



Windsor and Maidenhead  
**LOCAL SAFEGUARDING  
CHILDREN BOARD**



## Schools Safeguarding Audit Tool 2016

<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 2017
<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) – sent Sept 2017

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.

	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.	
ii. A wider suite of safeguarding guidance 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	✓				
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.	
c. Have all staff been asked to read the summary of “Keeping Children Safe in Education” and do you have a	✓			Induction. Trained on basic awareness.	

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signed record of this?					
d. Are 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. 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.	
<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?	✓			Head and 2 SLT.	
b. Is there a named deputy (or deputies) to cover the DSL in their absence?	✓			Two staff	
<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. Has the DT provided the DSL with details of the named social worker and virtual head for each child in care (looked after child)?	✓			Yes	

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<b>iii. Allegations</b>					
a. Are there procedures in place for dealing with allegations against staff and do they follow LSCB 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	✓			Governor liaises regularly with DSL and DT. Procedures in place	
e. Is there a protocol for dealing with allegations against children?	✓				
<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?	✓				

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<b>v. Training</b>					
a. Have the DSL and deputy(ies) undertaken the required initial training and refresher training on a two year cycle?	✓				
b. Have all staff and other adults who work within the school undertaken appropriate training during last three years?	✓			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?	✓				
d. Is the child protection / safeguarding governor familiar with LSCB and national guidance relating to safeguarding?	✓				
e. Has a member 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 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 2015"?	✓			Yes three x SLT SBM and 2 x Governors	
b. Is every interview conducted by at least two people?	✓			Above all trained	
c. Are you compliant with the "Disqualification under the Childcare Act 2006" guidance (DfE 2015)?	✓				
d. Is there a Single Central Record in place? Does it include:	✓			Checked by DSC/ Headteacher and safeguarding Governor.	

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<ul style="list-style-type: none"> <li>Identity checks carried out, when and by whom?</li> </ul>	✓				
<ul style="list-style-type: none"> <li>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?</li> </ul>	✓			All checked, recorded on SCR.	
<ul style="list-style-type: none"> <li>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 ?</li> </ul>	✓				
<ul style="list-style-type: none"> <li>A NCTL Prohibition check undertaken for all teaching staff?</li> </ul>	✓				
<ul style="list-style-type: none"> <li>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?</li> </ul>	✓			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	
<ul style="list-style-type: none"> <li>Dates of all completed checks?</li> </ul>	✓				
<ul style="list-style-type: none"> <li>Record of qualifications where a requirement of the job e.g. QTS?</li> </ul>	✓				
<ul style="list-style-type: none"> <li>Evidence of Right to Work in the U.K.?</li> </ul>	✓				
<ul style="list-style-type: none"> <li>Lived Abroad / Overseas Police check where applicable?</li> </ul>	✓				
<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?	✓				
b. Can you demonstrate that action has been taken to ensure that all staff and volunteers feel able to raise	✓				

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concerns about unsafe or poor safeguarding practice?					
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	
• 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	✓			Last training Sept 2017	
• eSafety	✓			Annual follow up each summer prior to holidays – 2 sessions each year	
• Teenage relationship abuse	✓				Primary Focus
• Bullying	✓				
• inappropriate Sexual behaviour	✓				
d. Is the local authority notified of children removed from roll where confirmation has not been received that they	✓			School advises EWO and Missing Chn Lead Children only removed once	

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have transferred into another school?				confirmation received.	
e. Are reasonable force procedures and/or policy consistent with DfE guidance "Use of Reasonable Force in Schools" (July 2013)	✓			10 Staff trained in Team Teach In school policies	
f. Does your Policy contain a cycle for updating staff DBS checks?	✓			Every 3-5 years	
<b>4. Are pupils safe on site?</b>					
a. Are there adequate security arrangements for the grounds and buildings?	✓				
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. Do you currently make use of the school nurse service?	✓				
<b>5. Interagency Working</b>					
a. Are you working with the Early Help Hub 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	✓				

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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?	✓			To best of knowledge	
<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	
d. Where pupils have left, has the CP record been copied and transferred separately from the main pupil file?	✓			Sealed envelope	
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?	✓				
<b>7. Keeping pupils safe outside of 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?	✓			DBS checks made re clubs on site	

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b. Are appropriate safeguarding arrangements in place for those on work based learning, work experience and educational visits, where relevant?	✓			Induction and checks	

**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 Sept 2017