listened to and valued promoted?	✓				
f. Are pupils educated on keeping themselves safe online?	✓			3 a year. Plus signed up to NOS scheme	
g. Does your school incorporate the British values through learning opportunities?	✓			Evidence in curriculum planning and through set days.	
v. Training					
a. Have the DSL and deputy/ies undertaken the required initial training and refresher training on a two year cycle and attend the termly Schools' DSL Network meetings?	✓				
b. Have all staff and other adults who work within the school undertaken appropriate safeguarding training during last three years and receive regular yearly updates?	✓				
c. Are all new staff, temporary staff and volunteers given induction which includes information on safeguarding procedures and their responsibilities as part of safer recruitment culture?	✓				
d. Is the safeguarding governor familiar with MASA and national guidance relating to safeguarding?	✓			Multi Agency Safeguarding arrangements.	
e. Have all members of the governing body attended safeguarding training and/or are aware of the roles and responsibility of the governing body?	✓				
f. Is all safeguarding training for staff /volunteers recorded and regularly monitored?	✓				

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
vi. Safer Recruitment					
a. Do you have a policy or procedures for safer recruitment and vetting in place and do they have follow "Keeping Children Safe in Education 2018"?	✓				
b. Do you ensure and evidence that at least one member of every appointment panel has undertaken training in safer recruitment?	✓				
c. Do you ensure that Enhanced DBS and Barred List checks are carried out on all individuals who meet the definition of Regulated Activity working in your school, and undertake and record a risk assessed approach on DBS checks for all others who work within school, particularly volunteers?	✓				
d. Is there evidence to show that all school governors are subject to an Enhanced DBS & section 128 check and for Independent Schools and Academies, a S128 prohibition check on all those in a management position?	✓				
e. Is there evidence that the school has obtained written confirmation from any agency, or third-party, they use that the organisation has carried out checks on any individual who has been working at the school or college?	✓				
f. Is there a Single Central Record (SCR) of itemised recruitment and vetting checks in place for staff and others, including volunteers, who are regularly in your school?	✓			Yes signed three times by LGB and HT SBM and 2 x governors	
• Identity checks carried out, when and by whom?	✓				

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
<ul style="list-style-type: none"> All staff and volunteers working in regulated activity either having a DBS check, Risk Assessment or having been checked against the Children's Barred List? 	✓			On SCR.	
<ul style="list-style-type: none"> Dates of all completed checks? 	✓				
<ul style="list-style-type: none"> Record of qualifications where a requirement of the job e.g. QTS? 	✓				
<ul style="list-style-type: none"> Evidence of Right to Work in the U.K.? 	✓				
<ul style="list-style-type: none"> Lived Abroad / Overseas Police check where applicable? 	✓				
<ul style="list-style-type: none"> A Section 128 check for management positions and maintained governors 	✓				
g. Does your Policy contain a cycle for updating staff DBS checks?	✓			Every 5 years.	
h. Do you have a rigours induction programme for all staff and volunteers?	✓				

Section 3 – Behaviour and safety

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
3. Behaviour and Safety					
a. Are staff aware of pupils who are persistently absent or missing and have they taken appropriate action, especially regarding the most vulnerable?	✓				

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
b. Can you demonstrate that action has been taken to ensure that all staff, governors and volunteers feel able to raise concerns about unsafe or poor safeguarding practice?	✓			Referred to in annual training.	
c. Are staff aware of indicators of specific safeguarding issues highlighted by the Keeping Children Safe in Education, including the duty to report?	✓				
• Child sexual exploitation	✓				
• Forced marriage	✓				
• Female genital mutilation	✓				
• Trafficked children	✓				
• Domestic Abuse	✓				
• Alcohol and Drug use	✓				
• Mental Health	✓				
• Faith abuse	✓				
• Fabricated and Induced Illness	✓				
• Private Fostering	✓				
• Gangs and youth violence	✓				
• Gender based violence	✓				
• Radicalisation	✓				
• eSafety	✓				
• Teenage relationship abuse	✓				
• Bullying	✓				

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
• inappropriate Sexual behaviour	✓				
d. Is the local authority notified of children removed from roll where confirmation has not been received that they have transferred into another school?	✓				
e. Is the local authority notified of children who have become home educated?	✓			Yes and written confirmation gained from family before taken off roll.	
f. Are reasonable force procedures and/or policy consistent with DfE guidance "Use of Reasonable Force in Schools"	✓				

Section 4 – Are pupils safe on site?

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
4. Are pupils safe on site?					
a. Are there adequate security arrangements for the grounds and buildings?	✓			Mentioned in every staff meeting	
b. Is there a statement to ensure that chemicals and toxic substances are stored securely and included in your Health and Safety Policy?	✓				
c. Are visitors or volunteers or those using premises monitored during the school day?	✓				
d. Is assurance sought in writing from users of the premises that they have appropriate policies (vetting, health and safety, insurance) in place to safeguard children?	✓				

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
e. Is there a policy or procedure in place for ensuring that visitors to the school are suitable and checked and monitored as appropriate (for example, external speakers at school assemblies)?	✓				
f. Do you currently make use of the school nurse service?	✓				

Section 5 – Interagency working

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
5. Interagency Working					
a. Are you working with the Early Help to provide timely intervention?	✓				
b. Are there effective and prompt systems in place for referring safeguarding concerns about pupils to relevant agencies?	✓				
c. Is the DSL allocated sufficient time and resources to discharge their responsibilities, including taking part in inter-agency assessments and meetings? E.g. CP Conference, Core Groups?	✓				
d. Do you have a robust system for tracking Child Protection cases?	✓				
e. Is the DSL aware of children in school who are or who may be living in a private fostering arrangement and do they know who and how to notify of any such arrangements?	✓			Best of knowledge	

Section 6 – Reporting and recording

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
6. Reporting and recording					
a. Are child protection (CP) records stored securely and separately from pupil records?	✓			Locked in headteacher office.	
b. Are the records of good quality and up to date; and do they indicate any action that has been taken/considered?	✓				
c. Is information shared with the governing body for monitoring purposes at least annually?	✓			Headteacher – 3 x year	
d. Where pupils have left, has the CP record been copied and transferred separately from the main pupil file? Has a receipt of transfer been retained?	✓				
e. Are staff confident about reporting CP concerns and know what action to take if their concerns are not acted on appropriately	✓				
f. Does your school encourage a clear culture of open communication between pupils, staff, parents and other adults working with children?	✓				

Section 7 – Keeping pupils safe outside normal provision

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
7. Keeping pupils safe outside normal provision					
a. Are appropriate arrangements in place to safeguard children who take part in, or are affected by, extended services and other activities outside normal school hours and/or off site?	✓			DBS check made regarding clubs	
b. Are appropriate safeguarding arrangements in place for those on work based learning, work experience and educational visits, where relevant?	✓			Induction and checks	
c. Where relevant, are safeguarding arrangements in place for those children who stay with host families / other settings (for example, as part of exchange visits or sports tours)?					N/A

Any additional comments, queries or information: