

Audit Tool - Overall Effectiveness of Safeguarding Procedures 2015

	APHS			WP&N			Action required / notes
	Yes	No	In Part	Yes	No	In Part	
1. Policies and wider Safeguarding							
<i>Does the setting have:</i>							
<i>A child protection policy and procedure in place that is reviewed annually?</i>							
<i>Does it have regard to Keeping Children Safe in Education”?</i>							
<i>Is the policy freely available to parents?</i>							
<i>Regard to Health and safety</i>							
<i>Use of Reasonable force</i>							
<i>Meeting the needs of pupils with medical conditions</i>							
<i>Intimate care</i>							
<i>First Aid</i>							
<i>Educational visits</i>							
<i>Internet and/or eSafety</i>							
<i>“School” security</i>							
<i>Bullying</i>							
<i>Harassment and discrimination</i>							
<i>Issues specific to the local population</i>							
<i>Whistleblowing</i>							
<i>“Keeping Children Safe in Education?” 2015</i>							
<i>A staff behaviour Policy (code of conduct)</i>							
<i>Have all staff been asked to read the summary of “Keeping Children Safe in Education?”</i>							
<i>Are policies and procedures adopted by the governing body followed by staff ?</i>							
<i>Does the headteacher or the designated safeguarding lead (DSL) report annually to gov’s?</i>							
<i>Does the governing body take effective and prompt action ?</i>							
<i>Are staff and governors given the opportunity to discuss safeguarding matters ?</i>							
2. Leadership and Management							
<i>Is there a senior member of the leadership team who has the role of DSL ?</i>							
<i>Is there a named deputy (or deputies) to cover the DSL in their absence?</i>							
Designated Teacher (DT)							
<i>Is there a designated teacher (DT) for LAC ?</i>							
<i>Has the DT had the appropriate training ?</i>							
3 Allegations							
<i>a. Are there procedures in place for dealing with allegations against staff and are they in accordance with NSCB procedures and DfE guidance?</i>							
<i>b. Are there adequate records of action taken in respect of concerns about an individual member of staff in their confidential personnel file?</i>							
<i>c. Have the governing body nominated a governor to liaise with the Local Authority</i>							

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d. Designated Officer (LADO) for allegations against the head teacher							
e. Is there a protocol for dealing with allegations against children?							
3. Curriculum							
a. Are safeguarding issues appropriately incorporated into the school curriculum?							
b. Are pupils encouraged to adopt safe and responsible practices and deal sensibly with risk?							
c. Do pupils feel able to seek support if they feel unsafe and know when and where to get help?							
d. 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?							
4. Training							
a. Have the DSL and deputy(ies) undertaken the required initial training and refresher training on a two year cycle?							
b. Have all staff and other adults who work within the setting undertaken appropriate training during last 3 years?							
c. Are all new staff, temporary staff and volunteers given induction which includes information on safeguarding procedures and their responsibilities?							
d. Is the child protection / safeguarding governor familiar with NSCB and national guidance relating to safeguarding?							
e. Has a member of the governing body attended safeguarding training and/or are aware of the roles and responsibility of the governing body?							
f. Is all safeguarding training for staff /volunteers recorded and regularly monitored?							
5. Safer Recruitment							
a. Are there procedures for safer recruitment and vetting in place and do they have regard to Keeping Children Safe in Education 2015?							
b. Is every interview conducted by at least two people?							
c. Are you compliant with the "Disqualification under the Childcare Act 2006" guidance (DfE 2015)							
Is there a Single Central Record in place? Does it include:							
▪ Identity checks carried out, when and by whom?							
▪ All staff and volunteers working in regulated activity either have a DBS check or have been checked against the Childrens Barred List							
▪ All staff appointed on or after 01/03/02, who come into regular contact with or have							

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<i>unsupervised access to children, and who have had a break in continuous service of more than 3 months immediately prior to appointment)) have a DBS check ?</i>							
▪ <i>A NCTL Prohibition check undertaken for all teaching staff?</i>							
▪ <i>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</i>							
▪ <i>Dates of all completed checks are recorded</i>							
▪ <i>Record of qualifications where a requirement of the job e.g. QTS?</i>							
▪ <i>Evidence of Right to Work in the U.K.?</i>							
▪ <i>Lived Abroad / Overseas Police check where applicable?</i>							
6. Behaviour and Safety							
a. <i>Are staff aware of pupils who are persistently absent or missing, and have they taken appropriate action, especially regarding most vulnerable?</i>							
b. <i>Has action been taken to ensure that all staff and volunteers feel able to raise concerns about unsafe or poor safeguarding practice?</i>							
c. <i>Is the DSL aware of indicators of specific safeguarding issues highlighted by the Keeping Children Safe in Education?</i>							
- <i>Child sexual exploitation</i>							
- <i>Forced marriage</i>							
- <i>Female genital mutilation</i>							
- <i>Trafficked children</i>							
- <i>Domestic Violence</i>							
- <i>Alcohol and Drug use</i>							
- <i>Mental Health</i>							
- <i>Faith abuse</i>							
- <i>Fabricated and Induced Illness</i>							
- <i>Private Fostering</i>							
- <i>Gender based violence</i>							
- <i>Radicalisation</i>							
- <i>Sexting and eSafety</i>							
- <i>Teenage relationship abuse</i>							
- <i>Bullying</i>							
d. <i>Is the LA notified of children removed from roll?</i>							

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e. <i>Are reasonable force procedures and/or policy consistent with DfE guidance "Use of Reasonable Force in Schools" (July 2013)</i>							
7. Are pupils safe on site?							
a. <i>Are there adequate security arrangements for the grounds and buildings?</i>							
b. <i>Are visitors or volunteers or those using premises monitored during the 'school day'?</i>							
c. <i>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>							
8. Interagency Working							
a. <i>Is the setting working with the early help hub to provide timely intervention?</i>							
b. <i>Are there effective and prompt systems in place for referring safeguarding concerns about pupils to relevant agencies?</i>							
c. <i>Is the DSL allocated sufficient time and resources to discharge their responsibilities, including taking part in inter-agency assessments and meetings?</i>							
d. <i>Is the DSL aware of children in school who are or who may be living in a private fostering arrangement?</i>							
9. Reporting and recording							
a. <i>Are child protection (CP) records stored securely and separately from pupil records?</i>							
b. <i>Are the records of good quality and up to date; and do they indicate action that has been taken?</i>							
c. <i>Is appropriate summary information shared with the governing body for monitoring purposes at least annually?</i>							
d. <i>Where pupils have left has the CP record been copied and transferred separately from the main pupil file</i>							
e. <i>Staff are confident about reporting CP concerns and know what action to take if their concerns are not acted on appropriately</i>							
f. <i>The setting encourages a clear culture of open communication between pupils, staff, parents and other adults working with children?</i>							
10. Keeping pupils safe outside of normal provision?							
a. <i>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?</i>							
b. <i>Are appropriate safeguarding arrangements in place for those on work based learning, work experience and educational visits, where relevant?</i>							