



**PLYMOUTH SAFEGUARDING CHILDREN BOARD**

In partnership with the Plymouth Association of Primary Headteachers, Plymouth Association of Secondary Headteachers and the Special Headteachers Association of Plymouth

**SECTION 175/157 AUDIT**

**AUDIT PERIOD : Autumn Term 2016**

**AUDIT COMPLETED BY: Rob Diment (Headteacher) / Wil Sprengel (DSL)**

**Note: Where the response is “No” or “Partly”, please indicate what actions will be taken to comply with the statement**

<b>SAFER RECRUITMENT</b>	<b>Yes</b>	<b>No</b>	<b>Partly</b>	<b>Actions</b>
1. The school maintains a Single Central Record of Enhanced DBS checks which is in line with national guidance.	X			
2. In exceptional circumstances a member of staff may work pending the return of their Enhanced DBS. In such circumstances an ISA check is undertaken, all other pre-employment checks are completed and a formal process of supervision is in place. Full documentation is retained.	X			Plymstock School will not allow anyone to work at the school until a clear Enhanced DBS has been received.
3. The Headteacher and at least one governor have undertaken Safer Recruitment Training.	X			
4. All interviews undertaken since January 2010 have included a panel member who has undertaken Safer Recruitment Training.	X			
5. The Headteacher has retained references for all employees recruited during his/her tenure either as paid or voluntary staff.	X			
6. ALL staff complete an induction which includes the sight, explanation and operation of:				
a) School policies	X			
b) Code of Conduct for staff	X			
c) Safe Working Practices	X			
d) The Whistle Blowing policy and what to do if they have concerns about a colleague	X			
e) What to do if they have concerns about a child.	X			
7. All temporary staff (including supply staff) have undergone induction training and understand the basic requirements for reporting safeguarding matters.	X			

<b>DESIGNATED SENIOR PERSON FOR CHILD PROTECTION (DSP)</b>	<b>Yes</b>	<b>No</b>	<b>Partly</b>	<b>Actions</b>
8. The DSP is a member of the school's senior leadership team.	X			
9. The DSP liaises with Headteacher/Principal (where role not carried out by Headteacher) to inform him/her of any current issues/investigations and meetings are documented.	X			
10. The DSP has up to date PSCB multi agency safeguarding training.	X			
11. The deputy DSP has up to date PCSB multi agency safeguarding training.	X			
12. The name(s) of the DSP and their deputy are clearly displayed for staff AND pupils	X			
13. There is a nominated governor for safeguarding/child protection.	X			

<b>CHILD PROTECTION/SAFEGUARDING POLICY</b>	<b>Yes</b>	<b>No</b>	<b>Partly</b>	<b>Actions</b>
14. The Child Protection and Safeguarding policies have been updated this academic year in line with LA model policies and include procedures for managing allegations against staff and the Headteacher.	X			
15. ALL staff have access to and understands the child protection/safeguarding policy - including temporary staff.	X			
16. The child protection and safeguarding policies are available to parents.	X			
17. Parents have been informed that the school has a duty of care to safeguard and help protect children from potential harm and may make a referral to social care or other agencies where they have specific concerns.	X			
18. The procedures for Managing Allegations/Concerns against staff are clearly displayed for staff.	X			
19. The procedure for Managing Allegations/Concerns against staff is clearly displayed for pupils.			X	The school does not explicitly refer to allegations against staff – however, the student-friendly 'Keep calm and go to the Hub' system provides the mechanism for reporting any type of safeguarding concerns.

<b>CHILD PROTECTION RECORDS</b>	<b>Yes</b>	<b>No</b>	<b>Partly</b>	<b>Actions</b>
20. Where there have been child protection concerns, records are held in individual files separate from curriculum/general child files.	X			
21. Where an individual has a child protection/safeguarding file, it has a front cover that cross references it to any other file held on that individual child.	X			
22. Similarly, where there is a child protection/safeguarding file on the individual, the curriculum/general child file is case referenced to this effect.	X			
23. Child protection files are regularly reviewed to ensure they are accurate and there is no drift of cases.	X			
24. The DSP reviews staff reporting forms to monitor quality of record keeping.	X			
25. Staff are clear about the principles for effective information sharing (the 7 Golden Rules are displayed in the staff room).	X			
26. Child protection records are stored securely.	X			
27. School files carry a symbol alerting staff to existence of child protection file that needs to be transferred when a child leaves the school.	X			
28. Child protection files are transferred when a child moves school and a record of the transfer is retained by the sending school.	X			
29. Where child protection files have been destroyed (in line with LA guidance) a record of destruction has been retained.	X			

<b>TRAINING</b>	<b>Yes</b>	<b>No</b>	<b>Partly</b>	<b>Actions</b>
30. The Headteacher and ALL staff have undertaken in-house single agency safeguarding training in the last 3 years.	X			This happens annually, with regular updates throughout the year.
31. Staff know what to do if they have concerns about a child and have easy access to a reporting concern template.	X			
32. Where the DSP has delivered the in-house single agency safeguarding training to staff, they have attended and received refresher DSP training.	X			
33. There is a process in place to ensure that all staff receive safeguarding training irrespective of when they join the school.	X			
34. The nominated governor for safeguarding has undertaken in-house single agency safeguarding training.	X			
35. The school have a 3 yearly programme to ensure in-house single agency staff	X			At Plymstock School all staff undertake

<b>TRAINING</b>	<b>Yes</b>	<b>No</b>	<b>Partly</b>	<b>Actions</b>
training is updated to reflect current practice.				annual training, including an online certified safeguarding training course.

<b>TRAINING</b>	<b>Yes</b>	<b>No</b>	<b>Partly</b>	<b>Actions</b>
36. School staff have been issued with (or have access to) the guidance document “Safer Working Practice for Adults Who work with Children and Young People”.	X			Provided and signed for every September.
37. Staff have been trained in specialist areas to ensure that the school are able to recognise and meet the needs of pupils, eg				
a) Bullying	X			
b) De-escalation/Restraint etc	X			
c) Domestic abuse	X			
d) Alcohol and substance misuse	X			
e) Other - please specify (not first aid)	X			
38. The school has an anti bullying policy, which includes cyber-bullying. The policy has input from staff, governors, parents and pupils and is clear about how all forms of bullying will be handled.	X			This is included within our Behaviour Policy. It is also included in our Staff Key Information Booklet.
39. There are confidential and varied means for pupils and parents to alert the school to current instances of bullying.	X			
40. The school undertakes periodic consultation of pupils to find out what bullying occurs, where, when and by whom.	X			
41. The school keeps a record of bullying/harassment/discrimination incidents.	X			
42. The school reports racist and homophobic bullying to the local authority as and when it happens.	X			
43. The school report bullying to the local authority on an annual basis.	X			Racist and homophobic incidents are reported. LA does not request anything else. This is being checked with Julie Poat at Schools Organisation (307505)

<b>PUPIL SAFETY</b>		<b>Yes</b>	<b>No</b>	<b>Partly</b>	<b>Actions</b>
44. The school has a Managing Medicines policy.		X			
45. The Managing Medicines policy requires both the Headteacher and parents to give consent to the administration of medication.		X			
46. The Managing Medicines policy requires the school to keep a record of all administered medications.		X			
47. The school have a minimum of 2 qualified first aid staff.		X			
48. Records are kept of any treatment given by first aiders and retained for a minimum of 3 years.		X			
49. An accident book is maintained.		X			
50. EARLY YEARS FOUNDATION STAGE: (if applicable) the school has a minimum of 2 staff qualified in paediatric first aid.					
51. The school has a visitor policy that requires visitors to provide photographic ID on arrival.		X			
52. School staff wear ID badges for easy identification.		X			
53. All visitors wear a visitors badge when on school premises.		X			
54. School staff have undertaken risk assessment training relevant to their role.		X			
55. Risk assessments are up to date across subject areas.		X			
56. The school premises have been risk assessed to ensure school security provides a safe environment for pupils.		X			
57. Where the school shares facilities with a third party (eg playgroup; University of 3 <sup>rd</sup> Age; sport facilities etc) a full risk assessment has been undertaken and safety measures implemented to ensure members of the public do not have unsupervised access to pupils.		X			
58. The school has ensured that where pupils are taught in settings other than the school, that all checks have been undertaken on staff and a letter of assurance is held in the school's single central record.	Not applicable	X			
59. The school has undertaken a 360 review with SWG4L			X		

<b>EXTENDED SCHOOL FACILITIES</b>	<b>Not applicable</b>	<b>Yes</b>	<b>No</b>	<b>Partly</b>	<b>Actions</b>
60. Where the Governing Body provides services or activities directly under the supervision or management of school staff, all recruitment checks have been applied in line with DfE guidance documents Working Together to Safeguard Children (2015) and Keeping Children Safe in Education (2015).		X			
61. All extended school staff are included on the Single Central Record of Enhanced DBS checks.		X			
62. Where a third party is responsible for running the activity, the governing body has completed an Extended Service Agreement that sets out clear lines of accountability for the governing body and service provider. The agreement is held with the Single Central Record.		X			
63. The school has ensured that where childcare is provided either before or after school and it is provided by the school, it has taken due regard of the requirements of the Childcare Register.	X				

<b>PROMOTING WELLBEING</b>	<b>Yes</b>	<b>No</b>	<b>Partly</b>	<b>Actions</b>
64. Pupils are taught to recognise and manage risks.	X			
65. The school has adopted the Plymouth Safeguarding Children Board “E-Safety Pledge”.				Committed to e-safety but will check to see if this is compulsory (not believed to be). Checking with Julie Poat at Schools Organisation. (307505).
66. Pupils are taught specifically how to keep themselves safe on-line.	X			
67. The school has provided sessions for parents to help them keep their children safe on-line.	X			
68. There is an Acceptable Computer Use Policy that has been signed by pupils, parents and staff.	X			

<b>PROMOTING WELLBEING</b>		<b>Yes</b>	<b>No</b>	<b>Partly</b>	<b>Actions</b>
69. Pupils know who to go to if they are worried about their own or other children's safety and wellbeing.		X			
70. The school displays the details of national helplines, eg ChildLine, NSPCC and/or peer support schemes for pupils in easily accessible places that encourages them to share concerns.		X			
71. The school has identified potentially vulnerable individuals/groups and taken appropriate action to meet their needs.		X			
72. Pupils undertaking work experience/off site learning are given clear advice about who to contact if they are worried or uncomfortable about their surroundings or if they suffer abuse.	Not applicable ✓	X			

<b>WORKING TOGETHER</b>	<b>Not applicable</b>	<b>Yes</b>	<b>No</b>	<b>Partly</b>	<b>Actions</b>
73. The school engages with other agencies through the CAF process etc.		X			
74. The DSP always provides a written report for child protection conferences.		X			
75. The DSP EITHER attends OR sends a senior representative to all child protection conferences.		X			
76. The DSP always provides a written report for a child protection review.		X			
77. The DSP EITHER attends OR sends a senior representative to a child protection review.		X			
<b>If you have answered NO to questions above which of the following may apply:</b>					
a) change of time with short notice					
b) conference/review held during school holidays					
c) other agencies are not represented					
d) clash with annual review					
e) other - please specify					
78. The Headteacher either attends or sends a senior representative to all "Allegations Management Strategy Meetings".		X			

<b>WORKING TOGETHER</b>	<b>Not applicable</b>	<b>Yes</b>	<b>No</b>	<b>Partly</b>	<b>Actions</b>
79. The Headteacher reports all allegations/concerns which fall into one of the 3 following categories to the Local Authority Designated Officer (LADO) within 1 working day of the allegation being made known: i) the person has behaved in a way that has harmed a child or may harm a child or ii) the person has committed or possibly convicted a criminal offence against a child or related to a child or iii) the person has behaved in an inappropriate way towards a child which may indicate that they are unsuitable to work with children.		X			

<b>MEASURING THE EFFECTIVENESS OF THE GOVERNING BODY</b>		<b>Yes</b>	<b>No</b>	<b>Partly</b>	<b>Actions</b>
80. Parents/pupils/staff are asked for their views around the life of the school on a regular basis.		X			
81. The school can show that attendance/behaviour/parental engagement has improved following support/multi-agency working.		X			
82. The governing body ensures that policies specific to safeguarding are reviewed on an annual basis, eg					
a) Behaviour		X			
b) Child Protection/Safeguarding		X			
c) Managing Medicines		X			
d) Anti bullying		X			
e) Health and Safety		X			
f) Intimate Care	Not applicable	X			Policy is referred to as Supporting Students with Medical Conditions.
83. The Governing Body monitors the effectiveness of safeguarding within the school.		X			



Name of School: **Plymstock School**

Headteacher's full name: **Robert Diment**

Chair of Governor's full name: **Kevin Bunt**

Date signed off by Governing Body: **Autumn 2016**

Please return completed audit to:  
Simon White,  
Safeguarding Business Manager  
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Windsor House  
Derriford  
Plymouth PL5 3UW