



Safeguarding Audit – June 2017



# Safeguarding & Child Protection Annual Audit June 2017

Completed by: James Rourke (Headteacher)

This element has not been completed

This element is partially completed of  
is in the process of being improved

Lord Deramore's is fully compliant  
with this element

*To be completed annually in the summer term and reviewed by governors*



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## ELEMENT 1: Child Protection - Safety and Security

Requirement	RAG	Commentary / Next Steps
The school has a written Child Protection Policy.	✓	We have recently reviewed and updated our child protection policy, reflecting new government legislation, changes to local contact details of key agencies and professionals and recent changes to named leaders within school (May 2017). Policies available on school website: <a href="http://lordderamores.com/about-us/key-information/safeguarding">http://lordderamores.com/about-us/key-information/safeguarding</a>
There is a named designated safeguarding lead who champions safeguarding throughout the school and who has a nominated deputy designated safeguarding lead. All staff working in school should know who the designated safeguarding lead and deputy are.	✓	Key safeguarding contacts are displayed throughout school and are fully explained at staff/volunteer/student induction meetings when adults within school are informed of all safeguarding and code of conduct protocols. Key contact details, including for external professionals, are also available on our school website 'Safeguarding' section.  Our key contacts within school are: <ul style="list-style-type: none"> <li>• Lead: <b>James Rourke</b> (Headteacher)</li> <li>• Deputy: <b>Mark Richards</b> (Upper KS2 Leader)</li> <li>• Governor: <b>Sue Perutz</b> (Community Governor)</li> </ul>
The school has policies and procedures in place for safe recruitment.	✓	Our Child Protection Policy includes policy and procedure for safer recruitment.  Key personnel and governors have completed advanced Safer Recruitment training. These people are: <ul style="list-style-type: none"> <li>• <b>James Rourke</b> (Headteacher) – September 2015</li> <li>• <b>Jenny Scholes</b> (Business Manager) – January 2016</li> <li>• <b>Verna Campbell</b> (Governor - Chair of Staffing Committee) – December 2016</li> </ul> At least one person with this training is involved in all recruitment processes.
The school keeps a single central record of all staff checks, including supply and agency staff.	✓	Our electronic (and securely stored) Single Central Record is regularly edited to include any new adults working at Lord Deramore's Primary School. <b>Amanda Nicholson</b> (Office Manager) carries out all statutory checks, including: <ul style="list-style-type: none"> <li>• DBS checks</li> <li>• Satisfactory referencing (minimum of two references)</li> <li>• Disqualification by association checks</li> </ul>



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		<ul style="list-style-type: none"> <li>• NCTL teacher checks (and checking support staff against banned lists)</li> <li>• Right to Work in UK checks</li> <li>• Qualification evidence checks</li> <li>• Personal ID and address checks</li> </ul> <p>All checking processes are supervised by Jenny Scholes (School Business Manager). Historical SCR are printed, signed and stored both securely on the server and within the school safe. DBS checks for supply staff (carried out by Work with York) are stored for at least the past two years.</p> <p>The SCR is reviewed half termly by <b>James Rourke</b> (Headteacher) and termly by <b>Sue Perutz</b> (Safeguarding Governor). Records of these regular checks are stored in school.</p>
All incidents, allegations and complaints are recorded.	✓	Staff record any incidents relating to behaviour or safeguarding using the school's incident proforma. Complaints are also logged. Records are securely stored in the headteacher's office.
The school has procedures for managing allegations of abuse by staff that complies with LSCB interagency procedures and is disseminated to all staff and governors.	✓	Full details of allegations made against staff are in the Child Protection Policy. We have recently updated contact details of the new LADO for City of York Council. The new LADO is: <b>Hannah Munro</b>  01904 551783 <a href="mailto:lado@york.gcsx.gov.uk">lado@york.gcsx.gov.uk</a>
The school has procedures in place to address safeguarding and child protection issues outside of school which assess risk and manages pupil safety prior to and during off site activities, school trips and school journeys.	✓	All activities which take place outside of school are risk assessed using the City of York Council Evolve risk assessment system. All educational visits are risk assessed and approved by <b>Amanda Nicholson</b> and <b>James Rourke</b> . Any educational visits classed as adventurous (including water) or residential are externally approved by John Stokes (CYC Educational Visits Coordinator – Tel. <b>01904 554509/07799094971</b> ). All future and past educational visit risk assessments are electronically archived on Evolve. Staff receive update training on risk assessing educational visits every three years. Support and guidance is provided for new members of staff.
The school has a work experience policy and procedures, which complies with national and local	<b>NA</b>	Work experience does not take place for our pupils but we do comply with secondary schools' policies when accepting work experience students.



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guidance and is regularly reviewed and updated.		
The school has a policy and process for recording and storing information about child protection concerns, including allegations, disclosures, decisions and actions. Records are up to date, distinguish between fact, opinion and hearsay and are maintained in accordance with data protection principles.	✓	<p>Details of how we record concerns, allegations, disclosures, decisions and actions are in our Child Protection Policy.</p> <p>All staff are aware of how to record concerns and what to do with them. This forms part of safeguarding induction for any new member of staff / adult within school.</p> <p>Records are given direct to <b>James Rourke</b> (Headteacher – Safeguarding Lead) or <b>Mark Richards</b> (UKS2 Leader - Deputy Safeguarding Lead) for action.</p> <p>SLT meet each Wednesday lunchtime and discuss any pupils with recent 'niggles' or concerns. The SLT comprises of <b>James Rourke</b> (Headteacher), <b>Mark Richards</b> (UKS2 Leader), <b>Suzie McKenna</b> (LKS2 Leader), <b>Mary McCormack</b> (KS1 Leader), <b>Rachel Carr</b> (EYFS Leader), <b>Jane Hitchon</b> (SENCO).</p>
The school has a clear system for communicating concerns and a model for open communication between children, teachers, parents and other adults working with children.	✓	The school informs parents and carers of all concerns unless there is a clear risk of further harm towards a child. Communication with parents is recorded on incident forms.
The school has clear e-safety policy which applies to onsite and offsite activity which covers acceptable use and the areas of risk to pupils on line. The policy is reviewed regularly to take account of new technologies.	Policy review required	The school currently has three ICT internet policies (two for pupils - KS1 and KS2 - and one for adults and staff). School should look at reviewing and combining these policies, especially in light of emerging technologies ( <b>to action before October 2017</b> ). Acceptable Internet and computer use is also listed within the staff code of conduct (reviewed <b>June 2016</b> ) and adults must sign to say that they accept the principles outlined.
The school has an anti-bullying policy and measures in place to prevent and respond to all forms of bullying.	✓	This has recently been updated ( <b>March 2017</b> ) and shared with pupils and staff. It is available on the school website for parents/carers.
The school is aware of FGM, understands that it is a form of child abuse and knows that there is a	✓	All staff and governors are aware of the warning signs of FGM. The designated lead, <b>James Rourke</b> (Headteacher), completed the Home Office <i>Female Genital Mutilation: Recognising and Preventing FGM</i> online course in <b>May 2017</b> . Because of our








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legal duty to report known cases of FGM to the police.	Further training possible	multicultural school community, we are recommending that all members of the SLT should also complete this online course <b>to action before October 2017</b> . <a href="https://fgmelearning.co.uk/">https://fgmelearning.co.uk/</a>
The school or college is aware of fabricated / induced illness (FI) and understands that it is a form of child abuse.	Further training required	Staff are aware of this but it is not as well understood as other aspects of potential safeguarding risks. FI to be introduced and explored in more details with staff during a safeguarding training session <b>to take place before October 2017</b> . <a href="http://www.nhs.uk/Conditions/Fabricated-or-induced-illness/Pages/Introduction.aspx">http://www.nhs.uk/Conditions/Fabricated-or-induced-illness/Pages/Introduction.aspx</a>
The school or college is aware of child trafficking and understands that it is a form of child abuse.	Further training required	Staff are aware of this but it is not as well understood as other aspects of potential safeguarding risks. Child trafficking to be introduced and explored in more details with staff during a safeguarding training session <b>to take place before October 2017</b> .
The school or college is aware of the impact on children of living in families experiencing difficulties relating to mental ill-health and/or substance misuse and/or domestic violence and knows that the child/ren might experience abuse or neglect as a result of these difficulties.	✓	All staff and governors have completed online safeguard awareness training which explored the risks associated with these issues. All certificates are stored within school and successful completion of the course is required as part of induction.  <a href="http://elearning.safeguardingchildren.co.uk/sign-in.php">http://elearning.safeguardingchildren.co.uk/sign-in.php</a>
The school is aware of the harm to children that can be caused by practices linked to culture, faith and beliefs, and are able to recognise risk factors and know how to act on concerns.	✓	All staff and governors have completed online Prevent Duty awareness training. They are aware of the Channel process and how to report concerns regarding radicalisation to the designated lead. All certificates are stored within school and successful completion of the course is required as part of induction. <b>James Rourke</b> (Headteacher) has also completed WRAP training ( <b>October 2016</b> ) led by City of York Council WDU.  <a href="http://course.ncalt.com/Channel_General_Awareness/01/index.html">http://course.ncalt.com/Channel_General_Awareness/01/index.html</a>
The school or college is aware of the need to respond to concerns relating to forced marriage and understands that it is illegal, a form of child abuse and a breach of children's rights.	Further training required	Staff are aware of this but it is not as well understood as other aspects of potential safeguarding risks. Forced marriage risks to be introduced and explored in more details with staff during a safeguarding training session <b>to take place before October 2017</b> .



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## ELEMENT 2: Pupil Behaviour and Emotional Health and Wellbeing

Requirement	RAG	Commentary / Next Steps
The school ethos means that children feel secure, their views are valued and they are encouraged to talk and are listened to.	 Some changes needed	School ethos and values regularly referred to in class and whole-school assemblies. Emotional Literacy Support Assistant work takes place for those pupils identified with SEMH needs. A South Schools' emotional well-being worker works with named children each Thursday. A 'worry box' is to be introduced in the new school building – <b>to action before October 2017</b> . School values and culture to be <b>revisited Summer 2017/Autumn 2017</b> due to new headteacher starting.
Pupil induction contains information on safeguarding.	 Some changes needed	All pupils fully aware of staff who they can talk to. Safeguarding information given to new parents/starters. A communal display board to be created by <b>October 2017</b> , entitled <i>Keeping Safe</i> – to showcase and inform children about the variety of work the school does in order to keep them safe (inc. NSPCC links and workshops).
The school has a proactive accessible and confidential pastoral/welfare support system for all its pupils where pupils can go for information help and advice.		Children know who to talk to if they have any problems. They have many opportunities to speak with adults within school and receive support when necessary. Key school personnel (aside from children's normal class teachers and support staff) are: <ul style="list-style-type: none"> <li>• SENDCO: <b>Jane Hitchon</b></li> <li>• Emotional Literacy Support Assistant: <b>Annette Lee</b> (UKS2 Teaching Assistant)</li> <li>• South Schools Emotional Well-being Worker (every Thursday): <b>Sharon Davies</b></li> </ul>
The school ensures that all pupils, including those with communication difficulties, are supported effectively to participate and that children have the opportunity to raise concerns and make complaints and that their views are listened to, taken seriously and responded to appropriately.		Pupils are involved in the decision making of the school. The student council plays a proactive role in decision made by the school. The teacher in charge of the Student Council is <b>Ann Pye</b> (Year 1 Teacher). A key function of the student council is to give pupils an opportunity to voice concerns or make suggestions about school improvement.
The school promotes safe relationships and personal resilience in pupils and pupils know that bullying is not		Through the PSCH curriculum, whole-school assemblies and general ethos of the school, the principles of anti-bullying are promoted. The school has a published anti-bullying policy (approved <b>March 2017</b> ). Plans are in place to take part in <b>anti-bullying week in November 2017</b> .



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acceptable. The school helps pupils to keep themselves and others safe.		
The school promotes pupils' personal safety and safe relationships in and out of school, and promotes a code of conduct/behaviour policy for pupils that promotes respect and safe relationships.	✓	A 'Positive Behaviour' policy has been reviewed and implemented ( <b>June 2016</b> ). Within individual classes, code of conduct / agreements are displayed with children signing up to the principles of the school's rules. <b>Suzie McKenna</b> (LKS2 Leader) is the lead teacher for the behaviour policy within school. Half-termly behaviour assemblies take place in which any pupils with 'wrong choices' recorded in the previous half term have their records 'wiped clean' and the behaviour policy re-visited.
The school recognises that some children adopt challenging behaviour and in some cases, abusive/disruptive behaviour as a result of abuse.	✓	SENDCO ( <b>Jane Hitchon</b> ) manages provision for SEND / SEMH needs in school. CPD training is in place when the need arises based on pupils entering school with such behaviours.
The school's policy on the use of reasonable force to control or restrain pupils complies with statutory requirements and national guidance which is disseminated through training to all staff.	✓ Further action possible	Physical Handling of Pupils is covered within our Child Protection and Positive Behaviour policies. Several staff have completed 'Team Teach' safe restraint training. We have three members of staff signed up to attend refresher training in <b>July 2017</b> via Danesgate, our enhanced resource provision school for pupils with SEMH and behavioural needs. School needs to look into whether an Intimate Care / Physical Handling policy is required.
Where relevant, the school has a policy for the intimate care of pupils.	Policy required	Although the school does not currently have pupils who require intimate care, a policy does need to be drawn up or aspects included within the Staff Code of Conduct. This needs to be completed before the <b>end of the summer term 2017</b> .



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### **ELEMENT 3: Working with Parents and Multiagency Working**

Requirement	RAG	Commentary / Next Steps
The school effectively contributes to local child protection interagency processes including attending multi agency meetings (child protection). The school has an open and positive relationship with the local authority, including the designated officer for the local authority (previously known as LADO) and children's social care.	✓	<p>The Designated Lead (<b>Mr James Rourke</b>, Headteacher) attends all safeguarding updates held by the local authority.</p> <p>Policy and key safeguarding contacts have been updated within Child Protection policy to reflect new LADO arrangements within City of York Council.</p> <p>A safeguarding external audit has been commissioned with Caroline Williamson for Monday 12<sup>th</sup> June 2017.</p> <p>FEHA and CIN reviews are led by <b>Mr James Rourke</b>, supported by <b>Kerry Gregory</b> and <b>Gemma Wilson</b> (Local Area Support Practitioners – East Local team).</p>
The school works with parents to build an understanding of the school's safeguarding responsibilities and has excellent communication with parents and carers, working together in the best interest for the child.	✓	<p>Key safeguarding contacts are shared on the school website and Twitter page.</p> <p>Safeguarding policies and information are also readily available to all parents.</p> <p>School staff work in close partnership with parents and carers. Any 'niggles' or safeguarding concerns are shared with parents (so long as there is no potential risk of future or further harm). Parental communication is logged on any incident forms.</p>
The designated safeguarding lead is aware of children in school who are or who may be living in a private fostering arrangement.	✓	<p>Weekly SLT (Senior Leadership Team) meetings take place each Wednesday, in which any 'niggle' or non-immediate concerns are shared openly with senior leaders. Pupils in receipt of FEHA, CIN plans or those who are in local authority care are always discussed with weekly updates taking place.</p>





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## ELEMENT 4: Staff and Governance

Requirement	RAG	Commentary / Next Steps
The Governing Body has basic child protection training to ensure they have the knowledge and information needed to understand their responsibilities.	Further action needed	The majority of governing body members have completed Basic Awareness in Child Protection online training and attended an internal Keeping Children Safe in Education training session, delivered by the City of York Council safeguarding officer, Caroline Williamson on 19.07.16. One governor has undergone Safer Recruitment training to assist in making new staff appointments ( <b>Verna Campbell</b> ) in December 2016. <b>New governors recently appointed will need to complete the online training asap.</b>
Staff are confident about reporting child protection concerns and know what action to take if their concerns are not acted upon appropriately by the designated safeguarding lead or headteacher.	✓	Termly safeguarding updates take place for all staff. Key safeguarding contacts are displayed throughout school. Staff annually read and sign our Child Protection Policy and procedures. Staff and parents have the contact details of our safeguarding governor and also the City of York Council 'Front Door' children's services department.
All staff and volunteers feel able to raise concerns about poor or unsafe practice.	Further action needed	Although there is a culture within school of staff and volunteers being able to flag up concerns regarding pupils' safety and wellbeing, there is no formal Whistleblowing policy available on the school website and staff rooms. <b>City of York Council Whistleblowing policy to be added to school website and circulated amongst staff.</b>
Child protection and safeguarding training address the needs of the whole school (including the designated safeguarding lead).	✓	A Safeguarding CPD log is stored and regularly evaluated. Termly safeguard update training takes place for all staff. The designated safeguarding lead attends all update training.