

Annual Safeguarding Report to the Governing Body

School: Unity Federation of Church of England Primary Academies

Date: November 2016

This report is for the period from: 1st November 2015 **to:** 1st November 2016

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 |
| Headteacher | <i>Christopher J Allen</i> | <i>29th January 2015</i> | | <i>14th October 2014</i> |
| Alternate Senior Designated Professional(s) | <i>Emma Yerby Smith</i> | <i>June 2014</i> | | <i>22nd January 2015</i> |
| Alternate Senior Designated Professional(s) | <i>Sarah Potter</i> | <i>May 2012</i> | | <i>22nd January 2015</i> |
| Alternate Senior Designated Professional(s) | <i>Lesley David</i> | <i>May 2012</i> | | <i>20th January 2015</i> |
| Alternate Senior Designated Professional(s) | <i>Cheryl Melton</i> | <i>29th January 2015</i> | | <i>14th October 2014</i> |
| E-Safety Training (All Staff) | <i>All Teaching Staff and HLTAs</i> | <i>Autumn Term 2013 (by Jill Duman – NIEAS)</i> | | |
| Whole School Safeguarding Training | <i>All Staff and non-teaching staff</i> | <i>2nd January 2014 (by C Allen Exec HT)</i> | | |
| Prevent Update | <i>All Staff and non-teaching staff</i> | <i>21st July 2016 (Staff Mtg)</i> | | |
| Keeping Children Safe in Education (Update) | <i>All Staff and non-teaching staff</i> | <i>1.9.2016 (CPD Day)</i> | | |
| Guidance on Safer Working Practices (update) | <i>All Staff and non-teaching staff</i> | <i>16th November 2015</i> | | |
| DNEAT Safeguarding Review | <i>Exec Head / Governors</i> | <i>16th November 2015 / 17th April 2016/ 2nd December 2016</i> | | |
| LA Safeguarding Audit | <i>Exec Head/ SLT / Governors</i> | <i>18th July 2014</i> | | |
| Safer Recruitment | <i>C Allen S Potter L David E Yerby Smith G Harrison (Gov) M Coates (Gov)</i> | <i>June 2016 2013 2013 2014 2014 2013</i> | | |

Require updates in 2017

Named Governor for Safeguarding: Ruth Newcombe

Date attended Safeguarding Training for Governors: 28th June 2016

Whole-School Training:

Prevent Training – 21st July 2016

Safeguarding update – 1st September 2016

Regular volunteers are provided with safeguarding guidance when they 'join' the academy.

New staff have this included as part of their induction process delivered by a Head of School or Business Manager (if admin staff).

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

Staff training plans for each term.

Staff signed attendance list.

Induction Records for new staff.

Online training has certification e.g. Safer recruitment for C Allen in June 2016

Who is responsible for maintaining these records?

Executive Head / Head of School.

Where is the evidence of training stored?

Kept in the Safeguarding Files in each academy.

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. All relevant policies are identified and procedures to follow.

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 – *Academies adopt DNEAT core policy and review as appropriate but at least annually.*
- Staff Code of Conduct – *Academies adopt DNEAT core policy and review as appropriate but at least annually.*
- Associated policies for example whistle-blowing, behaviour, attendance - *Academies adopt DNEAT core policy and review as appropriate but at least annually.*
- Quick reference guide/summary of procedures including details of the SDP – *Executive Head*
- Part 1 of ‘Keeping Children Safe in Education’, DfE (2016) - *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 | Sept 2016 |
| Support Staff | ALL | Yes | Sept 2016 |
| Volunteers | As and when needed | | |

Who is responsible for providing the induction? – *Executive Head Teacher / Head of School/ Business Manager*

Is an induction checklist completed to evidence the dates that information was provided? Where is this stored? - *All new members of staff have a meeting with their designated line manager and induction is undertaken, a record is kept and signed by the inductor and inductee and filed in their staff file.*

Recruitment & Selection:

Outline how the school is working within safer recruitment guidelines.

Confirm that, as a minimum: *Dneat Staff Recruitment Policy is used.*

- *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/ admin staff requests references and collates all evidence. EPM HR forms are used to collate information. Copies are kept for all staff appointed and unsuccessful candidates for up to 6 months.

Who is responsible for maintaining these records?

Business Manager oversees all records are maintained by admin staff in each school.

The Single Central Record (SCR):

| | Yes | No |
|---|---|----|
| Is a single central record (SCR) in place for all staff (including supply staff)? | YES | |
| Does the SCR include all others who work regularly or intensively with children? | YES | |
| Are all members of the proprietor body included on the SCR? (For independent schools, free schools and academies) | Governors have their own SCR maintained at Sculthorpe for Unity federation. | |
| 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 | YES | |

| | | |
|---|-----|--|
| checked against the Children’s List (previously List 99)? | | |
| 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 checks 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 a monitoring role for each, she provides training for new admin staff. The secretary at Sculthorpe maintains the SCR for governors.

Date the SCR was last checked:

The SCR is checked each half term by C Melton the Business Manager, this was checked in each school in October 2016 and a new format was introduced that included two additional columns for checks on volunteers who come from overseas as a parent of a child at Colkirk wished to volunteer in school and until September 2016 lived in France. This requires a ten week settling period into the country before she can approach her embassy to undertake the relevant checks to provide the documents we then need to complete the DBS check and note all of this in the new columns on the SCR.

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.

| Role | Name | Date of training | Governor Services or On-line? |
|-----------------|-------------------|------------------|-------------------------------|
| Headteacher | Christopher Allen | June 2016 | On Line (NSPCC) |
| Governor | Mike Coates | November 2012 | GS |
| | Grant Harrison | November 2013 | GS |
| Heads of School | Sarah Potter | 2013 | Online |
| | Lesley David | 2013 | Online |
| | Emma Yerby-Smith | 2014 | Online |

Are due to be refreshed as they are coming to the end of their period of validation.

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

Certification

Where is the evidence of training stored?

On Governor Hub for governors, C Allen in the safeguarding file and staff file held at Dneat, individual staff need to renew theirs ASAP.

Policies and documents relating to safeguarding:

| Policies and/or Procedures for Safeguarding | Confirm in Place Y/N | Date of Last Review | Next Review Date |
|---|----------------------|---------------------|-----------------------------|
| Safeguarding incorporating Child Protection (including management of allegations) | YES | Oct 2016 | As per Dneat academy change |
| Attendance | YES | Annually | |
| Anti-bullying | YES | May 2016 | |
| Behaviour | YES | Oct 2016 | |
| Drugs and Substance Misuse | YES | July 2015 | |
| E-Safety (including Acceptable Use of ICT) | YES | Dec 2015 | |

| Policies and/or Procedures for Safeguarding | Confirm in Place Y/N | Date of Last Review | Next Review Date |
|---|-----------------------------|---------------------|------------------|
| First Aid (including management of medical conditions, intimate care) | YES | May 2016 | |
| Health and Safety (including school security) | YES | Oct 2016 | |
| PSHE Curriculum | Part of Curric Policy | July 2015 | |
| Recruitment and Selection | YES | May 2016 | |
| Sex Education | YES | July 2015 | |
| Single Equality Scheme | YES | July 2015 | |
| Staff Handbook/Code of Conduct | YES | Nov 2016 | |
| Use of Force and Restraint (physical intervention) | YES | July 2015 | |
| Whistle-blowing | YES | Nov 2016 | |
| Preventing Extremism | YES | Nov 2016 | |
| Lone Worker | YES | Dec 2015 | |
| Allegations against staff | YES | Feb 2016 | |

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 in accordance with Dneat's governance cycle and policy review timeframes. This is determined by the Trust Board who update policies and these are then directed to each academy to adopt by Local Governance Bodies.

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 governors undertake the review tools from the LA with one academy each term, in addition the AGEP undertakes checks at each termly visit and the Dneat Operations Manager – Sharon Money, conducts an audit on each academy during the year. Dneat's audits were completed on 16th November 2015 / 17th April

2016/ 2nd December 2016. Governor reviews with the Exec Head were completed on 12th May 2016 (all three academies) 23rd November 2016 (Colkirk) the Operational Plan will identify when the next checks are due.

Date for review: 17th April 2016 (Sculthorpe) / 2nd December 2016 (Colkirk)

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 led by Child Line, NSPCC and staff in school.*
- 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 (termly)*
- 2. Pupil Questionnaires / School Councils (termly)*
- 3. Staff Questionnaires / Staff Meetings/ SLT Meetings.*

From Autumn 2016 pupil well-being, safety and happiness surveys (based on children in action) are completed by governors.

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.

| Intervention/support: | Number: | | |
|--|--------------------------|-------------------------------------|-------------------|
| | Colkirk | Sculth | WRay |
| Family Support Assessments Completed | 2 | 0 | 1 |
| Pupils in receipt of support via a Family Support Plan (FSP) | 2 | 0 | 4 |
| FSP Meetings Attended | Numerous | | |
| Referrals made to Children's Social Care Services | 2 | 1 | 1 |
| Outcomes of referrals known | Initial Assess | S47 S17 | S17 |
| Child Protection Invitations | 0 | 1 | 0 |
| Child protection meetings attended | Numerous (weekly) | | |
| Reports submitted to Child Protection Conferences | 0 | 3 | 0 |
| Core groups attended | 0 | 1 every 6 weeks for 18 month | 0 |
| Pupils in receipt of a CP Plan | 0 | 2 | 0 |
| Pupils in receipt of Child in Need plan | 0 | 1 | 4 |
| LAC pupils on roll | 2 post LAC | 2 | 4 post LAC |
| Allegations made against staff | 0 | 0 | 0 |
| Referrals to the LADO | 0 | 0 | 0 |

Other comments on safeguarding issues and actions to be taken:

From Governor Safeguarding Check in November 2016 the following action plan has been drawn up:

| | Action | Who and by when | Completed, verified and signed off: |
|----|---|---|--|
| 1. | Annual Safeguarding report to governors (last one Nov 2015) | CA to write and present safeguarding report to LGB. 29 th Nov 2016 Mtg. | Completed on: Verified by: Date: |
| 2. | Named Safeguarding Governor to be uploaded onto website for 2016-17 | Clerk to provide up to date committee membership and named governors on website. 1 st Dec 2016 | Completed on: Verified by: Date: |
| 3. | Single Central Record Check by named Governor | SCR is regularly checked by C Melton, Associate Governor this needs to be validated by R Newcombe or Chair of Govs each term. 5 th Jan 2017 | Completed on: Verified by: Date: |
| 4. | Centralised / core training updates required for senior leaders | Identify and book training updates for SLT as these are near expiry point. 5 th Jan 2017 | Completed on: Verified by: Date: |
| 5. | Full Safeguarding update training (LA approved) to be accessed by all staff in Spring Term 2017 as three year period is up. | Completed by end of Spring Term 2017 | Completed on: Verified by: Date: |



Signed:

Date: 22nd November 2016

Job title: Executive Head Teacher

Date of next annual safeguarding report to the Governing Body: November 2017

Please note Safeguarding and Child Protection is a fixed item 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.