



Demonstration School - Safeguarding Audit

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Safeguarding Governance	Comment	Review
The Governing Body meets the requirements of current statutory guidance and there are processes in place to monitor this which enable governors to provide appropriate support and challenge to the Headteacher around safeguarding.	Governors are DBSd and have an annual safeguarding update and appropriate checks. They are on the school SCR. They ensure that appropriate policies and procedures are in place.	10-May-23
There is a named link governor for child protection.	Umbridge	10-May-23
The named link governor is appropriately trained.	Dolores has safeguarding training and experience of safeguarding in other schools.	10-May-23
The named link governor conducts a twice yearly review using the Trust checklist and reports back to the Governing body	Dolores visits 3 times per year with a specific checklist.	10-May-23
Governors have received appropriate safeguarding training and updates.	All governors have received annual safeguarding training, as well as two harmful sexual behaviours training updates. These were delivered by Severus Snape (Lead Adviser) and Albus Dumbledore, Headteacher.	10-May-23
The governing body receives a report at least annually on the effectiveness of safeguarding procedures within the school or college.	The governing body receives a report 3 times a year.	10-May-23
Safeguarding is a regular agenda item on full governing body agendas and committee agendas where required.		10-May-23
New governors since 1st April 16 have been DBS checked	All Governors are DBS checked	10-May-23

DSLs	Comment	Review
There is a designated safeguarding lead and deputy designated safeguarding lead in place who have appropriate status and authority in the school / college to undertake the role.	DSL Is Deputy Headteacher DDSL is Head of Inclusion	10-May-23
The role of the designated safeguarding lead is explicit in their job description.	Trust have a job description in place for DSLs. This is applicable to all DSLs across the Trust and is based on KCSIE.	10-May-23
The designated safeguarding lead and deputy designated safeguarding lead are appropriately trained in a range of safeguarding issues including PREVENT, FGM, CSE.	Complete. Online training completed in these areas.	10-May-23
The DSL and DDSL have been Lead CP/Safeguarding trained within the last two years	Complete	10-May-23
The DSL/DDSL attends local Safeguarding training and/or network meetings	A member of safeguarding team (either DSL or DDSL) attend borough-wide training and DSL forums are attended by DSL or DDSL	10-May-23
All staff (including supply and non teaching) are aware there is a DDSL/DDSL and who they are/how to report to them	This is explicit in annual update training for all staff, on posters in school toilets and is made explicit when new staff join. There is a safeguarding leaflet for visitors and volunteers.	10-May-23
The DSL/DDSL uses the support/supervision of the Trust safeguarding team and attends Trust Safeguarding network meetings	The Lead Adviser for the School is the Trust Lead for Safeguarding and has weekly contact with the DSL and DDSLs. the School is always represented at Trust network meetings by either the DSL or DSL and DDSL.	10-May-23

Safer Recruitment	Comment	Review
All members of the Leadership Team, key (interviewing) governors and other (interviewing) senior staff have been Safer Recruitment Trained within the last 2 years	Yes - at least one safer recruitment SLT member always on interview panel	10-May-23
All candidates fill out Trust standard application forms and 2 references are requested and received BEFORE interviewing (including one from the most recent Headteacher/employer)		10-May-23
All pre-appointment checks are carried out in accordance with statutory guidance	Records kept, and electronic and paper copies in personnel files.	10-May-23
All interviewees are asked appropriate safeguarding questions and personalised questions based on their application forms.	Standard safeguarding question is part of the process, and if there are any queries from application forms, these are raised and discussed at interview.	10-May-23
The SCR is maintained according to statutory guidance and the link governor/lead adviser checks compliance	HR officer feeds back to DSL, who reports to lead Safeguarding Governor	10-May-23
Staff files are compliant and any gaps have been recorded and risk assessed	See personnel files.	10-May-23
The school follows Trust Safer Recruitment policy and procedure.		10-May-23

Policy and Procedure	Comment	Review
The Child Protection and Safeguarding Policy and Procedure has been updated annually and is on the school website	Completed at the start of term and uploaded by Beth Bogle.	10-May-23
All staff have read and signed to say they have understood the most recent version of KCSIE and there is a record of this.	Record on the VLE or a paper copy on file signed to confirm it has been read .	10-May-23
All staff have signed a code of conduct sheet and this is kept on their file	Staff sign the Trust Code of Conduct as part of their induction. Kept on file. Trust Code of Conduct currently under review	10-May-23
There is a complaints procedure on the school website which is appropriately followed		10-May-23
The school have the Trust whistleblowing policy on the website and staff are aware of this		10-May-23
All relevant staff understand and use the school system for absence reporting	DHT1 and XYZ responsible for attendance; however, office staff are on day-to-day Head's PAies regarding absences. Bromcom now used for registers; alert sent if a teacher forgets to take register; office do physical walk rounds if they can't find a child.	10-May-23
The anti-bullying policy is adhered to and is on the school website. The school reports racist and homophobic incidents to the local authority annually.		10-May-23

Staff Training	Comment	Review
All staff receive an annual CP/Safeguarding update. This includes how to make direct MASH referrals. If staff are absent or start mid-year there is a procedure to 'catch them up'. A record is kept of this training.	All new starters receive CP training by Inclusion Lead. Those that have access to the VLE confirm they have read the relevant documents on the VLE and those that don't sign doc; Head's PA keeps record. Update training yearly during INSET	10-May-23
All staff have completed The Key online safeguarding training (once every 3 years). A record is kept of this training.	Record kept. The link was also updated on our Safeguarding staff VLE page 6th February.	10-Jun-23
Members of staff who form part of the safeguarding team have been Lead CP/Safeguarding trained within the last 2 years. A record is kept of this training.	Records kept by Head's PA. All completed.	11-May-23
The school has a biannual programme to ensure that staff are trained in: FGM, County lines, Sexual Violence and Harassment, Domestic Violence, PREVENT/Channel, E-Safety and Cyber Bullying, Records are kept of who has been trained and when	All staff complete FGM, Prevent, Prevent Channel online. All staff training is recorded. Further programme of training being put into place to cover County Lines, Sexual Violence and Harassment and Domestic Violence.	12-May-23
Volunteers and Visitors	Comment	Review
All visitors are given appropriate CP/Safeguarding guidance on entry e.g. school leaflet	All visitors receive a leaflet on entry	10-May-23
Appropriate ID checks are performed for visitors	Yes	10-May-23
The school uses the Trust Volunteer pack appropriately and takes necessary steps on the checklist to ensure volunteers meet safeguarding requirements		10-May-23
There is a page on the website giving advice to visitors/volunteers	https://www.turinghouseschool.org.uk/visitor-safeguarding.php	10-May-23
Supply/temporary staff understand how to recognise CP/Safeguarding issues and how to report them/who to.	All receive safeguarding leaflet upon arrival; posters up in staff room and staff toilets.	10-May-23
The ID of temporary staff is checked by office staff via photograph (online versus real)	Yes	10-May-23

Allegations against staff	Comment	Review
The DSL and Headteacher are familiar with Trust policy and how to manage allegations against staff		10-May-23
All staff including volunteers and visitors have access to contact details for the LADO	Confirmed by Head's PA - On posters around the school and leaflet given in arrival. Volunteers also have safeguarding training.	10-May-23
All allegations are referred to the LADO and to the police where necessary in a timely fashion	Yes	10-May-23
Details of allegations against staff are stored on their files (and no where else), in a sealed envelope if proven untrue or if outdated	Yes - this is held with Headteacher	10-May-23
The DSL and Headteacher work with Trust staff to refer to the LADO, DBS and/or National College of Teaching/Leadership where necessary		10-May-23
The staff code of conduct now contains reference to the need for staff to notify the Headteacher of any arrests, cautions or convictions	New Code of Conduct implemented in April 2022. All staff need to confirm they have read it by 6/5/22 (No 11) Teachers & support staff contract 14.3 & 14.4.	09-Feb-23
Staff are given training and information regarding protecting themselves professionally	An advice sheet accompanies the annual safeguarding update. There is also a page in the handbook.	10-May-23
Multi/Inter-Agency Working	Comment	Review
All pastoral/safeguarding staff use and are trained in using local thresholds for referral to the MASH		10-May-23
Appropriate staff attend CP/CIN/TAF/LAC meetings	DSL/DDSL's attend all CP/CIN/TAF/LAC meetings	10-May-23
All staff have access to the up to date contact details for the local Children's Services	Staff informed at CP Training. On posters in staff areas. PLUS rooms always have details available.	10-May-23
Appropriate staff attend local safeguarding network meetings	DSL/DDSL attend all meetings	12-May-23
Multi agency documents are filed on CPOMs under the appropriate child's case	All documents are uploaded onto CPOMS appropriately.	10-May-23
Actions for the school from multi agency meetings are performed in a timely manner and logs are kept of these actions on CPOMs by appropriate Pastoral/Safeguarding staff	All actions are logged by DDSL/DSL - actioned and reported back in a timely manner.	10-May-23
All pastoral/safeguarding staff use and are trained in using local thresholds for referral to the MASH		Not set

Transition	Comment	Review
CP/Safeguarding files are transferred promptly onto CPOMs when a child moves to our school	Where a school has CPOMS there is an automatic transfer to our systems. Where this is not the case, the safeguarding team, having established which children have safeguarding files ensures that office staff scan the file onto CPOMS.	10-May-23
CP/Safeguarding files are transferred promptly to a receiving school when a child moves to another school	CPOMS File sent once requested by other school. Hard copy also delivered/sent	10-May-23
When a child is on a managed move to another school, hard copy CPOMs print is sent to that school	Senior staff ensure that all managed moves receive a hard copy of CPOMS files.	10-May-23
The Trust Safeguarding/Transition checklist is followed by the DSL/DDSL and appropriate Safeguarding staff, especially for Year 6 into 7	Yes - all safeguarding staff have a copy of this	10-May-23

Record Keeping and Information Sharing	Comment	Review
All staff report child protection concerns verbally then follow up with a report on CPOMs		10-May-23
Record are kept of all CP/Safeguarding investigations/follow ups/telephone calls/emails relating to a child on their CPOMs file in clear bulleted notes where possible (promptly within 24 hours)	CPOMS records are extensive and comprehensive. Behaviour records are also kept on CPOMs to give a complete picture of a child's circumstances/chronology.	10-May-23
Relevant documents are uploaded to CPOMs and attached to appropriate files.	All relevant documents uploaded to CPOMS in a timely manner	10-May-23
All appropriate CP/Safeguarding staff have elevated level access to CPOMs and have been trained in how to use it	CPOMS training given to all safeguarding/CP staff. All have elevated access.	10-May-23
All students with CPOMs files have a case review at regular intervals by appropriate staff. There is a procedure for this.	Regular review meetings take place with PLUS and DSL/DDSL to discuss cases.	10-May-23
There is a procedure in place for training new staff in the use of CPOMs	Inset training takes place for all new staff	10-May-23
There are clear procedures for seeking DSL/DDSL/Trust guidance before information sharing	Inset training given to all staff. Safeguarding team always available for clarity before any information is shared.	10-May-23
Receipts are Truained for student safeguarding files transferred to other schools.		10-May-23
There are clear procedures for seeking DSL/DDSL/RET guidance before information sharing		Not set
Receipts are retained for student safeguarding files transferred to other schools.		Not set

Curriculum	Comment	Review
Every year group receives education related to e-safety, sexting, online abuse and the law		10-May-23
All children are taught about FGM at some point between Years 7 and 11. This is programmed in to the curriculum.		10-May-23
All statutory aspects of the RSE curriculum are in the RE and/or PSHE curriculum online and are explicitly taught to the appropriate year groups (including Years 12 and 13) - See RSE Statutory guidance		10-May-23
All children are taught about prejudice/radicalisation/PREVENT/Channel		10-May-23
All children are taught about 'consent' at some point in every year group (including 12 and 13)		10-May-23

Reporting Concerns	Comment	Review
Students are taught how to report a concern and up to date posters are displayed throughout the school regarding how to do this and who to.		10-May-23
Staff are trained how to report a concern and up to date posters are in staff toilets regarding how to do this and who to.		10-May-23
Appropriate staff are clear about the circumstances where referral to MASH is necessary. There are effective and prompt systems for doing so. All staff know how to recognise and refer out of hours		10-May-23
Appropriate staff are able to identify students who may benefit from Early Help and are able to refer appropriately		10-May-23
Staff understand how to report a concern about FGM		10-May-23
Appropriate staff understand that they can request a welfare check from police or children's services and use this facility e.g. when a child is missing in education		10-May-23
Children who have been absent for 15 days are reported to the local authority as missing in education		10-May-23
When support for a child is not improving the child's circumstances, Safeguarding staff re-refer to Children's Services/MASH and pursue appropriate support until it is in place		10-May-23
Appropriate staff know how to recognise concerns and make appropriate referrals to Channel		10-May-23
Children are not removed from roll until either an investigation regarding their whereabouts is complete, a proper home school communication is sent by parents or the receiving school informs the school that the child is to be placed on roll.		10-May-23

Site Security	Comment	Review
Is there a safe, monitored procedure for students entering and leaving the school site at the start and end of the school day		10-May-23
Are all break time areas appropriately supervised?		10-May-23
Are attendance and register procedures sufficient to recognise where students are 'out of place'		11-May-23
Are there appropriate procedures in place to manage public access to the school site during the school day?		10-May-23
Is there a lockdown procedure that staff and students are familiar with?		11-May-23
Is there an appropriate procedure in place to prevent students from wandering corridors in lesson time?		10-May-23

Pastoral Care	Comment	Review
Students at the school feel safe (evidence must be sought from questionnaires of some kind)		10-May-23
There is a PSHE/Tutor programme of education that promotes safe behaviours		11-May-23
The school has a proactive accessible pastoral support system where children can go for help		10-May-23
The school follows the Behaviour Policy which is in date and published on the website		10-May-23
The school has an attendance policy which is in date and published on the website and proactively promotes good attendance and challenges attendance that is below expectations		11-May-23
There are systems in place to promote positive mental well being and identify/intervene with mental health issues		10-May-23
All children are aware of the Childline number - this is publicised		10-May-23

Specific Safeguarding issues	Comment	Review
The school follows Trust guidance leaflet for self-harmers and ensures all self-harmers are referred for some kind of support		10-May-23
All self-harmers have a risk assessment in place		10-May-23
There is a designated, trained lead for FGM		10-May-23
There is a designated, trained lead for LAC who conducts appropriate reviews		10-May-23
There is a designated, trained CSE lead		03-Jul-23
How many CP (Section 47) cases are currently in place?		10-May-23
How many CIN (Section 17) cases are currently in place?		10-May-23
How many CIN (DFE definition) are currently on roll?		10-May-23
Who is trained in Mental Health First Aid?		10-May-23
Who is trained in Suicide prevention e.g. Papyrus?		10-May-23
Students at risk of or at risk of perpetrating sexual harassment or violence have a risk assessment		10-May-23
Who is restraint trained?		10-May-23
Who is responsible for Alternative Learning Providers? Are ALPs on the SCR? Are appropriate and regular checks on safety/attendance/welfare in place?		10-May-23
How are e-safe alerts managed?		10-May-23
There are procedures in place for effectively managing transgender or intersex children		10-May-23
All staff are aware of children with life threatening conditions through HCPs and risk assessments (including relevant temporary staff)		10-May-23
The school calls the police and children's services immediately (the same day) when a child discloses sexual assault/harm/violence.		10-May-23
Appropriate staff are familiar with Operation Encompass		10-May-23

Parents	Comment	Review
The school signposts safeguarding information on the website e.g. regarding online security		10-May-23
The school has run sessions for parents in the last 12 months on e-safety, CSE and/or other safeguarding issues		10-May-23
The school calls parents promptly for all safeguarding concerns (including self harm) except those where calling parents might put a child at risk.		10-May-23
The school makes every effort to inform parents and gain their consent for MASH referrals. Not establishing consent however will not prevent the school from making a referral.		10-May-23
The school holds 2 contact numbers for every child		02-Jul-23
The school has run sessions for parents in the last 12 months on e-safety, CSE and/or other safeguarding issues		Not set