

**Annual Safeguarding Report to the Governing Body**School: **Unity Federation of Church Schools**Date: **November 2015**This report is for the period from: **1st November 2014** to: **1st November 2015**Report Author: **Christopher J Allen, Executive Head Teacher****NB The information in this report is confidential – names and specific circumstances cannot be discussed.****Safeguarding Management Team:**

**Christopher J Allen, Executive Head Teacher - Senior Designated Professional**  
**Emma Yerby-Smith, Head of School: Colkirk – Senior Designated Professional Alternate**  
**Sarah Potter, Head of School: Sculthorpe - Senior Designated Professional Alternate**  
**Lesley David, Head of School: West Raynham - Senior Designated Professional Alternate**  
**Cheryl Melton, Federation Business Manager - Senior Designated Professional Alternate**

*Give details of all personnel with management responsibility for safeguarding. There must always be cover for this role; in larger schools there may be a need for more than one alternate SDP. Please note the training requirements as outlined in the [Safeguarding Section of the Norfolk School's Website](#).*

	Name	Dates of Training		
		Multi-agency training	Safeguarding Single Agency Core Programme (Level B)	Safeguarding in Education for Senior Designated Professionals
<b>Headteacher</b>	<i>Christopher J Allen</i>	<i>January 2011</i>	29.1.15	<i>14<sup>th</sup> October 2014</i>
<b>Senior Designated Professional</b>	<i>Christopher J Allen</i>	<i>January 2011</i>	29.1.15	<i>14<sup>th</sup> October 2014</i>
<b>Alternate Senior Designated Professional(s)</b>	<i>Emma Yerby Smith</i>	<i>June / July 2015</i>	20.1.15	
<b>Alternate Senior Designated Professional(s)</b>	<i>Sarah Potter</i>	<i>June / July 2015</i>	22.1.15	
<b>Alternate Senior Designated Professional(s)</b>	<i>Lesley David</i>	<i>June / July 2015</i>	20.1.15	
<b>Alternate Senior Designated Professional(s)</b>	<i>Cheryl Melton</i>	<i>29<sup>th</sup> January 2015</i>		

**Named Governor for Safeguarding:****Date attended Safeguarding Training for Governors:**

*Safeguarding Children Refresher Training Booked for 24<sup>th</sup> February 2014 for Lucy Fulton, Katie Paffet, Helen Shaw, Clive Wylie and Gill Yarham.*

**Whole-School Training:**

*Refresher Training is Scheduled for Summer Term 2016*

*Provide a summary of safeguarding training undertaken by school staff. NB Teachers and other staff and regular volunteers should receive training regularly.*

Staff	Number	Date	Name of course	Course Provider
Teaching staff	All	Jan 15	Safeguarding children	In House
Teaching assistants	All	Jan 15	Safeguarding children	In House
Midday supervisors	All	Jan 15	Safeguarding children	In House
Administrative staff	All	Jan 15	Safeguarding children	In House
Caretaking and cleaning staff	All	Jan 15	Safeguarding children	In House
Technicians	All	Jan 15	Safeguarding children	In House
Volunteers	All	Jan 15	Safeguarding children	In House

How is this training evidenced? (E.g. certification, attendance list, copies of materials provided)

*Staff meeting minutes and materials filed.*

Who is responsible for maintaining these records?

*Executive Head / Head of School.*

Where is the evidence of training stored?

*Kept in the Executive Head's Office / Safeguarding Files*

What arrangements are in place for members of staff who have not received suitable training?

*Safeguarding is covered in all induction arrangements of new staff and volunteers in the school. Specific guidance on reporting an incident or disclosure, responsibilities to act and identification of designated and alternate professionals.*

**Induction:**

*Outline the procedures for providing a safeguarding induction to new staff/volunteers including school safeguarding policies and procedures e.g.:*

- *Outline of training provided – Head of School inducts new staff.*
- *School's safeguarding policy – Executive Head Writes the Policy and it is reviewed annual by all staff and governors.*
- *Staff Code of Conduct – Part of the Safeguarding policy as above.*
- *Associated policies for example whistle-blowing, behaviour, attendance - Executive Head Writes the Policy and it is reviewed annual by all staff and governors.*
- *Quick reference guide/summary of procedures including details of the SDP – Executive Head*
- *Part 1 of 'Keeping Children Safe in Education', DfE (2014) - Executive Head*

Staff	Number	Safeguarding induction, including policies and procedures given (yes/no)	Safeguarding Children Training arranged (yes/no - date if available)
Teachers	ALL	Yes	January 2015
Support Staff	ALL	Yes	January 2015
Volunteers			

Who is responsible for providing the induction? – *Executive Head Teacher*

Is an induction checklist completed to evidence the dates that information was provided? Where is this stored? - *This has not been common practice and will be implemented from the appointment of any new staff in the future. (Induction Checklist attached).*

### Recruitment & Selection:

Outline how the school is working within safer recruitment guidelines.

Confirm that, as a minimum:

- Safer Recruitment checklist is used *YES*
- All adverts and related documentation contain a safeguarding statement. *YES*
- All person specifications have a safeguarding element. *YES*
- All job descriptions have a safeguarding responsibility. *YES*
- Applications are scrutinised for missing information and inconsistencies, and concerns are followed up. *YES*
- All interviews include at least one safeguarding question. *YES*
- Successful candidates' qualifications are verified and their identity checked. *YES*
- Reference requests require specific safeguarding information, including the person's suitability to work with children/young people. *YES*
- References are requested from the current/most recent employer. *YES*
- Missing information or vague information is always followed up with the referee. *YES*

How is this information collated and evidence?

*Business Manager requests references and collates all evidence. Local Authority HR forms are used and not others.*

Who is responsible for maintaining these records?

*Business Manager*

### The Single Central Record (SCR):

	Yes	No
Is a single central record (SCR) in place for all staff (including supply staff)?	<i>YES</i>	
Does the SCR include all others who work regularly or intensively with children?	<i>YES</i>	
Are all members of the proprietor body included on the SCR? (For independent schools, free schools and academies)	<i>NA</i>	<i>NA</i>

Does the SCR indicate that identity checks have been carried out and by whom?	YES	
Is there evidence on the SCR that all staff have been checked against the Children's List (previously List 99)?	YES	
Does the SCR record the date when the DBS and/or Children's List (or List 99) checks was carried out and who carried out the check?	YES	
Does the SCR record qualifications – where the qualification is a requirement of the job?	YES	
Does the SCR record evidence that a prohibition from teaching check has been carried out on all teaching staff?	YES	
Does the SCR record evidence a check of 'right to work' in the United Kingdom and suitability checks as appropriate?	YES	

Please outline the procedures for maintaining and checking the SCR:

*The Business Manager check and ensures admin staff update the SCR at least each half term in each school, if not sooner when a new member of staff or volunteer begins working in one of the school.*

Who is responsible for maintaining the SCR?

*The SCR is maintained in each school by the school secretary and the Business Manager maintains an overview of this.*

Date the SCR was last checked:

*The SCR is checked each half term by governors and is due to be check by October Half Term 2014 in each school and Christmas in each school.*

*A signed log is maintained as a record of checks, this is dated at the time of each check.*

### **Safer Recruitment Training:**

*List all staff and governors trained in safer recruitment. The School Staffing (England) Regulations 2009 make it mandatory for at least one person involved in the interview process to be trained in safer recruitment techniques.*

<b>Role</b>	<b>Name</b>	<b>Date of training</b>	<b>Governor Services or On-line?</b>
Headteacher	Christopher Allen	July 2011	On Line
Governor	Mike Coates	November 2012	GS
	Grant Harrison	November 2013	GS

How is this training evidenced? (e.g. certification)

*Certification*

Where is the evidence of training stored?

*None – the individual trained keeps notes, handouts etc from the course.*

**Policies and documents relating to safeguarding:**

<b>Policies and/or Procedures for Safeguarding</b>	<b>Confirm in Place Y/N</b>	<b>Date of Last Review</b>	<b>Next Review Date</b>
Safeguarding incorporating Child Protection (including management of allegations)	YES	July 2015	As per Dneat academy change
Attendance	YES	July 2015	
Anti-bullying	YES	April 2014	
Behaviour	YES	July 2015	
Drugs and Substance Misuse	YES	July 2015	
E-Safety (including Acceptable Use of ICT)	YES	July 2015	
Extended School/Before and After School Activities	NA	NA	
First Aid (including management of medical conditions, intimate care)	YES	July 2015	
Health and Safety (including school security)	YES	July 2015	
PSHE Curriculum	Part of Curric Policy	July 2015	
Recruitment and Selection	NA	NA	
Safeguarding Statement in School Prospectus	YES	July 2015	
Sex Education	YES	July 2015	
Single Equality Scheme	YES	July 2015	
Staff Handbook/Code of Conduct	YES	July 2015	
Use of Force and Restraint (physical intervention)	YES	July 2015	
Whistle-blowing	YES	July 2015	

Please describe the school's policy review cycle? Who is responsible for ensuring that these policies are reviewed within statutory timescales (as applicable)?

*All Policies are reviewed annually by Staff and Governors and follow an annual review of Policies as per the DFE Statutory Guidance.*

Has the school completed the [self-review tool for safeguarding & child protection](#)? *If this has not been provided to the GB, attach a copy to this report.*

Please describe how this was shared or completed with the named governor for safeguarding?

*The review was completed in July 2014 and through consultation of all senior leaders in the federation and shared with the Chair of Governors.*

Date for review: 17<sup>th</sup> July 2014

**Curriculum:**

Please outline how the school supports pupils to identify, assess and manage risk appropriately to keep themselves safe.

1. *Regular training and discussion in Computing sessions on e-safety and cyber bullying.*
2. *Regular discussion on work in PSHCE on safeguarding.*
3. *Yr5/6 children undertake personal safety training in SRE each year.*
4. *H& S training is apparent in all physical lessons, or lessons involving equipment or risks e.g. Science.*
5. *General assemblies on well being, child protection, stranger danger.*
6. *Safety programmes such as Step on it are taught annually.*

**Perceptions of Safety:**

Please outline how you have tested pupil, parental and staff perception of safety at the school.

1. *Parent Questionnaires / Forums*
2. *Pupil Questionnaires / School Councils*
3. *Staff Questionnaires / Staff Meetings/ SLT Meetings.*

**Referrals and Multi-agency working:**

*NB In this section you should provide an overview of safeguarding activity and referrals. It is not appropriate to include names or details of individual cases.*

<b>Intervention/support:</b>	<b>Number:</b>
Family Support Assessments Completed	2 Colkirk, 1 Sculthorpe, 2 West Raynham
Pupils in receipt of support via a Family Support Plan (FSP)	0 Colkirk, 0 Sculthorpe, 1 West Raynham
FSP Meetings Attended	All
Referrals made to Children's Social Care Services	2 x Sculthorpe, 3 X West Raynham 2 x Colkirk
Outcomes of referrals known	2 x S47 Sculthorpe, nothing W Raynham, 1 x Colkirk
Child Protection Invitations	0
Child protection meetings attended	3
Reports submitted to Child Protection Conferences	2
Core groups attended	1
Pupils in receipt of a CP Plan	2
Pupils in receipt of Child in Need plan	0
LAC pupils on roll	0
Allegations made against staff	0
Referrals to the LADO	0

**Other comments on safeguarding issues and actions to be taken:**

*(You may wish to refer your school's completed self-evaluation tool to inform your comments and consider local arrangements and issues that you may be dealing with.)*

*From our Safeguarding Audit in July 2014 and our DNEAT Audit in November 2015 the following actions are to be addressed during this academic year:*

- 1. C Allen to attend PRVENT & WRAP Training (Spring 2016)*
- 2. Prohibition Checks to be completed for all staff post September 2013.*
- 3. Prevent Training to be delivered to all staff (Sept 2016)*
- 4. Train staff using CSE resources so they can describe and explain what Child Sexual Exploitation is and know what to do.*



**Signed:**

**Date: 19<sup>th</sup> November 2015**

**Job title: Executive Head Teacher**

**Date of next annual safeguarding report to the Governing Body: November 2015**

**Please note Safeguarding and Child Protection is a fixed agenda item discussed at every full governing body meeting. It is also reported in every executive head teacher's report to governors and it is discussed at every fortnightly meeting with the Executive Head and Chair of Governors as well as SLT meetings that are planned through the year.**