



Windsor and Maidenhead  
**LOCAL SAFEGUARDING  
CHILDREN BOARD**

## Schools Safeguarding Audit Tool 2018

<b>Name of School</b>	St. Luke's Church of England School
<b>Name of person completing the audit tool</b>	Amanda Hough
<b>Designation</b>	Headteacher
<b>Date completed</b>	Sept 2018
<b>Name of head teacher &amp; date of their sign off</b>	Amanda Hough
<b>Name of safeguarding governor &amp; date of their sign off</b>	Reverend Sally Lynch

**Please return to [lscb@rbwm.gov.uk](mailto:lscb@rbwm.gov.uk) by Friday 28<sup>th</sup> September 2018**

The LSCB 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 LSCB 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
<b>1. Policies and wider Safeguarding</b>					
a. Does your school have:					
i. A child protection 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	✓				
▪ Harassment and discrimination					
▪ Whistleblowing	✓				

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
iii. A staff behaviour policy (code of conduct)	✓				
b. Are all leaders, managers and governors familiar with "Keeping Children Safe in Education" 2016?	✓			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?	✓			Induction. Trained on basic awareness. Annual	
d. Are safeguarding policies adopted by the governing body implemented and followed by staff?	✓				
e. 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.	
f. Does the governing body take effective and prompt action when deficiencies/weaknesses are identified?	✓			Governor meetings. Safeguarding review.	
g. Does the governing body monitor the culture of safeguarding through visits to the school?	✓			3 x a year	
h. 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
<b>2. Leadership and Management</b>					
<b>i. Designated Safeguarding Lead (DSL)</b>					
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?	✓			Head and 2 SLT.	
b. Is there a named DSL deputy (or deputies) to ensure there is a DSL available at all times	✓			Two staff.	
c. Is there a governor who holds a lead role for safeguarding and who has had appropriate training?	✓			Local Reverend	
<b>ii. Designated Teacher (DT)</b>					
a. Is there a designated teacher (DT) to promote and support the education achievement of children in care (looked after children)?	✓			Headteacher	
b. Has the DT had the appropriate Level 2/3 safeguarding training?	✓			Last trained July 2017	
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	
<b>iii. Allegations</b>					
a. Are there procedures in place for dealing with allegations (whistleblowing policy) against staff and do they follow both LSCB procedures and DfE guidance?	✓				
b. Do you consult the Local Authority Designated Officer (LADO) prior to taking internal action?	✓				

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
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?	✓			Governor liaises regularly with DSL and DT. Procedures in place.	
e. Is there a protocol for dealing with allegations against children and is this stated in your safeguarding policy?	✓				
<b>iv. Curriculum</b>					
a. Are safeguarding issues appropriately incorporated into the school curriculum?	✓			Central to our organisation.	
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?	✓			Regular focus in school.	
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	
g. Does your school incorporate the British values through learning opportunities?	✓			Evidenced in curriculum planning and through set days	

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
<b>v. Training</b>					
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?	✓			All up to date	
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?	✓			Regular Induction. All trained on basic level 1. Records kept. Including quiz.	
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?	✓			Yes all have personal induction	
d. Is the safeguarding governor familiar with LSCB and national guidance relating to safeguarding?	✓				
e. Have all members of the governing body attended safeguarding training and/or are aware of the roles and responsibility of the governing body?	✓			In school or online	
f. Is all safeguarding training for staff /volunteers recorded and regularly monitored?	✓			Yes whole school records.	
<b>vi. Safer Recruitment</b>					
a. Do you have procedures for safer recruitment and vetting in place and do they have follow "Keeping Children Safe in Education 2016"?	✓			Yes three x SLT SBM and 2 x Governors	
b. Is every interview conducted by at least two people (one of whom who has undertaken safer recruitment training)?	✓			Above all trained.	

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
c. Are you compliant with the “Disqualification under the Childcare Act 2006” guidance (DfE 2015) and is this recorded in the Single Central Record?	✓				
d. Is there a Single Central Record in place? Does it include:	✓			Checked by DSC/ Headteacher and safeguarding Governor.	
• Identity checks carried out, when and by whom?	✓				
• 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?	✓			All checked, recorded on SCR.	
• All staff appointed on or after 01/03/02, who come into regular contact with or have unsupervised access to children, and who have had a break in continuous service of more than 3 months immediately prior to appointment have a DBS check ?	✓				
• A NCTL Prohibition check undertaken for all teaching staff?	✓				
• Written confirmation from supply agency, where relevant, that all the appropriate checks that the school would otherwise perform have been carried out and are satisfactory?	✓			Yes, it’s always included in the booking confirmation on email from the agencies – they have slightly different formats but the info is always included.	
• Dates of all completed checks?	✓			Checked at least 6 times a year	
• Record of qualifications where a requirement of the job e.g. QTS?	✓				
• Evidence of Right to Work in the U.K.?	✓				

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
• Lived Abroad / Overseas Police check where applicable?	✓				
• A Section 128 check (Academy schools only) for management positions	✓				
e. Does your Policy contain a cycle for updating staff DBS checks?	✓			Every 5 years	

### Section 3 – Behaviour and safety

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
<b>3. Behaviour and Safety</b>					
a. Are staff aware of pupils who are persistently absent or missing and have they taken appropriate action, especially regarding the most vulnerable?	✓			Yes reports made ref missing in education	
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?	✓			Yes referred to in annual training Whistleblowing	
c. Are staff aware of indicators of specific safeguarding issues highlighted by the Keeping Children Safe in Education, including the duty to report?	✓			Induction and Annual training for those new. Refresher training annually. Last training 4.9.18	
• Child sexual exploitation	✓			Annual	
• Forced marriage	✓			Annual	
• Female genital mutilation	✓			Summer 2017 training for all	

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
• 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	✓			Last training Sept 2017	
• eSafety	✓			Annual follow up each summer prior to holidays – 3 sessions each year.	
• Teenage relationship abuse	✓				Primary Focus
• Bullying	✓			Positive behaviour week Regularly revisited with pupils and staff	
• 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?	✓			School advises EWO and Missing Chn Lead Children only removed once confirmation received.	

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
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"	✓			10 Staff trained in Team Tech In school policies	

#### Section 4 – Are pupils safe on site?

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
<b>4. Are pupils safe on site?</b>					
a. Are there adequate security arrangements for the grounds and buildings?	✓			Mentioned in every staff mtg LGB monitor with H&S lead 3 a year	
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?	✓				
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)?	✓				

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
f. Do you currently make use of the school nurse service?	✓			Yes as required	

### Section 5 – Interagency working

	Yes	No	In Part	If Yes, please give evidence	If No/In part, please give next steps
<b>5. Interagency Working</b>					
a. Are you working with the Early Help to provide timely intervention?	✓			Referrals made to EHH or MASH Leads meet with other agencies	
b. Are there effective and prompt systems in place for referring safeguarding concerns about pupils to relevant agencies?	✓			As above	
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?	✓			Yes and mtgs held each mini term	
d. Do you have a robust system for tracking Child Protection cases?	✓			Yes DSL & DDSL also meet every half term – minimum	
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?	✓			To 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
<b>6. Reporting and recording</b>					
a. Are child protection (CP) records stored securely and separately from pupil records?	✓			Locked in Headteacher's 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 report. 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?	✓			Sealed envelope. YES RECEIPTS KEPT	
e. Are staff confident about reporting CP concerns and know what action to take if their concerns are not acted on appropriately	✓			Yes regularly reviewed	
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
<b>7. Keeping pupils safe outside normal provision</b>					
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 checks made re clubs on site	
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:

Thank you for completing this audit – we hope you will find it useful within your school.  
Please return to [lscb@rbwm.gov.uk](mailto:lscb@rbwm.gov.uk) by Friday 28<sup>th</sup> September 2018