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| 1 |  | **Management & Staffing Arrangements** |
| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 1.1 | **There is a Designated Governor for Safeguarding** | KCSIE 2016Ofsted | Named in Safeguarding Policy |  |  |
| 1.2 | **There is an identified Designated Lead for Safeguarding (DSL)****There is an identified Designated Teacher for Children Looked After**  | KCSIE 2016Working TogetherOfsted | Named in Safeguarding Policy, Staffroom / other public place (e.g. photographs in main reception area) |  |  |

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| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 1.3 | **The DSL should be:*** **A member of the Senior Leadership Team**
* **Fully trained to NCSCB standards**
* **Accessing updates through DSL Network Meetings / DSL support network including ADSL’s**
 | OfstedWorking Together | Staffing organisation and structure evidences this.Feedback regarding attendance at Network Meetings  |  |  |
| 1.4 | **DSL takes lead responsibility for safeguarding cases within school** | KCSIE 2016Working Together | Named in policyRecords, attendance at case conferences, relevant minutes, whole staff briefings |  |  |

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| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 1.5 | **DSL provides advice and support to staff. Staff understand the role of the DSL.** | KCSIE 2016 | Staff meetings / briefings |  |  |
| 1.6 | **DSLs liaises with LA and other agencies** | Working Together | Records, case conferences minutes, attendance at multi agency meetings |  |  |

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| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 1.7 | **DSL assures safeguarding arrangements for educational visits including risks associated with terror alert** | Ofsted | Risk assessmentsComprehensive Trips and Visits Policy |  |  |
| 1.8 | **DSL assures the quality of record keeping** | Ofsted | Records: ensure record keeping expectations are clear |  |  |

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| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 1.9 | **DSL appropriately shares safeguarding information with Headteacher, Governors and relevant staff****All staff able to identify young people who would benefit from Early Help.** | KCSIE 2016 Working Together | Staff meetings /noticesAnnual report to Governors, termly updates, Governor monitoring notes (Safeguarding Governor visits etc)School has a clear procedure for identifying vulnerable pupils and knowledge of the LA pathway for referral to Social Care and other agencies |  |  |
| 1.10 | **DSL contributes to multi-agency working** | Working Together | Records, case conferences minutes |  |  |

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| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 1.11 | **DSL advises on safeguarding in the curriculum** | Ofsted | DSL member of Senior Leadership Team  |  |  |
| 1.12 | **DSL has deputies to cover any absence** | Working Together | Procedures / Notices indicate this.A nominated DSL on site at all times (if not possible clear contingency plan in place) |  |  |
| 1.13 | **DSL effective in identifying pupils at risk and taking appropriate follow up action:****e.g. offending, misusing drugs, self-harm, missing, peer on peer abuse, radicalisation, CSE, grooming** | Working TogetherKCSIE 2016 | Case records, referrals to external agencies, use of escalation arrangementsLists of vulnerable children regularly reviewed by Safeguarding TeamRisk Assessments and relevant support plans in place. |  |  |

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| **2** | **Policy & Procedure** |
| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 2.1 | **Clear and accessible Safeguarding Policy which conforms to statutory guidance** | OfstedKCSIE 2016 | In place, evident and widely shared, (+ website) Updated annuallyProcedures reflect policy |  |  |
| 2.1 | **Staff responsibilities and expectations about reporting/recording are clearly defined** | KCSIE 2016Ofsted | Designated staff widely known to all staff and identified to parentsAll visitors informed of designated staff |  |  |

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| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 2.3 | **Protective ethos requirements** | WorkingTogetherOfsted | Displays, website, brochure, stationery, adverts |  |  |
| 2.4 | **Role of Governors clearly defined** |  | Stated in PolicyReported to annually/termly |  |  |

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| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 2.5 | **Monitoring and evaluation of practice and procedures including case-files.****I.T. Filter systems monitored** | OfstedKCSIE 2016 | Safeguarding Governor regularly audits recordsSenior staff dip test procedures |  |  |
| 2.6 | **Information for parents is available and easily accessible** | OfstedKCSIE 2016 | Displays, website, brochure, stationery, adverts, how to raise a complaint or concern |  |  |

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| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 2.7 | **Procedures in place to deal with allegations against children, staff members or headteacher** | Working TogetherKCSIE 2016 | Clearly defined in Safeguarding PolicyManaging Allegations Policy available to all staffReference to Code of Conduct |  |  |
| 2.8 | **Meeting the needs of children with medical conditions.****The medical needs of a child form part of the school’s responsibility to safeguard the child and prevent any harm coming to them. Medical care plans are part of the school’s safeguarding arrangements** | Ofsted | Intimate Care procedures identified for specific individuals |  |  |
| Care plans in place and appropriately trained staff clearly identified |  |
| Medicines procedures clear to all staff |  |
| Educational visits take account of medical conditions |  |

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| 2.9 | **Other policies with links/references to safeguarding** | Evident & in placeAvailable on website and in relevant areas around school |  |
| Allegations guidance | Working Together |  |  |  |
| PREVENT | PREVENT |  |  |  |
| DBS Policy | Safer RecruitmentKCSIE 2016 |  |  |  |
| Self-Disclosure |  | Staff Suitability Declaration Form: re-issued annually |  |  |
| Childcare Disqualification Requirements | KCSIE 2016 |  |  |  |
| Attendance  | KCSIE 2016 | Clear absence follow up and safe & well proceduresReference to Children Missing Education in Attendance Policy |  |  |

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|  | Behaviour  | KCSIE 2016 | Risk assessments for children requiring intervention |  |  |
| Anti - Bullying  |  | Including racism/homophobia  |  |  |
| Positive Handling  |  | Training details for staff, record keeping |  |  |
| Intimate care  |  | Including arrangements for children with disabilities or care plans |  |  |
| Health and safety |  | Including First Aid and medical proceduresSite visits |  |  |
| Educational Visits |  | EVC risk assessments indicate consideration for safety, vulnerable pupils and safeguarding including potential acts of terrorism |  |  |
| Safer Recruitment | KCSIE 2016Safer Recruitment |  |  |  |

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|  | Internet Safety –Staff | KCSIE 2016 | Including guidance for social media |  |  |
|  | Internet Safety – Students | KCSIE 2016 | Including e-safety guidance |  |  |
|  | Use of Images  |  | PhotographsParental agreementOpt out  |  |  |
| Code of conduct | KCSIE 2016 | Issued to all staffRegularly referred to and updatedAvailable on Induction  |  |  |
| Staff Induction |  | Safeguarding information sharedNew staff trained within one term of induction |  |  |
| Visitor / Volunteer Policy |  | Available and up to dateIssued to visitors / volunteers |  |  |
| DfE guidance for working with young people |  | Available within schoolStaff signposted to resourcesIssued on Induction |  |  |
| Whistleblowing Policy / Confidential Reporting Policy | Working Together | Available and referred to regularly |  |  |
| All staff have access to LA, NCSCB and Children’s Social Care Safeguarding Guidance and Procedures |  |  |  |  |

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| **3** | **Training, Guidance & Support** |
| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 3.1 | **DSL received full DSL Training provided by or to standards agreed by the NCSCB – updated every 2 years (or by attendance at 2 out of 3 termly DSL Network Meetings)** | OfstedKCSIE 2016 | CertificatesAnnual report to Governors |  |  |
| 3.2 | **DSL received updated/additional training on topics of particular local interest:** **e.g. CSE, bullying/ cyberbullying, missing children, FGM, DV, etc annually** | KCSIE 2016 | Training Records reflecting local need or current hot-topics |  |  |

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| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 3.3 | **Whole school staff have received training to the appropriate level for their safeguarding responsibilities and understand types of abuse and neglect** | PREVENTKCSIE 2016 | Training Records - refreshed at 3 yearly intervals |  |  |
| 3.4 | **Induction programmes for staff & volunteers include safeguarding and safe working practice information (including Code of Conduct)****Induction identifies appropriate level of safeguarding training within one term** | KCSIE 2016 | Induction packs, staff handbooksTraining Records |  |  |
| 3.5 | **Staff have safeguarding refresher sessions at least annually** | KCSIE 2016 | Training recorded on SCREvidence that all staff have read and understood KCSIE Part 1 |  |  |

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| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 3.6 | **Staff must understand the role of the DSL and are to seek advice and support from DSL (& wider Safeguarding Team) as per school procedure**  | KCSIE 2016 | Case recordsStaff meeting minutes |  |  |
| 3.7 | **Appointment panels include at least one person who has received Safer Recruitment training**  | Safer Recruitment | Training Record: (refreshed at 3 yearly intervals)Evidence of latest interview panel. |  |  |
| 3.8 | **Governing body received safeguarding training** **Designated Safeguarding Governor received the appropriate level of Safeguarding Training** |  | Training RecordsCopies of certificates |  |  |

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| **4** | **Recording, Reporting & Assessment** |
| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence, Action Points |
| 4.1 | **School has a well-publicised Complaints Policy which is available to pupils and parents** | OfstedKCSIE 2016 | Evident on website |  |  |
| 4.2 | **The school has a well-publicised Whistle Blowing / Confidential Reporting Policy**  | KCSIE 2016Working Together | Held centrally, access for all and on website, staff handbook |  |  |
| 4.3 | **All staff and volunteers feel able to raise concerns about poor or unsafe practice which are responded to equitably, irrespective of the role of the whistle-blower or complainant Whistle blower Hotline: NSPCC 0800 028 0285** | Working TogetherKCSIE 2016 | Case records, interviewPublished procedures |  |  |
| 4.4 | **Safeguarding files are maintained to a high standard and kept securely and separately from school records but cross referenced** | OfstedKCSIE 2016 | All records are up to date. Patterns identifiedChronology evidentFront sheet detailing all involved individuals is evidentAll relevant paperwork / minutes presentSecurity evidenced |  | Dip test by DSLUse casefile audit toolAudit records/monitoring from Safeguarding Governor |
| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 4.5 | **All staff aware of their responsibility to record and pass on even low level concerns** | Working Together | Training records, case records and logsClear evidence of procedure presented to staff |  |  |
| 4.6 | **Records are transferred to a new school within 5 days of notification** |  | Check all records for leavers, receipt obtained.No requirement to keep copy of old records. |  |  |
| 4.7 | **Allegations procedures are in place** | KCSIE 2016 | Policy, guidelines and case records. |  |  |
| 4.8 | **Referrals are made in a timely fashion** | Working Together | Paperwork / procedures easily accessible to aid referral for all staff |  |  |
| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 4.9 | **Plans and risk assessments show ‘signs of safety’ or similar in use** |  | Case records and logs demonstrate effective identification, risk management and appropriate response |  |  |
| 4.10 | **Staff knowledge of indicators of abuse is good** | KCSIE 2016 |  |  |
| 4.11 | **Children who are absent are referred to the Attendance Service - as a priority if there are safeguarding concerns** | KCSIE 2016PREVENT | Attendance procedures* CME- LA is notified of children who are taken off roll
* Safe & Well Checks
* First Day Calling procedures clearly identified in Attendance Policy
 |  |  |
| 4.12 | **Children’s Social Care are notified if children with a Child Protection plan are excluded** | Ofsted | Behaviour and exclusion records |  |  |
|  | **Exclusions comply with LA guidelines.** |  |  |  |  |
| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 4.13 | **Chair of Governors aware of responsibility in the event of allegation being made against Headteacher** | Working Together | COG Safer Recruitment Training / Safeguarding Training |  |  |
| 4.14 | **Consultations take place with the LADO or School & Education Safeguarding Co-ordinator in the event of an allegation being made against a member of staff or volunteer** | KCSIE 2016Working Together | Case records |  |  |
| 4.15 | **Staff are aware of the need to PREVENT young people being radicalised.*** **Identify vulnerable children and families**
* **Know who to contact**
 | OfstedPREVENT | Case records Referral notesDfE helpline 020 7340 7264Police 101 |  |  |
| 4.16 | **Inter-agency working****Staff participate in multi-agency working** | Working TogetherKCSIE 2016PREVENTOfsted | Appropriate information sharingReports for ICPC’s / RCPC’s Attendance at multi agency meetingsContributing to assessments and work plansCompleting CAFsReferrals to external agencies |  |  |

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| **5** | **Safer Recruitment** |
| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 5.1 | **School operates safe recruitment policy which adheres to ‘Safer Recruitment’ Guidance** | KCSIE 2016OfstedSafer Recruitment | Recruitment policy in place and implementedSafeguarding statement included in advertisingSafeguarding responsibilities included in Job DescriptionsReferences sought prior to interviewSafeguarding questions in interviewGaps in employment checked |  |  |
|  | **Prohibition Checks undertaken for everyone involved in regulated activity.** | KCSIE 2016OfstedSafer Recruitment |  |  |  |
|  | **Checks for restrictions imposed by countries in the European Economic Area (EEA)** | OfstedKCSIE 2016Safer Recruitment |  |  |  |
| 5.2 | **Someone who has completed Safer Recruitment training included on each appointment panel** | KCSIE 2016OfstedSafer Recruitment |  |  |  |
| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 5.3 | **Undertaking all appropriate checks on all staff and volunteers according to DfE requirements** | KCSIE 2016OfstedSafer Recruitment | SCRReference to Andrew Hall Safeguarding Checklist |  |  |
| 5.4 | **School obtains confirmation in writing from agencies/employers of other staff/contractors visiting school that appropriate checks have been undertaken and school checks the person presenting is the same as the person whom the agency has provided checks for** | OfstedKCSIE 2016Safer Recruitment | Appended to SCRFor all LA employed staff a general agreement is in place that all staff from other agencies have undergone all relevant checks and are clear to meet with students in school – providing they have organisation ID and have made an appointment of which the school are aware |  |  |
|  | **All Governors have an enhanced DBS check (without Barred List unless they undertake regulated activity)** | KCSIE 2016Ofsted |  |  |  |
| 5.5 | **Single Central Record of pre- employment checks vigilantly maintained according to requirements and available for examination at the outset of an inspection** | KCSIE 2016OfstedSafer Recruitment | SCR |  |  |
| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 5.6 | **Staff are aware of what constitutes an abuse of trust offence** | Working Together | Training records and inductionCode of Conduct |  |  |
| 5.7 | **Safe working practice guidelines are included in staff and volunteer induction programmes and actively promoted** |  | Induction packs, training records, staff handbook, Code of Conduct |  |  |
| 5.8 | **Appropriate referrals made to the ISA / other professional bodies and disciplinary processes always completed** | KCSIE 2016Ofsted | Referral records, no compromise agreements. |  |  |

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| **6** | **Monitoring & Evaluation** |
| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 6.1 | **Clear lines of accountability** | Working Together | Organisation structure |  |  |
| 6.2 | **Appropriate challenge and escalation of concerns** | Working TogetherKCSIE 2016 | Case records |  |  |
| 6.3 | **Prompt action to remedy deficiencies** | KCSIE 2016 | Governing Body minutes |  |  |
| 6.4 | **Staff are able to identify young people who would benefit from Early Help.** | KCSIE 2016PREVENT | Dip test / case file audit |  |  |
| 6.5 | **Information provided to LA for monitoring/auditing purposes** |  | Referrals Annual report to GovernorsLA Safeguarding AuditSelf-Evaluation Audit |  |  |
| 6.6 | **Safeguarding Governor monitors and audits records regularly** | Ofsted | Evidenced in records |  |  |
| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 6.7 | **Annual report to Governors and termly updates made to Governing Body** | Ofsted | Annual Report, Governors meeting minutes |  |  |

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| **7** | **Health & Safety** |
| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 7.1 | **Health and safety procedures displayed and adhered to** |  | Policy accessible by all staff (+ website/brochure, handbook)Key person identified as Lead |  |  |
| 7.2 | **Security procedure for visitors** | Ofsted | Visitors book, signing in/ identity check, identity badges, lanyardsSecure siteStudents in school uniform / lanyards |  |  |
| 7.3 | **Procedures for children who go missing; e.g. at the end of the day** | OfstedKCSIE 2016 | Clear procedure identified and accessible/shared with staff |  |  |

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| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 7.4 | **Clear boundaries for playgrounds** |  | Secure and surface-appropriate |  |  |
| 7.5 | **Visual access to teaching areas** |  | Doors glazed. |  |  |
| 7.6 | **Risk assessments undertaken for:*** **pupils with behaviour which could endanger other pupils**
* **Pupils with medical needs who could pose a concern**
* **school activities**
* **school visits**
 | OfstedPREVENT | EVC risk assessmentsSchool based Risk AssessmentsBehaviour records (IBPs)Exclusion records |  |  |
| 7.7 | **Meeting the need of children with medical conditions.****The medical needs of a child form part of the school’s responsibility to safeguard the child and prevent harm. Medical care plans are part of the school’s safeguarding arrangements.** | Ofsted | First Aid staff identified and trained |  |  |
| Intimate Care procedures identified for specific children and agreed by parents |  |  |
| Medicines procedures clear to all staff |  |  |
| Children’s health & well-being measured |  |  |

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|  |  |  | Educational visits take account of children with medical conditions |  |  |

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| **8** | **Pupils keeping themselves safe / feeling safe** |
| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence, Action Points |
| 8.1 | Keeping safe awareness in the curriculum: | Ofsted |  |  |  |
| 8.2 | PSHE curriculum addresses key aspects of keeping safe:  | OfstedPREVENT | Sex & Relationships Health educationBritish Values/CitizenshipRoad SafetyNSPCCSubstance UseTransition ArrangementsAnti-bullyingDiscriminatory BehaviourRespectful behaviour |  |  |
| 8.3 | Curriculum makes young people and staff aware of risks associated with:CSEDVFGMForced marriageSubstance misuseGang activityPeer on Peer abuseHealthy RelationshipsHonour-Based Violence | KCSIE 2016Ofsted |  |  |  |
| 8.4 | Internet use and E Safety(including safety from online radicalisation) | OfstedPREVENTKCSIE 2016 | Monitoring procedures |  |  |
| 8.5 | Children are able to identify risk and respond appropriately. | OfstedPREVENT | PSHE: managing risks |  |  |
| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 8.6 | **Pupils understand:*** **what constitutes unsafe or unacceptable behaviour**
* **how to respond to peer pressure**
* **who to go to ask for help**
 | OfstedPREVENT | Evidence in curriculum, classwork and interviewOffered evidence, interview |  |  |
| 8.7 | **Pupils feel safe** | Ofsted | Interview |  |  |
| 8.8 | **Children are listened to - with extra vigilance and support for vulnerable pupils:*** **living with domestic abuse**
* **young carers**
* **possible subjects of forced marriage, FGM**
* **underage pupils who are sexually active**
* **those living in households where there is substance misuse**
 | KCSIE 2016 | Staff meeting notes, alerts, notices |  |  |
| Sect | Area | Reference | Descriptor/Evidence source  | **Grade****1 2 3 4** | Evidence / Action Points |
| 8.9 | **Young people are aware of PREVENT and extreme behaviour**  | OfstedPREVENT | Interview, school evidence offeredPSHE curriculumAssemblies |  |  |

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| **Referrals & Incidents in the Past Year** | **Number** | **Comments** |
| Number of children referred to Children & Families Direct |  |  |
| Number of Children & Families Direct referrals accepted by Social Care |  |  |
| Number of Children & Families Direct for which a CAF / Early Help Intervention was recommended |  |  |
| Number of CAF’s running in the school |  |  |
| Number of racist incidents |  |  |
| Number of bullying incidents |  |  |
| Number of homophobic incidents |  |  |
| Number of Prevent concerns |  |  |
| Number of Child Sex Exploitation concerns |  |  |
| Number of Female Genital Mutilation concerns |  |  |
| Number of Forced Marriage concerns |  |  |
| Number of Peer on Peer Abuse concerns |  |  |
| Number of sexting concerns |  |  |

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|  |  | **Identified Judgement Level** |
| **Standard Exceeded** | All evidence sourced, areas of consistent good practice evidenced |  |
| **Standard Met** | All evidence sourced & meets basic requirements |  |
| **Standard Partially Met / Work in Progress** | Majority of evidence sourced, action required to meet all evidence requirements – Action Plan and timescale to be agreed with Link ADSL |  |
| **Standard Not Met / Remedial Action Required** | Immediate Action Plan required and timescale for review to be agreed with ADSL. School & Education Safeguarding Co-ordinator to be informed as soon as possible, revisit required at end of agreed period (no more than 4 weeks) |  |

**JUDGEMENTS / OUTCOMES**

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| **Date audit completed** |  | **Date audit due for review** |  |
| **Date audit shared with staff** |  | **Date completed audit shared with Governors** |  |
| **Audit completed by** |  | **Role** |  | **Signed** |  |
| **Headteacher** |  | **Signed** |  |
| **Safeguarding Governor** |  | **Signed** |  |

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| **Date shared with Schools and Education Safeguarding Co-ordinator** |  |

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| **Key Documents** | **‘Working Together to Safeguard Children’ 2015****‘Keeping Children Safe in Education’** **2016**‘**Inspecting Safeguarding in Early Years, Education and Skills Settings’ 2016****‘Safeguarding Children & Safer Recruitment in Education’ 2007****‘The Prevent Duty’ 2015** |

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|  | **ACTION PLAN** |
| Sect | Area | Actions | By Who | **By when** | Comments |
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**For Office Use Only:**

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| **Date received by School & Education Safeguarding Co-ordinator (SESCO)** |  |
| **Discussed with ADSL** |  |
| **Action Points Agreed** |  |
| **Review Date** |  |
| **Safeguarding Co-ordinator Involvement Required?** |  |
| **Date Filed** |  |