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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 2016  Ofsted | 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 2016  Working Together  Ofsted | 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** | Ofsted  Working 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 2016  Working Together | Named in policy  Records, 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 assessments  Comprehensive 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 /notices  Annual 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 Together  KCSIE 2016 | Case records, referrals to external agencies, use of escalation arrangements  Lists of vulnerable children regularly reviewed by Safeguarding Team  Risk 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** | Ofsted  KCSIE 2016 | In place, evident and widely shared, (+ website) Updated annually  Procedures reflect policy |  |  |
| 2.1 | **Staff responsibilities and expectations about reporting/recording are clearly defined** | KCSIE 2016  Ofsted | Designated staff widely known to all staff and identified to parents  All 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** | Working  Together  Ofsted | Displays, website, brochure, stationery, adverts |  |  |
| 2.4 | **Role of Governors clearly defined** |  | Stated in Policy  Reported 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** | Ofsted  KCSIE 2016 | Safeguarding Governor regularly audits records  Senior staff dip test procedures |  |  |
| 2.6 | **Information for parents is available and easily accessible** | Ofsted  KCSIE 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 Together  KCSIE 2016 | Clearly defined in Safeguarding Policy  Managing Allegations Policy available to all staff  Reference 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 place  Available on website and in relevant areas around school | | |  |
| Allegations guidance | Working Together | |  |  |  |
| PREVENT | PREVENT | |  |  |  |
| DBS Policy | Safer Recruitment  KCSIE 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 procedures  Reference 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 procedures  Site visits |  |  |
| Educational Visits |  | EVC risk assessments indicate consideration for safety, vulnerable pupils and safeguarding including potential acts of terrorism |  |  |
| Safer Recruitment | KCSIE 2016  Safer 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 |  | Photographs  Parental agreement  Opt out |  |  |
| Code of conduct | KCSIE 2016 | Issued to all staff  Regularly referred to and updated  Available on Induction |  |  |
| Staff Induction |  | Safeguarding information shared  New staff trained within one term of induction |  |  |
| Visitor / Volunteer Policy |  | Available and up to date  Issued to visitors / volunteers |  |  |
| DfE guidance for working with young people |  | Available within school  Staff signposted to resources  Issued 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)** | Ofsted  KCSIE 2016 | Certificates  Annual 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** | PREVENT  KCSIE 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 handbooks  Training Records |  |  |
| 3.5 | **Staff have safeguarding refresher sessions at least annually** | KCSIE 2016 | Training recorded on SCR  Evidence 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 records  Staff 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 Records  Copies 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** | Ofsted  KCSIE 2016 | Evident on website |  |  |
| 4.2 | **The school has a well-publicised Whistle Blowing / Confidential Reporting Policy** | KCSIE 2016  Working 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 Together  KCSIE 2016 | Case records, interview  Published procedures |  |  |
| 4.4 | **Safeguarding files are maintained to a high standard and kept securely and separately from school records but cross referenced** | Ofsted  KCSIE 2016 | All records are up to date. Patterns identified  Chronology evident  Front sheet detailing all involved individuals is evident  All relevant paperwork / minutes present  Security evidenced |  | Dip test by DSL  Use casefile audit tool  Audit 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 logs  Clear 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 2016  PREVENT | 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 2016  Working 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** | Ofsted  PREVENT | Case records  Referral notes  DfE helpline 020 7340 7264  Police 101 |  |  |
| 4.16 | **Inter-agency working**  **Staff participate in multi-agency working** | Working Together  KCSIE 2016  PREVENT  Ofsted | Appropriate information sharing  Reports for ICPC’s / RCPC’s  Attendance at multi agency meetings  Contributing to assessments and work plans  Completing CAFs  Referrals 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 2016  Ofsted  Safer Recruitment | Recruitment policy in place and implemented  Safeguarding statement included in advertising  Safeguarding responsibilities included in Job Descriptions  References sought prior to interview  Safeguarding questions in interview  Gaps in employment checked |  |  |
|  | **Prohibition Checks undertaken for everyone involved in regulated activity.** | KCSIE 2016  Ofsted  Safer Recruitment |  |  |  |
|  | **Checks for restrictions imposed by countries in the European Economic Area (EEA)** | Ofsted  KCSIE 2016  Safer Recruitment |  |  |  |
| 5.2 | **Someone who has completed Safer Recruitment training included on each appointment panel** | KCSIE 2016  Ofsted  Safer 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 2016  Ofsted  Safer Recruitment | SCR  Reference 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** | Ofsted  KCSIE 2016  Safer Recruitment | Appended to SCR  For 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 2016  Ofsted |  |  |  |
| 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 2016  Ofsted  Safer 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 induction  Code 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 2016  Ofsted | 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 Together  KCSIE 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 2016  PREVENT | Dip test / case file audit |  |  |
| 6.5 | **Information provided to LA for monitoring/auditing purposes** |  | Referrals  Annual report to Governors  LA Safeguarding Audit  Self-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, lanyards  Secure site  Students in school uniform / lanyards |  |  |
| 7.3 | **Procedures for children who go missing; e.g. at the end of the day** | Ofsted  KCSIE 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** | Ofsted  PREVENT | EVC risk assessments  School based Risk Assessments  Behaviour 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: | Ofsted  PREVENT | Sex & Relationships  Health education  British Values/Citizenship  Road Safety  NSPCC  Substance Use  Transition Arrangements  Anti-bullying  Discriminatory Behaviour  Respectful behaviour |  |  |
| 8.3 | Curriculum makes young people and staff aware of risks associated with:  CSE  DV  FGM  Forced marriage  Substance misuse  Gang activity  Peer on Peer abuse  Healthy Relationships  Honour-Based Violence | KCSIE 2016  Ofsted |  |  |  |
| 8.4 | Internet use and E Safety  (including safety from online radicalisation) | Ofsted  PREVENT  KCSIE 2016 | Monitoring procedures |  |  |
| 8.5 | Children are able to identify risk and respond appropriately. | Ofsted  PREVENT | 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** | Ofsted  PREVENT | Evidence in curriculum, classwork and interview  Offered 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** | Ofsted  PREVENT | Interview, school evidence offered  PSHE curriculum  Assemblies |  |  |

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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** |  |