

Essential information for headteachers and Governing Bodies: Safeguarding and child protection in schools

In the light of the new Ofsted Inspection Framework, the information below identifies what you **must** have in school – if any of these are missing or not up to date, the school is likely to be judged inadequate on inspection. The evidence identified in response to column 2 below should form the basis of your Safeguarding Evidence folder ready for Ofsted.

Acronyms: DT: Designated Teacher; NG: Nominated Governor; LSCB: Local Safeguarding Children Board

Model / exemplar documents to be found in the Safeguarding Children folder on WISEnet

DCFS guidance: Safeguarding Children and Safer Recruitment in Education 2006

To demonstrate that the school	As a minimum, you must have evidence of.....	You can find an example of this....
Has clear policies, strategies and procedures to ensure the safeguarding and welfare of pupils, including those relating to behaviour, bullying, health and safety, harassment and discrimination and meets all required duties	<ul style="list-style-type: none"> ▪ Up to date child protection policy ▪ Know how to access SW Multi-Agency CP procedures online ▪ ‘What to do..’ flowchart displayed in staff areas ▪ Clear policy and procedures for recording any concerns about pupils ▪ All policies listed on left, and all staff are familiar with them 	<ul style="list-style-type: none"> ▪ Model policy on WISEnet ▪ www.swcpp.org.uk ▪ Download flowchart from LSCB website www.wiltshirelscb.org ▪ Guidance on record-keeping on WISEnet ▪ Contact relevant Wiltshire Council advisors /consultants for guidance
Has established clear management responsibilities in relation to child protection including relevant designated staff	<ul style="list-style-type: none"> ▪ Names of DT and Deputy DT inserted in the ‘What to do...’ flowchart ▪ All adults working in the school know who is the DT and Deputy DT, and what to do if they have a concern and neither is available ▪ Allegations flowchart displayed in staff 	<ul style="list-style-type: none"> ▪ Download flowchart as above

	<p>areas</p> <ul style="list-style-type: none"> Annual safeguarding report to governing body 	
Monitors and evaluates the effectiveness of its policies and practices	<ul style="list-style-type: none"> Complete and submit annual CP audit form 	<ul style="list-style-type: none"> Sent out Sept; download from WISEnet
Ensures that adults working with pupils are appropriately recruited and vetted	<ul style="list-style-type: none"> Single central record of pre-recruitment checks is in correct format and kept up to date Safer Recruitment policy and procedures adhered to Headteacher has successfully completed Safer Recruitment training 	<ul style="list-style-type: none"> HR Online for Wiltshire model; p48 DFES guidance DCSF guidance chapters 3 and 4 Children's Workforce Development Council website http://www.cwdcouncil.org.uk/safeguarding/safer-recruitment/safer-recruitment-e-learning/safer-recruitment-in-education ; face-to-face dates www.wiltshirepathways.org
Ensures that adults receive up-to-date, high quality, appropriate training, guidance, support and supervision to undertake the effective safeguarding of pupils	<ul style="list-style-type: none"> Every adult working in the school has received CP training within the last 3 years and knows what to do if they are concerned about a pupil Record of when each adult working in the school had child protection training, including outline detail of content DT has received multi-agency CP training within last 2 years and has completed Wiltshire Council CP Induction Training NG has completed Wiltshire Council Induction Training 	<ul style="list-style-type: none"> Wiltshire guidance on WISEnet; Wiltshire Whole School CP Training Pack multi-agency training www.wiltshirepathways.org; induction training: CPD online
Encourages and enables pupils to report any concerns or complains including	<ul style="list-style-type: none"> Clear messages (both verbal and visual) for pupils about who to talk to 	

concerns about poor or abusive practices	<ul style="list-style-type: none"> ▪ Information routinely provided to all parents 	<ul style="list-style-type: none"> ▪ Wiltshire leaflet: CP and Your School (request supplies from gillian.kemp@wiltshire.gov.uk)
Takes reasonable steps to ensure that pupils feel safe on the school site, for example by monitoring visitors or volunteers or those using the premises during school time	<ul style="list-style-type: none"> ▪ Secure entrances to building ▪ Checking ID of all unknown professional school visitors ▪ Visitors signing in and out ▪ Visitors' badges 	
Identifies concerns about possible abuse and/or neglect and/or pupils who may have gone missing, and refers such concerns promptly to the relevant agencies	<ul style="list-style-type: none"> ▪ Awareness of local procedure for reporting concerns about children who may be missing ▪ Record kept of any such concerns, including action taken and outcome 	<ul style="list-style-type: none"> ▪ Wiltshire Council leaflet: Children Missing from Education: guidance for schools June 2008 – available on WISEnet
Records information relevant to safeguarding concerns clearly and accurately and shares it appropriately, both internally and with other agencies	<ul style="list-style-type: none"> ▪ Record-keeping policy and procedure for all child welfare and child protection concerns ▪ Form for all adults to use to record concerns 	<ul style="list-style-type: none"> ▪ Wiltshire Council guidance on WISEnet ▪ Model on WISEnet
Helps pupils to keep themselves safe, including encouraging pupils to adopt safe and responsible practices and deal sensibly with risk, for example: <ul style="list-style-type: none"> ○ When handling hazardous equipment and materials ○ Looking after themselves during outdoor activities ○ When attending alternative educational or work-related provision ○ Using the internet ○ If they come into contact with groups that encourage the use of 	<ul style="list-style-type: none"> ▪ E-safety policy for everyone in school, known to everyone ▪ Health and Safety Policy ▪ Guidance for pupils through PSHE ▪ Policy for Equality, Diversity and Community Cohesion 	<ul style="list-style-type: none"> ▪ Wiltshire Council guidance on WISEnet ▪ Contact Kevin Oliver for guidance (Kevin.oliver@wiltshire.gov.uk) ▪ Contact Pam Carroll for guidance (Pamela.carroll@wiltshire.gov.uk)

violence		
<p><i>Additional for schools with EYFS provision:</i></p> <p>Ensures that appropriate adults have up to date relevant paediatric first aid training</p>	<ul style="list-style-type: none"> ▪ At least one member of staff working with children in the Early Years Foundation Stage (YR) has a current paediatric first aid certificate. ▪ At least one member of staff with paediatric first aid is on the premises at all times when YR children are present. ▪ At least one person with paediatric first aid is present on outings with children in YR. This is to comply with the specific legal requirements identified within the EYFS 	<ul style="list-style-type: none"> ▪ Illnesses and Injuries, page.26 Para 2 'The Early Years Foundation Stage Statutory Framework' 2007 ▪ For more information contact the Professional Development Team at County Hall