



## Lancashire Schools Safeguarding Audit Tool 2023 - 2024

### Safeguarding in Education Audit tool.

This document needs to be completed on an annual basis jointly by the Designated Senior Lead (DSL) and Headteacher and nominated Governor for Child Protection. The information should then be presented to the whole Governing Body.

1. Policies and wider Safeguarding	Yes	No	Evidence
<b>a.</b> Does the setting have:			
<b>i.</b> A child protection policy and procedure in place that is reviewed annually?	✓		School has an up to date Safeguarding and Child Protection Policy. This policy is reviewed and updated on a regular basis. This policy is reviewed and updated on an annual basis.
<b>ii.</b> Does it have regard to Lancashire Safeguarding Children Board (LSCB) guidance and DfE guidance "Keeping Children Safe in Education 2023"?	✓		Please see Safeguarding and Child Protection Policy September 2023.
<b>iii.</b> Is it made publicly available?	✓		The policy is available on the school website and on the Every system for staff. All staff are required to read and digitally confirm they have read this.  This policy can also be obtained for the school office on request.
<b>iv.</b> How do we make parents aware of the fact that referrals about suspected abuse of neglect may be made and the role of the school/college in this?	✓		The policy is available on the school website.  <a href="http://www.whiteash.lancs.sch.uk/policies.html">www.whiteash.lancs.sch.uk/policies.html</a>  This policy can also be obtained for the school office on request.  Parent Governors to read the Safeguarding and Child Protection Policy (Sept 2023).

<p>v. A wider suite of safeguarding guidance to include</p> <ul style="list-style-type: none"> <li>▪ Health and safety</li> </ul>	✓	<p>Health and Safety Policy in place and followed by all staff. This policy is reviewed and updated on an annual basis.</p> <p>Regular Health and Safety inspections by LCC and internally by the Premises Manager, Site Supervisor and our nominated Governor for Health and Safety.</p>
<ul style="list-style-type: none"> <li>▪ Use of Reasonable force</li> </ul>	✓	<p>Behaviour Regulation Policy/ Behaviour Regulation Plans/ RF1s</p> <p>CPOMS is used to record all behaviour incidents.</p>
<ul style="list-style-type: none"> <li>▪ Meeting the needs of pupils with medical conditions</li> </ul>	✓	<p>Administration of Medication Policy. This policy is reviewed and updated on an annual basis.</p> <p>Emergency Procedures for Pupils going to Hospital Policy. This policy is reviewed and updated on a regular basis.</p> <p>New LCC Medical Conditions Policy has been adopted June 2023.</p> <p>Under the supervision of the school nurse relevant medical training is provided for all staff to ensure pupil's medical needs are fully met.</p>
<ul style="list-style-type: none"> <li>▪ Intimate care</li> </ul>	✓	<p>Intimate Care Policy is in place. This policy is reviewed and updated on an annual basis</p>
<ul style="list-style-type: none"> <li>▪ First Aid</li> </ul>	✓	<p>We have 25 members of staff who are trained in First Aid and 20 trained in Paediatric First Aid. This training is updated every two years. We also have 2 trained in First Aid at Work.</p>
<ul style="list-style-type: none"> <li>▪ Educational visits</li> </ul>	✓	<p>Educational Visits Policy in place (2022-25). This policy is reviewed and updated on a regular basis in line with Lancashire County Council guidelines. 3 EVC trained staff in school. Headteacher, Deputy Headteacher and the Assistant Headteacher. This training is refreshed annually.</p> <p>Out of School Activities Policy in place. This policy is reviewed and updated as required.</p> <p>Driving on Behalf of School Risk Assessment is in place and reviewed and updated every 2 years unless there are changes.</p>

<ul style="list-style-type: none"> <li>▪ Online safety</li> </ul>	✓	<p>Online Safety Policy and the Use of Social Networking Policy updated annually. These include guidance on the acceptable use of social networking.</p> <p>All staff sign and agree to an Acceptable Use Policy in relation to their use of ICT in school and at home. Parents and pupils sign and agree to the Home/ School agreement.</p> <p>Online Safety training was completed by staff and governors' in Spring 2023. Online Safety resources to support parents of our pupils is available via the school website.</p>
<ul style="list-style-type: none"> <li>▪ "School" security</li> </ul>	✓	<p>School Visitors Policy is in place. This policy is reviewed and updated on a regular basis. Visitors and contractors sign in at reception. All visitors and contractors are given a badge so they are easily identifiable as 'trusted' visitors.</p> <p>All members of staff have an identity badge and should be worn at all times.</p> <p>There is security fencing around the perimeter of the school grounds and play areas. All external gates remain locked during the school day and accessed by staff only. All external doors are fitted with electronic security sensors and only accessible by staff with a security pass. There are also key pad access points on the external gate leading to nursery.</p> <p>School lockdown policy in place. All staff are aware and new staff informed during induction.</p>
<ul style="list-style-type: none"> <li>▪ Bullying</li> </ul>	✓	<p>Anti-bullying forms part of the Behaviour Regulation Policy. School has a no tolerance approach to bullying. Any instances of bullying would be reported to governors through committee meetings. Covered in PSHE curriculum and friendship weeks.</p>
<ul style="list-style-type: none"> <li>▪ Harassment and discrimination</li> </ul>	✓	<p>Policy for Workplace and Work related bullying and harassment for all staff in school is in place. This policy is reviewed and updated on a regular basis. Whistle Blowing Policy.</p> <p>✓ Regular Supervision meetings embedded throughout school.</p>
<ul style="list-style-type: none"> <li>▪ Issues specific to the local population</li> </ul>	✓	<p>PREVENT training will be provided for all staff in September 2023</p>

▪ Whistleblowing	✓		Whistleblowing Policy is in place. This policy is reviewed and updated on a regular basis. Shared during induction and on the school website.
▪ Attendance	✓		Attendance Policy is in place and followed by staff. This policy is reviewed and updated on a regular basis.  Daily procedures to record absences are followed. Attendance targets are set and progress tracked on a termly basis by the HT and attendance officer in school. Incidents relating to absence recorded on CPOMS by the Attendance Officer. Attendance report shared with governors.  LCC procedures for Children Missing in Education are followed (Joint Protocol)
▪ Prevent Duty		✓	This is included in the schools Safeguarding and Child Protection Policy. The Headteacher is the Prevent Lead in school.  PREVENT training to be provided for all staff in September 2023. Safeguarding Governor and PSHE lead to also complete the training.
▪ Child on Child abuse including sexting	✓		This is included in the schools Safeguarding and Child Protection Policy.
▪ Safeguarding children with SEND	✓		This is included in the schools Safeguarding and Child Protection Policy.
▪ CME	✓		This is included in the schools Safeguarding and Child Protection Policy.
<b>vi.</b> A staff behaviour Policy (code of conduct)	✓		Code of Conduct in place for all school staff. This policy is reviewed and updated on a regular basis.
<b>b.</b> Have leaders, managers and governors taken regard of “Keeping Children Safe in Education?” 2023	✓	✓	All the SLT have read “Keeping Children Safe in Education?” 2023  Governors to read “Keeping Children Safe in Education?” 2023
<b>c.</b> Have all staff read Part 1 of “Keeping Children Safe in Education 2023?”	✓		All staff to read “Keeping Children Safe in Education?” 2023 Part 1
<b>d.</b> Has Keeping Children Safe in Education 2023 been read and implemented alongside Working Together to Safeguard Children (updated 1 <sup>st</sup> July 2022)	✓		All staff to read Keeping Children Safe in Education 2023 alongside Working Together to Safeguard Children (updated 1 <sup>st</sup> July 2022)
<b>e.</b> Have all staff read the Guidance for Safer Working Practice for staff who work in Education Settings, updated February 2022.	✓		All staff to refresh their knowledge of the “Guidance for Safer Working Practice for staff who work in Education Settings” (February 2022)

f. Are policies and procedures adopted by the governing body implemented and followed by staff?	✓		Policies based on LCC model policies. Governing Body read and approve all school policies via the Every System when they are updated. Both the Deputy and Assistant Headteachers' lead on all school policies.
g. Does the head teacher or the designated safeguarding lead (DSL) report annually to the governing body on the effectiveness of safeguarding procedures?	✓		See termly Headteacher/ DSL Reports.
h. Does the governing body take effective and prompt action when deficiencies/weaknesses are identified?	✓		Governing Body is effective in holding leaders to account. (See most recent OFSTED Report).
i. Are staff and governors given the opportunity to discuss safeguarding matters on a regular basis? (i.e. staff meetings/ whole governing body meetings)	✓		Annual Training in relation to Safeguarding and Child Protection inc. Online Safety. Staff follow safeguarding procedures closely. Staff act promptly if they have any welfare or child protection concerns and share these with DSL and backup DSLs.  Safeguarding is included within Health & Safety in staff briefings twice weekly and a regular item on Teacher, TA and Governor 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?	✓		Headteacher, Deputy Headteacher and Assistant Headteacher.
b. Is there a named backup DSL (or backups)?	✓		Deputy Headteacher, Assistant Headteacher and the Family Liaison/ Safeguarding Officer are backup DSLs.
c. Does the head teacher/governing body ensure that the DSL has to time, authority, time, funding, training, resources and support to carry out the role?	✓		Yes. DSL training is updated every two years, in line with LCC recommendations. Additional safeguarding training provided by LSCB is also completed within this two cycle.  A Family Liaison Officer with responsibility for safeguarding is employed full time in school and is a backup DSL. She is the lead professional on all Early Help Assessments (EHAs).
<b>ii. Designated Teacher (DT)</b>			
a. Is there a designated teacher (DT) to promote and support the education achievement of children who are looked after?	✓		Yes, Headteacher. Deputy Headteacher, Angela Hill, is the backup designated teacher.

<b>b.</b> Has the DT had the appropriate training?	✓		Designated Teacher training and network/update meetings attended. Headteacher has termly meetings with the Virtual School Lead Claire Hudson.
<b>c.</b> Has the DT provided the DSL with details of the named social worker and virtual head for each looked after child?	✓		Virtual School Head (Lancashire) – Audrey Swann DSL and Backup DSLs are aware of the above professionals and their roles. Family Liaison Officer/DSL provided all DSLs/DT with updated list of pupils with named social worker and virtual head – September 2023
<b>iii. Allegations</b>			
<b>a.</b> Are there procedures in place for dealing with allegations against staff and are they in accordance with LSCB procedures and DfE guidance?	✓		Policies are in place relating to this. These include: Complaints / Whistleblowing / Child Protection and Safeguarding. Policies are reviewed and updated on a regular basis in line with current legislation.
<b>b.</b> Have all staff had access to the management of allegation procedures?	✓		The Whistleblowing Policy is on the school website for all staff to access.
<b>c.</b> Are there adequate records of action taken in respect of concerns about an individual member of staff in their confidential personnel file?	✓		Any action is recorded and kept in their confidential personnel file.
<b>d.</b> Have the governing body nominated a governor to liaise with the Local Authority Designated Officer (LADO) for allegations against the head teacher	✓		Nominated Governors: COG John Aspin, Safeguarding Governors Debbie Singleton and Trish Dickinson  The Lancashire LADO is Tim Booth. His contact details are included in the schools Safeguarding Policy which nominated governors have a copy of and have read.
<b>e.</b> Is there a protocol for dealing with allegations against children?	✓		Child on child abuse in CP/Safeguarding Policy. CPOMS. DSL/SLT meetings. Behaviour Regulation Plans are in place.
<b>iv. Curriculum</b>			
<b>a.</b> Are safeguarding issues appropriately incorporated into the school curriculum?	✓		PSHE Curriculum and Assemblies. Online Safety. Pupil Parliament.
<b>b.</b> Are pupils encouraged to adopt safe and responsible practices and deal sensibly with risk?	✓		All staff are positive role models.
<b>c.</b> Do pupils feel able to seek support if they feel unsafe and know when and where to get help?	✓		

<b>d.</b> Is an open culture where all individuals feel able to talk freely about their concerns believing that they will be listened to and valued promoted?	✓	All staff are positive role models. Staff provide a caring and supportive ethos throughout the school. See most recent OFSTED Report (March 2019). Pupils feel confident in reporting concerns to members of staff. Staff promptly inform DSL and Back up DSLs.
<b>v. Training and development</b>		
<b>a.</b> Have the DSL and backup/s undertaken DSL training, updated every 2 years.	✓	Sarah Holt – DSL Refresher Training – March 2023 Michelle Forrest – DSL Refresher Training – Feb 2023 Angela Hill – DSL Refresher Training – May 2023 Catherine Swindlehurst - DSL Initial Training – 09/11/2022
<b>b.</b> In addition to their formal training, as set out above, have the DSL and back up DSL updated their knowledge and skills, at regular intervals, but at least annually	✓	All DSLs attend additional training at least annually. See training records.
<b>c.</b> Have all staff and volunteers who work within the setting undertaken child protection training in accordance with LSCB best practice guidance?	✓	Safeguarding and Child Protection Training provided to all staff on an annual basis including Online Safety.  Safeguarding training provided as part of induction training.
<b>d.</b> Are all new staff, temporary staff and volunteers given induction which includes information on safeguarding procedures and their responsibilities?	✓	Deputy Headteacher or the AHT induct new staff, students and volunteers with relevant safeguarding information and procedures on their first day at White Ash. KCSIE given to read, Staff Code of Conduct, Behaviour Policy, Whistleblowing, CPOMS and role of DSL.
<b>e.</b> Is the child protection / safeguarding governor familiar with LSCB and national guidance relating to safeguarding?	✓	Nominated Governors: Debbie Singleton and Trish Dickinson  Any new guidance and legislation is shared with the whole governing body during committee and full governing body meetings.
<b>f.</b> Has a member of the governing body attended safeguarding training and/or are aware of the roles and responsibility of the governing body?	✓	Nominated Safeguarding Governors and Chair of Governors have attended specific governor Safeguarding training.
<b>g.</b> Is all safeguarding training for staff /volunteers recorded and regularly monitored?	✓	School Business Manager records all training on SIMS.  Deputy Headteacher keeps a record of all Health and Safety training which is regularly updated.

<p><b>h.</b> Are there clear and effective arrangements for staff development and training in relation to protection and care of children and young people?</p>	✓	<p>Safeguarding and Child Protection Training provided to all staff on an annual basis including Online Safety.</p> <p>Moving and Handling training is provided on induction for all staff. There are two Moving &amp; Handling Trainers in school who write and update plans. These are shared with relevant staff.</p> <p>Medical training to support the pupils' complex medical needs e.g. administration of medication, asthma, epilepsy, tube feeding, plunge feeding.</p>
<p><b>vi. Safer Recruitment</b></p>		
<p><b>a.</b> Are there procedures for safer recruitment and vetting in place and do they have regard to Keeping Children Safe in Education 2022?</p>	✓	<p>Guidance for the recruitment and selection of all staff Policy is in place. This policy is reviewed and updated on a regular basis in line with current legislation. Headteacher, Deputy and Assistant Headteachers, SBM, SBO JD and nominated Governors attended safer recruitment training.</p>
<p><b>b.</b> Is every interview conducted by at least two people, one of which has attended Safer Recruitment training?</p>	✓	<p>Sarah Holt – 29<sup>th</sup> March 2022</p> <p>Michelle Forrest – 20/04/2021</p> <p>Angela Hill - 20/04/2021</p> <p>Carol Hardy – 29<sup>th</sup> March 2022</p> <p>Julie Dawson – 29<sup>th</sup> March 2022</p> <p>Debbie Singleton – 29<sup>th</sup> March 2022</p>
<p><b>c.</b> Are you compliant with the DfE “Disqualification under the Childcare Act 2006” guidance (updated Aug 2018)</p>	✓	<p>All staff complete a ‘Disqualification by Association Questionnaire’ on an annual basis. Headteacher checks and countersigns all questionnaires.</p>
<p><b>d.</b> Is there a Single Central Record in place? Does it include:</p>	✓	<p>See Single Central Record.</p> <p>The SCR includes ALL people who have contact (not unsupervised) with our pupils.</p>
<p>▪ Identity checks carried out, when and by whom?</p>	✓	
<p>▪ All staff and volunteers working in regulated activity either have a DBS check or have been checked against the Children's Barred List</p>	✓	<p>This document to be checked and signed on a termly basis by the Headteacher and Safeguarding Governor.</p>
<p>▪ 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</p>	✓	<p>Volunteers are asked to complete an online application form and interviewed as part of the recruitment process.</p>

continuous service of more than 3 months immediately prior to appointment) ) have a CRB/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	✓		
▪ Dates of all completed checks are recorded	✓		
▪ Record of qualifications where a requirement of the job e.g. QTS?	✓		
▪ Evidence of Right to Work in the U.K.?	✓		
▪ Overseas record checks where applicable? Including checks for staff who live and/or work overseas?	✓		
<b>3. Behaviour and Safety</b>			
a. Are staff aware of pupils who are persistently absent or missing, and have CME procedures been followed?	✓		School Attendance Officer, Julie Nolan, has responsibility for recording attendance throughout the school. Persistent or unexplained absences are also recorded via CPOMS. This is monitored by Headteacher, Sarah Holt and the backup DSLs. Designated staff liaise with Julie and class staff every morning regarding any absences. CME procedures followed when necessary.  Attendance Policy is in place and followed by staff.
b. Has action been taken to ensure that all staff and volunteers feel able to raise concerns about unsafe or poor safeguarding practice?	✓		Staff feel confident in approaching any member of the SLT with concerns. Volunteers are fully briefed on Safeguarding Procedures at induction.  Whistleblowing Policy available on the website.
c. Is the DSL aware of indicators of specific safeguarding issues highlighted by the Keeping Children Safe in Education 2022?	✓		Sarah Holt – DSL Refresher Training – March 2023  Michelle Forrest – DSL Refresher Training – Feb 2023  Angela Hill – DSL Refresher Training – May 2023  Catherine Swindlehurst - DSL Initial Training – 09/11/2022

- Child sexual exploitation	✓		7 Minute briefings cover all these aspects. Present these to staff regularly through staff meetings/ briefings.
- Forced marriage	✓		
- Female genital mutilation	✓		
- Trafficked children	✓		
- Domestic Violence	✓		
- Alcohol and Drug use	✓		
- Mental Health	✓		
- Faith abuse	✓		
- Fabricated and Induced Illness	✓		
- Honour Based Violence	✓		
- Private Fostering	✓		
- Gangs and youth violence	✓		
- Gender based violence	✓		
- Radicalisation	✓		
- Sexting and eSafety	✓		
- Teenage relationship abuse	✓		
- Bullying	✓		
<b>d.</b> Is the Pupil Access Team notified of children removed from roll where confirmation has not been received that they have transferred into another setting?	✓		Relevant policies and procedures in place.
<b>e.</b> Are reasonable force procedures and/or policy consistent with DfE guidance "Use of Reasonable Force in Schools" (July 2013)	✓		See Behaviour Policy.

4. Are pupils safe on site?		
a. Are there adequate security arrangements for the grounds and buildings?	✓	There is security fencing surrounding the perimeter of the grounds and areas adjacent to the car park and playgrounds. All gates are locked. All classrooms have a 'gate key' for emergency evacuations. There is also new security gates leading onto the car park which require permission to access from all visitors.  Site supervisor regularly checks perimeter fencing to ensure it is in a good state of repair. Alarm which is serviced on regular basis in line with LCC policy.
b. Is there a visitor policy or procedure in place?	✓	See policy for 'Visitors and Outside Agencies'.
c. Are visitors or volunteers or those using premises monitored during the 'school day'?	✓	Supervised at all times.
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? ( i.e. the transfer of control agreement)	✓	See policy for 'Visitors and Outside Agencies'.
5. Interagency Working		
a. Is the setting working with the Local Authorities provision of Early Help (WPEH)?	✓	School has a Family Liaison Officer/ DSL who works closely with parents and carers requiring additional support.  Close links with school nurse and other medical professionals.
b. Is the Continuum of Need used to determine appropriate and timely action and referrals?	✓	School is proactive at identifying need and completing referrals to other professionals depending on individual need.
c. Are Early Help Assessments being undertaken/offered to families who require early help?	✓	School has active EHAs and the Family Liaison/ Safeguarding Officer will act as Lead Professional.
d. Has the DSL made timely referrals to CSC and/or the police where threshold is met?	✓	Family Support Officer/DSL makes regular referrals to CSC.
e. Is the DSL allocated sufficient time and resources to discharge their responsibilities, including taking part in inter-agency assessments and meetings?	✓	There are 4 DSL's to ensure all issues are dealt with in a timely manner. Half Termly DSL meetings held in school to discuss issues/take actions.
f. Has the DSL attended multi agency meetings commensurate with their role?	✓	Yes. School is proactive attending multi agency meetings for pupils.

<b>6. Reporting and recording</b>		
<b>a.</b> Are Safeguarding records stored securely and separately from pupil records?	✓	CPOMS. Previous paper records are kept in the pupil Safeguarding files locked in the Family Liaison Office.
<b>b.</b> Are the records of good quality and up to date; and do they indicate action that has been taken?	✓	All staff have received training to record via CPOMS. The DSLs assess CPOMS records on a half termly basis.
<b>c.</b> Is there a format appropriate to the school for reporting concerns to the DSL, including children who would benefit from Early Help.	✓	School Safeguarding Policy refers to templates on CPOMS.
<b>d.</b> Do records reflect that children's wishes and feelings are sought and noted?	✓	Where applicable. Pupil's voice makes up part of CLA Reviews/Annual Reviews using child's method of communication. Where this is not possible key workers who know the child well will provide their voice.
<b>e.</b> Are all contacts relating to safeguarding logged?	✓	CPOMS
<b>f.</b> Is appropriate summary information shared with the governing body for monitoring purposes at least annually?	✓	See Headteacher's Report and Governor Meeting Minutes.
<b>g.</b> Where pupils have left has the CP file been copied and transferred separately from the main pupil file and a receipt obtained?	✓	Through CPOMs where applicable of DSL delivers to DSL in new school and collects a signed receipt.
<b>h.</b> Has this been done within 15 working days of the child going off role in accordance with LSCB best practice guidance?	✓	Yes
<b>i.</b> Staff are confident about reporting CP concerns and know what action to take if their concerns are not acted on appropriately?	✓	Regular training. DSL and LCC Safeguarding Officer contact details displayed in each classroom.
<b>j.</b> Are staff made aware of external sources of advice and support i.e. safeguarding advice line and NSPCC website?	✓	Safeguarding and Child Protection annual training.
<b>k.</b> The setting encourages a clear culture of open communication between pupils, staff, parents and other adults working with children?	✓	Welfare meetings with Family Liaison Officer and DSLs.
<b>7. Keeping pupils safe outside of normal provision?</b>		
<b>a.</b> 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?	✓	School staff lead After School, Saturday and Holiday clubs and follow school policy confidently. School staff have the DSL/ HT and backup DSL (DHT) home telephone numbers if out of school hours.

			<p>Risk Assessments, After School Club Manager is a DSL.</p> <p>Base Contact for trips are DSLs</p> <p>EVC – 3 trained in school, all are DSLs</p>
<b>b.</b> Are appropriate safeguarding arrangements in place for those on work based learning, work experience and educational visits, where relevant?	✓		School staff lead Educational visits and follow school policy confidently.
<b>8. Staff support and Practice</b>			
<b>a.</b> Do all keyworkers within Early Years receive supervision in line with EYFS and LSCB procedures?	✓		<p>Supervision meetings have been completed with all EYFS staff termly.</p> <p>See Supervision Policy.</p>
<b>b.</b> Where there are concerns about staff failing to follow policy/procedures is this addressed by the Head teacher/DSL as appropriate?	✓		EYFS Lead teacher will report findings from supervision meetings to DSL and Backup DSLs.
<b>c.</b> Do all staff who are directly work with children/young people whose safety and welfare is at risk receive supervision.	✓		<p>Offered individually. Group supervision for class teams/ DSL/SLT. The HT and AHT/ Mental Health Lead have completed Supervision training. Michelle Forrest has also completed the Mental Health First Aid training.</p> <p>External Supervision via qualified counsellors is provided on a termly basis for the DSL &amp; Backup DSLs and the School Counsellor.</p>
<b>9. Online Safety</b>			
<b>a.</b> School online safety policy is in place and has been reviewed and updated in the last 12 months. Links to related policies are embedded (eg Safeguarding Policy includes reference to Sexting)	✓	✓	<p>Online Safety Policy with includes information on the acceptable use of social networking.</p> <p>Staff and governors attended online safety training in Spring 2023.</p>
<b>b.</b> The Home/ School Agreement is in place and has been revised to accommodate developments in technology and online behaviour.	✓		See Home/ School agreement.
<b>c.</b> All staff and volunteers are familiar with the Code of Conduct and have signed AUP. Online safety is part of induction process for all staff.	✓		All staff sign and agree to the Home/ School agreement in relation to their use of ICT in school and at home.
<b>d.</b> School has effective and robust reporting mechanisms in place for all online safety concerns. All pupils understand their online safety rights and	✓		Pupils will tell a member of staff and they will report it to a DSL who will take necessary action.

responsibilities and clearly understand how to appropriately report concerns.			Home/ School completed by children/parents on entry into school.
e. All staff, volunteers and supply staff clearly understand what to do if an incident occurs or is reported.	✓		Staff, volunteer and student induction include Safeguarding and CP procedures. All read the Safeguarding and CP Policy and the Keeping Children Safe in Education Part One (2022) and a digital signed record is kept to confirm this.  Regular updates in Staff Meetings / Briefings.
f. All parents/carers are aware of the school's Home/ School agreement & Behaviour regulation policy.	✓		Behaviour Policy is available via the school website or on the Teacher shared network. Acceptable Use Policy is signed by new staff on appointment.  Home School Agreement completed at pupil induction.
g. School regularly reviews its online safety provision to ensure currency and effectiveness.	✓		ICT technician completes this on behalf of school.
h. All users are aware of and understand the use of filtering and monitoring systems in place in the school (including software/hardware-based tools where appropriate).	✓		All staff are aware of the filtering and monitoring systems.  HT/ DSL monitors this via weekly reports.
i. Online safety lead uses expertise of staff to contribute to and shape online safety arrangements.		✓	IT lead and class teachers report any concerns to the DSL to take action.
j. Pupils are educated about online safety as part of a broad and balanced curriculum and school ensures their views and concerns are reflected in curriculum planning.	✓		Computing Curriculum was reviewed in July 2023 and is in place. It is relevant and challenging.
k. School has a Designated Safeguarding Lead with an appropriate job description including online safety.	✓		DSL Sarah Holt  Backup DSLs Angela Hill, Michelle Forrest & Catherine Swindlehurst  DSL training completed every 2 years plus additional safeguarding training as required.
l. A programme of training for all staff is in place and staff are updated on current and emerging risks at least annually. Staff with a specific responsibility for online safety have received appropriate training.	✓		Annual training by all staff – Spring 2023
<b>10. Governing Body specific responsibilities</b>			
a. An online safety governor has been agreed and liaises with online safety lead.	✓		Online Safety Governor is Deborah Singleton.

<b>b.</b> Governors are involved in the development of and approve the online safety policy providing support and critical challenge to school policy and practice.	✓		All Policies are approved by Governors.
<b>c.</b> All governors understand what provision the school makes to keep pupils safe online and assess its effectiveness.	✓		Governors read the Online Safety Policy and are updated regularly at meetings.
<b>d.</b> All governors have received online safety education and this is reflected in how the school develops its policy and practice.	✓		Online Safety refresher training completed in Spring Term 2023.
<b>e.</b> Governors have ensured appropriate filtering and monitoring systems are in place, are involved in decisions regarding procurement and understand what systems are used.		✓	HT/ DSL reports to governors with regards to filtering and monitoring. They are aware of the responsibilities and read the KSIE Sept 2023.
<b>f.</b> All governors understand the statutory requirements of Keeping Children Safe in Education 2019 and the expectations on governors.		✓	All Governors have read Keeping Children Safe in Education (Sept 2023) in the Autumn Term.

## Safeguarding Action Plan 2023-2024

Development Area	Action to be taken
<b>Part 1 Policies and wider Safeguarding:</b>	
Prevent	A PREVENT policy to be written using model guidance from the Prevent team.
<b>Do all staff understand Part 1 of “Keeping Children Safe in Education 2023?”</b>	All staff and nominated governors to complete the KSIE quiz.
Has Keeping Children Safe in Education 2023 been read and implemented alongside <b>Working Together to Safeguard Children (updated 1<sup>st</sup> July 2022)</b>  Have all staff read the <b>Guidance for Safer Working Practice for staff who work in Education Settings, updated February 2022.</b>	All staff to read KSIE 2023 alongside Working Together to Safeguard Children (updated 1 <sup>st</sup> July 2022) and Guidance for Safer Working Practice for staff who work in Education Settings, updated February 2022.
<b>Part 2 Leadership and Management: Training &amp; development</b>	
Has a member of the governing body attended safeguarding training and/or are aware of the roles and responsibility of the governing body?	Nominated safeguarding Governor and Chair of Governors to attend specific governor Safeguarding training.
Updates for staff	7 Minute Briefing packs are displayed in all communal areas for staff to read. These will be highlighted during staff briefings on a half termly basis.
PREVENT training	Face to face PREVENT refresher training to be provided for all staff in September 2023. Safeguarding Governor and PSHE lead to also complete the training.
Safer Recruitment	Michelle Forrest and Angela Hill to update in Nov 2023  HT/ DSL Sarah Holt, SBM Carol Hardy, SBO Julie Dawson & Safeguarding Governor Debbie Singleton to update training in March 2025
<b>Part 3 Behaviour and Safety:</b>	
	All staff have regular 7 minute briefings on each of the aspects in section 3, to include Private Fostering guidance.
<b>Part 9 Online Safety:</b>	

All pupils understand their online safety rights and responsibilities and clearly understand how to appropriately report concerns.	IT Lead to provide online safety materials for staff to utilise for the pupils.
<b>Part 10:</b> All governors understand the statutory requirements of Keeping Children Safe in Education 2023 and the expectations on governors.	All Governors to read Keeping Children Safe in Education (Sept 2023) and complete the quiz in the Autumn Term 2023.
<b>LCC Audit Priorities</b>	
<ul style="list-style-type: none"> <li>• Exploration of evidencing good practice and positive outcomes on a case study or similar</li> <li>• Safeguarding ethos to be visible throughout the school environment</li> <li>• Heighten safeguarding with all Governors and invite to relevant training. Explore their knowledge and opportunities for development.</li> </ul>	

**Completed by Headteacher/ DSL Sarah Holt, Backup DSLs Michelle Forrest & Angela Hill, Family Liaison Officer Catherine Swindlehurst and Safeguarding Governor Debbie Singleton.**

**1<sup>st</sup> September 2023**