



Safeguarding and Child Protection
Annual Report to Governors
September 2016



Name of policy / procedure	Date in place / last reviewed	To be reviewed
Safeguarding Policy	Sept 2016	Sept 2017
Child Protection Procedures	Sept 2016	Sept 2017
Anti bullying	May 2016	May 2018
Online-safety	Feb 2016	Feb 2018
AUP – staff	Feb 2016	Feb 2018
AUP – pupils	Feb 2016	Feb 2018
Single Equalities	Summer 2015	Summer 2017
Health and Safety	April 2016	May 2019 (or after major incidents, and near misses with first aid implications/after significant changes to workplace, working practices or staffing)
First Aid, Healthcare and Medicines Policy(inc Bumped Head Procedures),/ Asthma Policy	May 2016	
Staff Code of Conduct	Sept 2016	Sept 2017
Whistle Blowing	Sept 2016	Sept 2017
Positive Behaviour	Spring 2016	Autumn 2017
Use of photographs / imagery permission (part of Safeguarding Policy)	Sept 2016	Sept 2017
Complaints	LCC Policy adopted – updated in line with Local Authority changes	
Induction for new staff (including teachers, support staff, governors and students)	September 2015	September 2017
Attendance Policy and procedures	Summer 2015	Summer 2017
Confidentiality	To be introduced	Autumn term 2017
Missing Child Policy	12.5.2016	Summer term 2016
Protocol on the use of restrictive physical intervention	May 2016	May 2017
Intimate Care Policy	May 2016	May 2018
Visitor Policy	Jan 2016	Summer term 2018

Policies and Procedures

Are all relevant policies in place and up to date?	Yes	If any changes to safeguarding policies occur outside of the annual review, staff are provided with new policy and sign to evidence they have read it.
Do the school's policies and procedures comply with Ofsted requirements?	Yes	
Do staff know what to do / who to go to in the event of a whistle blowing event including allegations against the Headteacher, other staff or Governors?	Yes	The whistle blowing policy forms part of the robust induction procedures and a copy of the whistle blowing policy (signed by staff as seen) is kept on the noticeboard in the staff room.
Is there a system in place for welfare concerns?	Yes	Reporting forms (green) for welfare and CP concerns are kept in the all public areas and in all class rooms. Fortnightly Pastoral meetings to

		address current concerns take place with DSL/FSW/SENDCo/Behaviour Support staff.
Personnel		
DSP	Yes	KT/EI
Deputy DSP	Yes	JB/JL
Nominated Governor	Yes	Gwen Hibbert
Is training up to date?	Yes	Record of training updated regularly.
Are roles and responsibilities clear?	Yes	See Safeguarding and Child Protection Policy
Do parents know roles?	Yes	Published on school's Website.
Are all staff inducted correctly?	Yes	Robust induction systems are in place and clearly outline in the Induction Policy.
Is the SCR in place and up to date?	Yes	Updated regularly in a timely manner by headteacher and bursar.
Do job adverts reflect a clear commitment to safeguarding?	Yes	All adverts contain a statement about safeguarding.
Are references sought and received in a timely manner?	Yes	No job offers are made without references being seen.
Has someone undertaken safer recruitment training?	Yes	KT/EI/HL/CB 8.12.2016 Further training planned for staff and Governors in December 2016.
Consultations and working together		
Do learners feel safe in school?	Yes	All feedback from questionnaires is positive. In March 2016, 100% of parents agreed or strongly agreed that their child was safe in school. This feedback is shared annually with Governors, parents and pupils. Parents have access to safeguarding information via the school's website.
Do parents feel their children are safe in school?	Yes	
What information has been provided to parents regarding safeguarding?	Yes	
Site and premises		
Do regular health and safety inspections take place for inside the building?	Yes	Termly and reported to Governors.
Do regular health and safety inspections take place for outside the building?	Yes	Termly and reported to Governors.
Are risk assessments in place for all generic tasks / activities?	Yes	Risk Assessments updated annually or as necessary when changes occur.
Record Keeping		
Would records stand up to scrutiny in a serious case review?	Yes	
Have all Child Protection Records been passed to the DSP for children transferring to another	Yes	Originals retained and copies handed over to DSP at receiving school. Archived in secure child protection file.

school setting? Is there written evidence that this has taken place?	Yes	A transfer document is completed and signed each time this occurs.
Are records kept securely?	Yes	Locked filing cabinet.
Do all records have a chronology of action?	Yes	
Are records handwritten?	Yes	
Are records made using a proforma?	Yes	Proforma adapted from local Authority recommended recording sheet.
School information and profile		
How many referrals have been made to CSC in the last year?	5	
How many CLA are on roll in the school?	2	As of 04.9.2016
How many CAFs have been submitted in the last year?	3	13 CAFs currently open
What other services has the school accessed in helping vulnerable children and families?		KEY family support CAHMs Preston Domestic Violence Service (PDVS) CAF lead professional fund <u>In school provision</u>
What other provision has been put in place for vulnerable children and families?		FSW support – pastoral/welfare/parenting support /attendance Behaviour Mentors –KS1 and KS2 Nurture groups –KS1 and KS2
Has the school needed to contribute evidence for a serious case review in the last year?	No	
Is the school currently meeting attendance targets?	No	All targets met apart from persistent absentee targets – see Headteacher’s report to Governors
Were there any exclusions in the last year?	Yes	10 fixed period exclusions: Child A – 2 Child B – 4 Child C – 2 Child D – 1 Child E - 1