

Supervision & Child Protection Audit Tool

(Version 3+)

Belmont Primary School
(378 children including nursery)

(22.05.2015)

2015 / 2016

This report will provide a comprehensive picture and evidence of how Child Protection is being managed.

The formula used to produce this document is based on Section 5 Ofsted Inspections and Section 11 of the Children Act, which places a statutory duty on key organisations to make arrangements and ensure that they are responsible with regard to safeguarding and promote the welfare of children.

The following areas will be examined within this inspection:

- Management of Child Protection
- Training
- Policy and Procedures
- Child Protection Records
- The Governing Body & their responsibilities
- E-safety
- Recommendations and Action Plan identified by Pete Davies

On completion of this report the Pete Davies Education Safeguarding Consultant (ESC) will provide a copy to the School.

It is suggested that a copy of this report should be presented to Ofsted when they are next inspecting the school.

The Supervision Report is a supportive process which may result in recommendations being made to assist the school in respect of their Child Protection functions.

Management of Child Protection

Standard	Evidence 27.09.2012	Action 2012/2013	Update 22.05.2015	New Evidence 22.05.2015	Action 2015/2016
				<p>Before reviewing the Safeguarding / Child Protection audit it should be acknowledged that Sue Porteus retired as Head Teacher in July 2014. Mr Chis Gibson was appointed as the new Head Teacher and started in September 2014.</p>	
<p>Are school and Governing Body aware of 'Keeping Children Safe in Education'? (Statutory guidance for schools – March 2015)</p> <p>Have staff members read Part One?</p> <p>Has the school shared with School staff information in relation to 'Disqualification by Association' and Early Years?</p>				<p>School are aware of the document and copies of Part 1 were given to staff to read and sign.</p> <p>The 'Disqualification by Association' has been actioned and recorded on the single central record.</p>	<p>School to consider placing a copy of 'Keeping Children Safe in Education' and other safeguarding documentation in the staff room and PPA room</p>
<p>Who is the Nominated Person Child Protection (NTCP); are they a senior member of staff?</p>	<p>Yes</p> <p>NTCP is the Head Teacher – Sue Porteus</p>			<p>The NTCP is now Chris Gibson, Head Teacher formerly the DHT & DNTCP.</p>	

<p>Who is the Deputy Nominated Person(s) Child Protection (DNTCP)?</p>	<p>Yes x2 1. Chris Gibson – Deputy Head Teacher 2. Linda Allen – Office Manager</p>			<p>The DNTCP are:</p> <ul style="list-style-type: none"> • Linda Allen – Business Manager • Sam Noble – Deputy Head Teacher <p>The Nominated Governor is Mark Tilling, Head Teacher of High Tunstall College of Science Hartlepool.</p>	
<p>What supervision do staff receive who work directly and regularly with children where there are concerns about their safety and welfare?</p>				<p>Historically, supervision of the NTCP & DNTCP has never been formally in place.</p> <p>However Belmont Primary has requested termly supervision to be undertaken by Independent Education Safeguarding Consultant, Pete Davies. The first supervision session was held on 24.04.2015 and the second is planned for 23.10.2015.</p>	
<p>Do all staff members (paid or unpaid capacity) know is the NTCP, DNTCP and Nominated Governor (NGCP)?</p> <p>Are staff, aware of the safeguarding procedures and systems in school?</p>	<p>Yes Information is in the CP Policy which is displayed in school entrance Information is in the school prospectus and on the school website Staff will sign up as part on an induction programme after reading the child protection policy. It is also reinforced during training sessions</p>		<p>No change</p>	<p>Chris Gibson reported that all staff know who the NTCP / DNTCP are and this reinforced on a regular basis in staff meetings.</p> <p>He intends to promote the NGCP who presently does not appear on the school posters placed around school</p> <p>The school policy with reference to the safeguarding team can be found on the school website.</p>	<p>To promote the NTCP / DNTCP /NGCP school could consider the following initiatives:</p> <ul style="list-style-type: none"> • Design a safeguarding leaflet • Place the leaflet and safeguarding poster on the school website • Adding the NGCP to the safeguarding posters.

<p>Are staff, aware of the safeguarding procedures and systems in school?</p>				<p>Safeguarding procedures and processes are regularly shared, reinforced with staff at staff meetings and CP training. Staff, are fully aware of their responsibilities.</p>	
<p>What are staff expected to do if they have a concern about a child if they think it might be a child at risk of significant harm.</p>	<p>Staff are expected to record any information provided by a child which gives cause for concern. Where ever possible they should record the words used by the child. They should not investigate and refer their concerns to the NPCP / DNPCP as soon as possible.</p>		<p>No change</p>	<p>Since becoming Head Teacher Chris Gibson has reinforced the new safeguarding structure to all staff and provided CP training which included all non-teaching staff (e.g. school cleaners and lunchtime supervisors).</p> <p>Staff, know that support and guidance from the NTCP is available.</p>	
<p>Do school feel they are:</p> <ul style="list-style-type: none"> • Responding / making referrals in a timely and appropriate way in respect to concerns allegations? • Providing effective working relationships with external agencies? 				<p>The NTCP indicated that he and the school would refer into social care appropriately and on a needs basis (e.g. CP or CIN)</p> <p>The school participate and contribute in all multi-agency meetings and attendance at CP meetings is a priority. Every meeting attended is logged by the Head Teacher in the Safeguarding File and meeting notes recorded.</p> <p>The NTCP will also contact the First Contact Team for advice and guidance (e.g. If a child is admitted and school have concerns they will contact social care and ask if the child / family have a safeguarding history).</p>	

<p>What professional relationships / networks have the NP's formed with other safeguarding professionals? Examples given.</p>	<p>Sue Porteus Head Teacher is Primary Head Teacher representative on the LSCB and disseminates Safeguarding information with fellow Primary Heads for Redcar & Cleveland.</p> <p>School facilitate multi-agency meetings which involve other professionals (e.g. Social Care, School Nurse, Educational Psychologists and Education Welfare Service)</p> <p>The Governing Body has a police officer who works within the Police Child Protection Unit</p>			<p>Chris Gibson, Head Teacher is aware that Kinga Pusztai, Head Teacher of Newcomen Primary School is the newly appointed Primary Head Teacher representative on the LSCB. Sue Porteus has retired.</p> <p>School have received ongoing support, guidance and CP Training from the CPOE. This will continue in his new role as an Education Safeguarding Consultant.</p> <p>School attend Child Protection Meetings (e.g. Strategy, Case Conferences, MARAC and Core Group Meetings).</p> <p>There is also regular liaison with Learning Support Services and the Speech & Language Therapy Service (SALT), particularly at Early Years.</p> <p>Community Police Officers, Police Community Support Officers visit the school and pupils.</p> <p>Cleveland Fire Brigade also visits the school and participates in the school 'Fire Awareness Week'.</p>	
<p>Do the school have 'a single central record' (SCR)?</p>	<p>Yes</p>				
<p>Does the SCR include all staff and supply staff?</p>	<p>Yes</p>				

Who manages the above?	Sam Marsden the Officer Administrator			The SCR is maintained by Linda Allen School Business Manager / DNTCP	
<p>Is the 'single central record' appropriate to need (e.g. DBS checks, barred list checks, qualification records, dates, right to work in the UK and signed off)?</p> <p>Are Disclosure and Barring checks undertaken on all staff (regulated activity)?</p> <p>If not, who is checked and how are others (e.g. volunteers / level of supervision) managed?</p>	<p>Yes</p> <p>Prior to 10th September 2012 all paid staff and volunteers including the members of the PTA and people running the after school club and holiday clubs were CRB checked.</p> <p>Office manager has attended training on the changes to disclosure and barring. A copy of the leaflet outlining changes displayed in school office. Head ensured that information was distributed to all R&C Head Teacher as part of LSCB responsibilities.</p>			<p>The SCR is electronic and is routinely kept up to date.</p> <p>It is appropriate to need and contains all relevant data, such as:</p> <ul style="list-style-type: none"> • DBS reference number • Qualifications (Qs) • Date checked • Right to Work (RTW) • Disqualification by Association <p>School as good practice ask the NGCP to check the SCR each term and sign to say they have done so.</p>	
If the school has recruited volunteers without undertaking checks are appropriate levels of supervision in place?				<p>Presently all volunteers are DBS checked</p> <p>In respect of relevant guidance, Chris Gibson is aware that future supervision of those without a DBS check (e.g. students, visitors and maybe parents who support the school in activities) will need to be structured, with school staff understanding their responsibilities.</p>	HT could consider writing guidance for staff in respect of safeguarding / supervising volunteers who help in school and are not DBS checked. It could be referred to in the CP Policy

				<p>The school policy is to undertake police checks on all adults / volunteers who work with children and support the school, such as:</p> <ul style="list-style-type: none"> • Parents, Teachers & Friends Association • Volunteers • Student Teachers • Students who are on placement from colleges. 	
<p>Is the Head Teacher aware it is a criminal offence to:</p> <p>1. To take on an individual in DBS regulated activity who they know to have been barred.</p> <p>2. Not to refer to DBS details of anyone who is permanently removed from regulated activity (or who leaves under investigation) for allegedly causing harm or posing a risk of harm.</p>				<p>Yes</p> <p>Yes</p>	
<p>Who signed off the Head Teachers SCR details?</p>	<p>On the original appointment: Local Authority HR Officer On renewal: Mrs Linda Allen, Officer Manager</p>	<p>School to consider getting the Chair of Governors to check Head Teachers details.</p>	<p>Complete</p>	<p>Mike Bloomfield, Chair of Governors checked all relevant documentation when appointing Chris Gibson as Head Teacher.</p>	
<p>Are visitors to school managed in an appropriate manner? What checks are undertaken?</p>	<p>Yes: all visitors sign in and out at the main office. Dated visitor stickers are issued and individual ID cards are checked. Supply Teacher organisation 'Vision' provide the school with photograph and CRB</p>		<p>No change</p>	<p>Belmont are considering introducing coloured coded lanyards to replace the sticky visitor badges that are presently provided.</p>	<p>School to consider providing school visitors with colour coded lanyards.</p>

<p>Is there a 'Disaster Plan' / Lock Down' strategy in place?</p>	<p>authorisation prior to working in school. Teachers from Vision have received Child Protection Training from the Child Protection Officer for Education, Redcar & Cleveland. Other professional services firms are requested to provide appropriate information (e.g. CRB) to safeguard children</p>			<p>School are aware and have attended relevant training related to 'emergency planning' but a 'lock down' strategy has not yet been considered.</p>	<p>School may wish to consider developing the Disaster Plan / Lock Down strategy by introducing some of the following:</p> <ul style="list-style-type: none"> • Use of a Siren • 'Grab Bags' • Updated staff procedures • Age related response from all children • Classroom security • Safety strategies and practices • Periodic practices including staff and children. • The disaster plan to be reviewed annually
<p>Does the school provide information to official visitors (e.g. supply cover teachers) in respect of</p>	<p>Supply teachers receive a school handbook containing roles and responsibilities</p>	<p>School to consider developing a user friendly 'information sheet' that contains basic but important contact details in</p>	<p>Complete</p>	<p>Chris Gibson wishes to develop the way in which it share safeguarding information with parents, visitors and other professionals. He will be</p>	<p>School to introduce a safeguarding leaflet containing relevant information (e.g. NTCP /</p>

<p>child protection and what to do if they have concerns?</p>	<p>Supply teachers are expected to verbally share any CP concerns and would be asked to record it if felt necessary.</p>	<p>respect of the Head Teacher, NTCP, DNTCP and NGCP.</p>		<p>introducing a safeguarding leaflet.</p>	<p>DNTCP and NGCP details including pictures).</p>
<p>Does the school promote the role of the NP's and Child Protection? Give examples (e.g. private fostering).</p>	<p>School door entrance has a poster which gives details (name's and photos) of who the NPCP are. Newsletters also provide safeguarding guidance. During the recent year school have provided parent / carers information in respect of Private Fostering (e.g. posters in school and mentioned in school newsletters) School have promoted E-Safety talks to children and parents.</p>	<p>Suggest to school that they consider placing posters at all school entrances, making them available to parents, children, staff and visitors.</p>	<p>Complete</p>		
<p>Do school work with pupils / students with safeguarding issues such as:</p> <ul style="list-style-type: none"> • Pupils health and safety • Bullying / cyber-bullying • Racist abuse • Harassment and discrimination • Use of physical intervention • Pupils with health needs • First aid • Educational visits 				<p>Children at Belmont School do experience the opportunity to learn about and discuss topics referred to in this section. Children have also been involved in the following safeguarding related areas:</p> <ul style="list-style-type: none"> • Charity work • Cancer Research • Children in Need • Barnardo's • Royal British Legion <p>Children and school have worked with:</p> <ul style="list-style-type: none"> • PCSO's who give talks to the children in respect of local community issues. • Police 	<p>School could consider inviting other professionals to work with the school, such as:</p> <ul style="list-style-type: none"> • Forestry Commission • Coast guard • Road safety team • Building contractors

<ul style="list-style-type: none"> • Internet / e-safety • Issues specific to a local area (e.g. train lines & known drug issues) • School security. 				<ul style="list-style-type: none"> • Cleveland Fire Brigade 	
<p>Do school provide children with an easily understood process in which they can complain if they feel unsafe?</p>	<p>The 'child's voice' can be heard through the school counsel. The school employ a school counsellor School also buy in an 'anti-bullying consultant' – Kate Hillyard Children also attend Skelton 'Early Intervention Support Base' Within school children can work with an Individual Behaviour Consultant – Kath Parsons</p>			<p>Yes</p> <p>The children have a number of opportunities to share issues, as shown below:</p> <ul style="list-style-type: none"> • School council meetings – HT, members of staff and GB members attend. • Three children represent the school at the 'East Cleveland Children's Council' which recently was attended by the local MP – Tom Blenkinsop. • Safeguarding questionnaire for parents and children to complete. • Circle time • 'Worry Boxes', are placed in the library in which children can share any concerning issue. Children know any worry is dealt with promptly. They have confidence in the school and procedures to keep them safe. • Themed assemblies / PSHE work is focused on safeguarding issues. • School have three counsellors 	

				<ul style="list-style-type: none"> ○ Andrea Pyne who works one morning a week. ○ Kath Parsons ○ Val Rudd ● School hold a 'Bullying Statistics' file and this is shared with the GB. 	
<p>Are school aware of 'VEMT' – 'Vulnerable, Exploited, Missing and Trafficked Children' – referral process?</p> <p>How many referrals have been made?</p>				<p>The NTCP and DNTCP both attended relevant training 11.12.2014 in which the following issues were covered:</p> <ul style="list-style-type: none"> ● VEMT ● CSE ● FM ● HBV <p>The school has not made any referrals to social care in respect of the above.</p>	

Training

Standard	Evidence 27.09.2012	Action 2012/2013	Update 22.05.2015	New Evidence 22.05.2015	Action 2015/2016
<p>Has the NTCP been appropriately trained?</p> <p>Has the NTCP undergone CP training within the last two years?</p> <p>What LSCB training has been undertaken?</p> <p>Has the NTCP undertaken e-learning CP training?</p> <p>Has the NTCP undertaken training relating to:</p>	<p>Yes</p> <p>Yes</p> <p>Chris Gibson has received the following NTCP:</p> <ul style="list-style-type: none"> • 19.06.2012 Attended twilight training provided by CPOE • 28.09.2012 NTCP • 22.10.2014 – NTCP <p>LSCB training:</p> <ul style="list-style-type: none"> • 11.12.2014 – VEMT • 11.12.2104 – CSE • 11.12.2014 – FM • 11.12.2014 – HBV • 04.02.2015 – Attachment disorder <p>E-Learning</p> <ul style="list-style-type: none"> • 2012 – Core level – Awareness of Child Abuse & Neglect 	<p>Chris Gibson to be encouraged to undertake further online and LSCB training</p> <p>MH online course to be considered</p>	<p>Complete & Ongoing</p> <p>Ongoing</p>	<p>Chris has completed the following training:</p> <ul style="list-style-type: none"> • 22.10.2014 – NTCP • 11.12.2014 – VEMT • 11.12.2104 – CSE • 11.12.2014 – FM • 11.12.2014 – HBV • 04.02.2015 – Attachment disorder – this was disseminated to staff <p>Chris will be attending level 3 training 08.06.2015</p> <p>Chris Gibson has arranged NTCP training for himself, Linda and Sam on the 10.09.2015</p>	<p>Chris should consider attending the following training</p> <ul style="list-style-type: none"> • NTCP (10.09.2015) • Level 3 training – 08.06.2015 (planned) • FII • FGM • PAMIC • Refresher CP online training

<ul style="list-style-type: none"> • PAMIC / Parental Mental Health issues • Female Genital Mutilation (FGM), • Fabricated & Induced Illness (FII) • Forced Marriage (FM)? 	<ul style="list-style-type: none"> • No • No • No • Yes 				
<p>Have DNPCP undertaken CP training?</p> <p>What LSCB training has been undertaken?</p> <p>Has the DCPNP undertaken e-learning CP training</p> <p>Has the DNTCP undertaken training relating to:</p> <ul style="list-style-type: none"> • PAMIC / Parental 	<p>San Noble has received the following NTCP:</p> <ul style="list-style-type: none"> • 02.06.2014 – Threshold & Continuum of Need • 07 / 08.10.2014 - NTCP <p>LSCB training:</p> <ul style="list-style-type: none"> • 11.12.2014 – VEMT • 11.12.2104 – CSE • 11.12.2014 – FM • 11.12.2014 – HBV • 11.12.2014 - FGM • 28.01.2015 – Bereavement training <p>E-Learning</p> <ul style="list-style-type: none"> • 2010 – Awareness of CA & Neglect <p>No</p>			<p>Chris Gibson has arranged NTCP training for himself, Linda and Sam on the 10.09.2015</p> <p>Sam has attended the following training:</p> <ul style="list-style-type: none"> • 02.06.2014 – Threshold & Continuum of Need • 07 / 08.10.2014 - NTCP • 11.12.2014 – VEMT • 11.12.2104 – CSE • 11.12.2014 – FM • 11.12.2014 – HBV • 11.12.2014 - FGM • 28.01.2015 – Bereavement training 	<p>Sam should consider attending the following training</p> <ul style="list-style-type: none"> • NTCP (10.09.2015) • Level 3 training • FII • PAMIC • Refresher CP online training

<p>Mental Health issues</p> <ul style="list-style-type: none"> • Female Genital Mutilation (FGM), • Fabricated & Induced Illness (FII) • Forced Marriage (FM) 	<p>Yes – 11.12.2014</p> <p>No</p> <p>Yes – disseminated by NTCP – February 2015</p>				
<p>Have DNTCP undertaken CP training?</p> <p>What LSCB training has been undertaken?</p> <p>Has the DCTNP undertaken e-learning CP training</p>	<p>Linda Allen has received the following NTCP:</p> <ul style="list-style-type: none"> • None <p>LSCB training:</p> <ul style="list-style-type: none"> • 28.09.2011 – Roles and Responsibilities <p>E-Learning</p> <ul style="list-style-type: none"> • 30.09.2008 – Core level – Awareness of Child Abuse & Neglect • 24.01.2010 – Online refresher • 09.04.2010 – Hidden Harm • 12.04.2010 – Children with disabilities • 15.09.2011 - DV • 19.02.2014 – Awareness of Child Abuse & Neglect Refresher 	<p>Linda Allen should be considered for the next NTCP training.</p>	<p>Ongoing</p>	<p>Chris Gibson has arranged NTCP training for himself, Linda and Sam on the 10.09.2015</p>	<p>Linda should attend the following training:</p> <ul style="list-style-type: none"> • NTCP – 10.09.2015 <p>Linda could be considered to attend the following LSCB courses:</p> <ul style="list-style-type: none"> • FGM • FII • PAMIC

<p>Has the DNTCP undertaken training relating to:</p> <ul style="list-style-type: none"> • PAMIC / Parental Mental Health issues • Female Genital Mutilation (FGM), • Fabricated & Induced Illness (FII) • Forced Marriage (FM) 	<p>No</p> <p>No</p> <p>No</p> <p>Yes – disseminated by NTCP – February 2015</p>	<p>MH online course to be considered</p>	<p>Ongoing</p>		
<p>Have school staff, (teaching and non-teaching) received the following CP training?</p> <ul style="list-style-type: none"> • awareness raising • signs & symptoms • e-safety 	<p>Staff have received the following child protection training:</p> <ul style="list-style-type: none"> • 25.03.2008 – Staff Team Awareness Raising training by CPOE • 03.10.2011 – Staff Team Signs & Symptoms training by CPOE • 19.06.2012 – S Noble attended CP twilight training session facilitated by the CPOE • 04.11.2014 – AW, SS & ES <p>LSCB</p> <ul style="list-style-type: none"> • 02.12.2010 – Tracy Spear – E-Safety 	<p>School to consider child protection awareness raising training for all staff (teaching / non-teaching)</p> <p>After 3 years staff will be asked to undertake a refresher online training course</p> <p>New staff members will be encourage to undertake the online training</p>	<p>Complete</p> <p>Ongoing</p> <p>Ongoing</p>	<p>All school staff attended the following CP training:</p> <ul style="list-style-type: none"> • 04.11.2014 – AW, SS & ES <p>Chris Gibson has arranged CP training for all staff (17.09.2015) and is planning to have all staff undertake refresher online CP training.</p>	<p>All staff to attend the following CP training:</p> <ul style="list-style-type: none"> • AW,SS & ES – 17.09.2015 • Online refresher CP training

<p>Have school staff, received presentations relating to:</p> <ul style="list-style-type: none"> • PAMIC / Parental Mental Health issues • Female Genital Mutilation (FGM), • Fabricated & Induced Illness (FII) • Forced Marriage (FM) <p>Have staff undertaken e-learning CP training</p>	<ul style="list-style-type: none"> • 30.09.2011 – Sophie Binns – Parental Mental Health • 27.01.2012 – Sam Marsden – Sharing Information <p>No</p> <p>No</p> <p>No</p> <p>Yes – disseminated by NTCP – February 2015</p> <ul style="list-style-type: none"> • 45 Staff and volunteers have undertaken the online training - Core level – Awareness of Child Abuse or Neglect 				
<p>Do school & staff recognise that the following could indicate safeguarding concerns?</p> <ul style="list-style-type: none"> • Poor school attendance • Children missing from education (CME) 				<p>Issues such as poor school attendance and children missing from education are referred to on a needs basis at and ‘teaching & learning’ staff meetings. Staff have an understanding of the relevance of these two areas in respect of safeguarding.</p> <p>School are aware of the CME policy.</p>	

Are school aware of LA CME Policy				The school office holds a list of the most vulnerable children and if they are off school they have a process to follow which includes contacting : <ul style="list-style-type: none"> • Parent / carers • Social Worker 	
Previous staff members NTCP trained?	Sue Lynd <ul style="list-style-type: none"> • 04.02.2011 – Sue Lynd NTCP training • 			Sue Porteus completed the following NTCP training: <ul style="list-style-type: none"> • 27.11.2009 NTCP 19.06.2012 NTCP twilight training LSCB training: <ul style="list-style-type: none"> • Domestic Violence • MARAC • 06.07.2010 - Solutions Focused • 09.02.2012 – Fab Illness • 23.11.2012 – Level 3 Update • Audit • CAF training E-Learning: <ul style="list-style-type: none"> • Core level – Awareness of Child Abuse or Neglect • Children with Disability 	
Do school have a formal record of CP training undertaken by all staff?	Yes, Head Teacher holds a ‘Safeguarding Training File’			School hold CPD records into which CP training attended is recorded.	
Do school have a CP induction process in place? Detail process.	Yes – all staff read the safeguarding children policy and signed to say they have. Staff are informed who the NTCP & DNTCP are and the process they must follow if they		No change		

	have a concern about a child. All new staff will be expected to complete the online training.				
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Policy and Procedures

Standard	Evidence 27.09.2015	Action 2012/2013	Update 22.05.2015	New Evidence 22.05.2015	Action 2015/2016
<p>Do school have a CP Policy? When was it written? When is it to be revised?</p> <p>Does the GB oversee that effective CP policies and procedures are in place?</p> <p>Which persons sign off CP or Safeguarding policies (e.g. Head Teacher & Chair of Governors)?</p>	<p>Yes The Safeguarding Children Policy and Practice document was written 01.02.2012</p> <p>It is due to be revised February 2013</p> <p>The document is signed off by the Head Teacher and Chair of Governors.</p>		No change	<p>Policy updated February 2015. It will be reviewed February 2015</p>	<p>School to consider adding details referring to extremism and school safeguarding responsibilities.</p>
<p>Is the CP Policy appropriate and up to date (e.g. reference to national and local documentation)?</p>	<p>Yes the document seems fit for purpose.</p>		No change		
<p>Does the school, NTCP & DNPCP have access to locally agreed child protection procedures (e.g. Tees Child Protection Web Based Procedures – www.teescpp.org.uk)? Does the NTCP & DNPCP understand how to use the web based</p>	<p>Yes The NTCP / DNTCP and S Noble all attended the twilight training session facilitated by the CPOE on the 19.06.2012 in which the new web based procedures were referred to.</p>		No change	<p>Chris and Sam attended NTCP training in October 2014 in which the local CP procedures were discussed.</p>	

procedures? Did the schools attend the LSCB or CPOE awareness sessions?					
Does the school feel they respond appropriately to the safeguarding needs of children?				School feel that they are: <ul style="list-style-type: none"> • Vigilant • Listen to children • Refer early signs of abuse • Record concerns • Reassess concerns • Challenge other professionals if needs be 	
Do the NTCP and DNPCP have a good understanding of the CP Procedures and how to make an appropriate CP referral into social care? Are appropriate referral processes and formats being used?	Both the NTCP and DNTCP have the knowledge to make an appropriate referral into social care. Chris Gibson has just attended training (28.09.2012) where the up to date guidance (e.g. process and report formats) was shared in respect of making referrals to social care.			Chris and Sam both attended NTCP training last October 2014 in which 'making referrals' were covered including looking at appropriate documentation.	
How many CP referrals have the school made this academic year and what were the outcomes?	1X CP referral was made but after a social care initial assessment it was diverted away from CP into Child in Need.			Chris has already made referrals to social care since being HT & NTCP. None of these referrals have been CP.	

Child Protection / Child in Need Records

Standard	Evidence 27.09.2015	Action 2012/2013	Update 22.05.2015	New Evidence 22.05.2015	Action 2015/2016
<p>Do the school hold CP files (e.g. 'live' and 'historical')? Are the files securely managed? Describe the schools process.</p> <p>How many 'children with protection plans' on the day of supervision?</p> <p>Are all files appropriately structured?</p> <p>Are the files complete? Identify gaps and reasons given. List any documentation missing (e.g. Strategy minutes, case conferences reports & core group minutes).</p> <p>Are chronology sheets and appropriate CP report formats being used?</p> <p>How many 'historical' files on the day of supervision?</p>	<p>Yes</p> <p>CP and Historical files are locked in a cabinet which is only accessible to the NTCP and the DNTCP</p> <p>Presently the school has no CP live files.</p> <p>Yes the file structure proposed by the CPOE is being implemented</p> <p>Core group minutes were missing as well as strategy and section 47 enquiry report</p> <p>Chronology sheets are being used</p> <p>X4 Historical files</p>	<p>Pete Davies to feedback to social care / next liaison meeting.</p>	<p>No change overall</p> <p>Complete</p>	<p>Presently the school have no CP plans.</p> <p>X2 Historical CP files. These files are not to be transferred to senior schools this year.</p>	

<p>How do the school manage these files?</p>	<p>Some historical files have recently followed the students to their new school (e.g. L/Jackson school)</p>				<p>School may wish to manage historical CP files as follows:</p> <ul style="list-style-type: none"> • Place CP historical files (after 6 months of being deplaned) into a brown sealed envelope • Record the child's name, dob, date deplaned and transition date on the envelope • Place it in the CP draw. • Transfer to secondary school when appropriate
<p>Does the school understand the difference between Child Protection and Child in Need cases (CIN)?</p>	<p>Yes. CP and CIN was referred to in training attended by the Chris Gibson NTCP (28.09.2012)</p>			<p>The NTCP described:</p> <ul style="list-style-type: none"> • CIN as a child with minor or complex needs which are identified and addressed. Some cases will have social work support. • CP is where a child is identified to be at risk of possibly harm, this results with an immediate referral to social care followed by appropriate action taken to protect. <p>At staff briefing meetings the NTCP will, on a needs basis share CIN or CP information with his staff.</p>	

Who manages CIN cases?	The NTCP & the DNTCP			Presently the NTCP oversees CIN cases but Chris is looking to involve Sam and Linda more in the future.	
What system does the school have in place to manage CIN cases and files?	The NTCP manages the CIN case in a similar way to the CP files. Cases are monitored and filed appropriately; the NTCP has a locked CIN draw. De-planned CP cases remain open and monitored for a period of time.		No change		
Do school feel they support Social Workers and participate in decision making about individual children? Have school contributed to Early Help Assessments and have they been the 'Lead Professional'?				School feel they do support and work well with social workers but communication at times could be better. School have not yet been involved in Early Help Assessments.	
Are school using CAF's? Evidence numbers etc.	School is using the revised CAF process following the Local Authority Ofsted inspection (2012) including short CAFs for single agency referrals.			Since September 2014 school have made 10 referrals for support for families but not everyone has involved a CAF.	

The Governing Body (GB) & their responsibilities

Standard	Evidence 27.09.2015	Action 2012/2013	Update 22.05.2015	New Evidence 22.05.2015	Action 2015/2016
<p>Does the GB recognise and abide with the local inter-agency safeguarding procedures?</p> <p>Is the GB ensuring that school will contribute to multi-agency working and work in line with the statutory guidance 'Working Together to Safeguard Children 2013'?</p>				<p>The GB is fully supportive of the multi-agency safeguarding ethos. They value the school as being part of:</p> <ul style="list-style-type: none"> • Early help assessments including coordinating them on a needs basis • Offering additional support to CP Plans • Assisting social care when they conduct Section 17 or 47 assessments <p>The GB is aware that under Section 14B of the Children Act 2004 they will supply information to the local LSCB in respect of its safeguarding functions.</p>	
<p>How do the GB managed their CP / Safeguarding responsibilities, what processes are in place</p> <p>Is the GB aware of the single central record (SCR) and its meaning?</p>	<p>Safeguarding / Child Protection is a standing agenda item and meetings take place each term. The Head Teacher refers to safeguarding in her GB report.</p> <p>Yes</p>	<p>To add additional rigour to the governing body monitoring, the link governor is to examine central record and meet with HT to discuss this external review</p>	<p>Complete</p>		
<p>Do the school have a Nominated Governor for</p>	<p>Yes. Mark Tilling is the NGCP and</p>			<p>The Nominated Governor is Mark Tilling, Head Teacher of High Tunstall</p>	

Child Protection (NGCP)?	has had appropriate CP training as a NTCP in a Redcar & Cleveland School. Mr Tilling is presently a Head Teacher in Hartlepool.			College of Science Hartlepool.	
What training has the GB or NGCP had? Provide names and dates.	<p>The following governors have CP experience:</p> <ul style="list-style-type: none"> • Sue Harrison, Specialist Teaching Service, NTCP • Sue Harrison completed Online CP Training ‘ Child Abuse & Neglect’ - 2014 • Rebecca Lisle Child Protection Police Officer • Linda Allen DNTCP <p>The GB have undertaken some online training (See Linda Allen - DNTCP)</p>	GB should consider encouraging other members to do the online courses	Ongoing	Sue Harrison completed Online CP Training ‘ Child Abuse & Neglect’ - 2014	<p>GB should consider encouraging other members to do the online courses</p> <p>GB to invite the ESC to give feedback on the CP audit review</p>
Do staff, parents and students know who the NGCP is? Provide evidence?	No	NGCP (e.g. name / photo) to be added to the school posters placed around the school and add to website info.	Not complete	Chris Gibson will see the NGCP and have details added to posters and the safeguarding leaflet which will produce summer term 2015.	
What ‘Safer Recruitment and Vetting’ (SRV) processes do the school follow? What appropriate training has been undertaken and by whom?	<p>All appointments are made following safer recruitment procedures. At least one person with safer recruitment training is present on all selection panels.</p> <ul style="list-style-type: none"> • 2009 – Mark Tilling NGCP 	GB should consider having other senior school staff trained.	Complete	<p>The following have recently completed SRV training:</p> <ul style="list-style-type: none"> • 13.03.2015 – Chris Gibson - NTCP • 13.03.2015 – Sam Noble – DNTCP • 13.03.2015 – Linda Allen - DNTCP 	GB could consider having other GB members SRV trained.

	<ul style="list-style-type: none"> • 2009 – Linda Allen DNTCP • 2011 – The Chair of Governors, Mike Bloomfield • 13.03.2015 – Chris Gibson - NTCP • 13.03.2015 – Sam Noble – DNTCP • 13.03.2015 – Linda Allen - DNTCP 				
Is the GB aware of its responsibilities if an allegation is made against the Head Teacher?				The GB is aware that the Chair of Governors would liaise with the LA and the LADO if an allegation was made against the Head Teacher.	
<p>Does the school know how to ‘Manage Allegations against Members of Staff’ (MAMOS)?</p> <p>Have they access to the appropriate protocol?</p> <p>Are they aware of the LADO (e.g. name & contact details)?</p> <p>Do staff within school understand their responsibilities and the process to follow if they have CP concerns about a colleague?</p>	<p>Yes</p> <p>The protocol can be accessed on the intranet.</p> <p>The LADO is Fiona MacNaughton – 01642 771755</p> <p>Staff are aware that if they have a CP concern about a colleague they must inform the Head Teacher and provide evidence of their concerns.</p> <p>If however they have concerns about the Head Teacher they must contact the Chair of Governors or the Child Protection Officer for Education.</p>		No change	School are aware that presently Karen Curran is now the acting LADO, whilst Yvonne Priestly is on maternity leave.	

E-Safety

Standard	Evidence 27.09.2015	Action 2012/2013	Update 22.05.2015	New Evidence 22.05.2015	Action 2015/2016
Does the school have a dedicated e-safety lead?	Yes Tracy Spears		No change		
Is there an e-safety policy? Is it regularly updated, if so when? Who signs off the policy?	Yes It has been every year but in the future it will be revisited every two years The GB sign off the policy		No change		
Does the school have an e-safety acceptable user policy for: Pupils? Staff? Are parents on board with e-safety work? Do they sign up to acceptable user policies?	Yes – parents sign on behalf of the children Yes, staff, governors and visitors sign the policy Yes, a parents session was facilitated by CPOE (08.03.2011)	School to consider future parent e-safety presentation.	Ongoing	Chris Gibson has planned an e-safety day for children and parents in June 2015	E-Safety presentation for parents.
Is e-safety integrated across all school policies?	The schools stance on e-safety is evidenced in the 'E-Safety Curriculum Map' written by Tracy Spears			Chris reported that the E-Safety Curriculum Map needs reviewing.	E-Safety Curriculum Map to be reviewed.
Is there a managed e-safety system in place?	Yes, see above. Yes the school have cache pilots		No change		

	and security blocking settings Support is also provided by the LA ICT Team				
Is regular e-safety training provided for all staff groups? Dates etc?	Yes, training is facilitated by Tracy Spears or the Child Protection Officer for Education (08.03.2011).		No change		
Is e-safety an agenda item in school meetings?	E-Safety is not discussed on a regular basis but on a needs basis.			E-Safety is a termly standing agenda item.	
Does the school provide a proactive and ongoing approach to getting the e-safety message across to children? What measures are taken to promote safe use and combat unsafe use?	Yes <ul style="list-style-type: none"> Curriculum Map – posters all over school (e.g. 'Keep Safe on the Net') The school employ Kate Hillyard specialist on bullying / cyber bullying Teaching e-safety is provided at y3, y4, y5 & y6 at an appropriate level 		No change	Kate Hillyard – Anti Bullying Consultant is working with the children who can become Anti-Bullying Ambassadors.	
Is CEOP educational material used? Is it shown to: Pupils? Staff? Parents?	Yes The Child Protection Officer for Education has given presentation in school: <ul style="list-style-type: none"> 08.03.2011 Y5 / Y6 	School to consider revisiting input from the CPOE or training a staff member.	Complete	Children have received the following e-safety presentations provided by the CPOE: <ul style="list-style-type: none"> 31.01.2013 – Y5 & Y6 17.07.2013 – Y3 & Y4 	School to invite ESC to give e-safety presentations to children & parents.

	<ul style="list-style-type: none">• 08.03.2011 parents and staff• CEOP leaflets distributed to children and parents• 31.01.2013 – Y5 & Y6• 17.07.2013 – Y3 & Y4• 22.07.2013 – Y5 & Y6			<ul style="list-style-type: none">• 22.07.2013 – Y5 & Y6	
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Recommendations and Action Plan identified by the ESC

Management of Child Protection

Recommendations 2012	Action Plan 2012/2013	Update 22.05.2015	Recommendations 30.05.2015	Action Plan 2015/2016
1. School to consider getting the Chair of Governors to check the Head Teachers details for the 'single central record'	To be considered and actioned by November 2012	Complete	1. School to consider placing a copy of 'Keeping Children Safe in Education' and other safeguarding documentation in the staff room and PPA room	ASAP
2. School to consider developing a user friendly 'information sheet' that contains appropriate safeguarding contact details	To be considered and actioned by November 2012	Complete	2. To promote the NTCP / DNTCP /NGCP school could consider the following initiatives: <ul style="list-style-type: none"> • Design a safeguarding leaflet • Place the leaflet and safeguarding poster on the school website • Adding the NGCP to the safeguarding posters. 	2015 / 2016
3. School to place safeguarding posters at all school entrances.	To be actioned by November 2012	Complete	3. HT could consider writing guidance for staff in respect of safeguarding / supervising volunteers who help in school and are not DBS checked. It could be referred to in the CP Policy	2015 / 2016
			4. School to consider providing school visitors with colour coded lanyards.	2015 / 2016
			5. School may wish to consider developing the Disaster Plan / Lock Down strategy by introducing some of the following: <ul style="list-style-type: none"> • Use of a Siren • 'Grab Bags' • Updated staff procedures 	2015 / 2016

			<ul style="list-style-type: none"> • Age related response from all children • Classroom security • Safety strategies and practices • Periodic practices including staff and children. • The disaster plan to be reviewed annually 	
			6. School to introduce a safeguarding leaflet containing relevant information (e.g. NTCP / DNTCP and NGCP details including pictures).	ASAP
			7. School could consider inviting other professionals to work with the school, such as: <ul style="list-style-type: none"> • Forestry Commission • Coast guard • Road safety team • Building contractors 	2015 / 2016

Training

Recommendations 2012	Action Plan 2012/2013	Update 22.05.2015	Recommendations 30.05.2015	Action Plan 2015/2016
1. NTCP to attend ½ day refresher level 3 course	To be undertaken ASAP	NTCP retired	1. Chris should consider attending the following training <ul style="list-style-type: none"> • NTCP (10.09.2015) • Level 3 training – 08.06.2015 (planned) • FII • FGM • PAMIC • Refresher CP online training 	2015 / 2016

2. NTCP, DTNCP and staff to consider undertaking the LSCB mental health course when it is introduced or attendance at assessing and responding to impact of parental mental health on children	To be considered when made available by the LSCB during 2012 / 13	Ongoing	2. Sam Noble should consider attending the following training <ul style="list-style-type: none"> • NTCP (10.09.2015) • Level 3 training • FII • PAMIC • Refresher CP online training 	2015 / 2016
3. Chris Gibson DNTCP to undertake further online and LSCB CP training	To be undertaken during the academic year 2012/13	Complete & Ongoing	3. Linda should attend the following training: <ul style="list-style-type: none"> • NTCP – 10.09.2015 	10.09.2015
4. Linda Allen to be considered for the next NPCP course facilitated by the CPOE	To be considered when next training course is announced by CPOE	Ongoing	4. Linda could be considered to attend the following LSCB courses: <ul style="list-style-type: none"> • FGM • FII • PAMIC 	2015 / 2016
5. School to consider child protection awareness raising training for all staff	Head Teacher to arrange with CPOE in 2012/13	Complete	5. Linda could be considered to attend the following LSCB courses: <ul style="list-style-type: none"> • FGM • FII • PAMIC 	2015 / 2016
6. School staff (existing or new) to be encouraged to undertake refresher or first time online training	To be undertaken during the academic year 2012/13	Ongoing		

Policy and Procedures

Recommendations 2012	Action Plan 2012/2013	Update 22.05.2015	Recommendations 30.05.2015	Action Plan 2015/2016
			1. School to consider adding details referring to extremism and school safeguarding responsibilities.	2015 / 2016

Child Protection / Child in Need Records

Recommendations 2012	Action Plan 2012/2013	Update 22.05.2015	Recommendations 30.05.2015	Action Plan 2015/2016
1. Pete Davies to feedback to social care in regard to missing CP minutes in school files due to not receiving them	Pete Davies to raise issue at next multi-agency liaison meeting 04.12.2012	Complete	1. School may wish to manage historical CP files as follows: <ul style="list-style-type: none"> • Place CP historical files (after 6 months of being deplaned) into a brown sealed envelope • Record the child's name, dob, date deplaned and transition date on the envelope • Place it in the CP draw. • Transfer to secondary school when appropriate 	2015 / 2016

The Governing Body (GB) & their responsibilities

Recommendations 2012	Action Plan 2012/2013	Update 22.05.2015	Recommendations 30.05.2015	Action Plan 2015/2016
1. GB to consider undertaking online CP training.	To be undertaken during the academic year 2012/13	Ongoing	1. GB should consider encouraging other members to do the online courses	2015 / 2016
2. NGCP details to be added to the school information posters and school website.	Head Teacher to arrange before November 2012	Ongoing	2. GB could consider having other GB members SRV trained.	2015 / 2016
4. GB to consider others staff and governors to be trained in 'recruitment and vetting'	To be undertaken during the academic year 2012/13	Complete & Ongoing	3. GB to invite the ESC to give feedback on the CP audit review.	11.06.2015
5. To add additional rigour to the governing body monitoring, the link governor is to examine central record and meet with HT to discuss this external review	To be undertaken during the academic year 2012/13	Complete		

E-Safety

Recommendations 2012	Action Plan 2012/2013	Update 22.05.2015	Recommendations 30.05.2015	Action Plan 2015/2016
1. School to consider future parent e-safety presentation	Head Teacher to arrange with CPOE in 2012/13	Complete & Ongoing	1. E-Safety presentation for parents.	2015 / 2016
2. School to consider revisiting CEOP input from CPOE or training a staff member	Head Teacher to arrange with CPOE in 2012/13	Complete & Ongoing	2. E-Safety Curriculum Map to be reviewed.	ASAP
			3. School to invite ESC to give e-safety presentations to children & parents.	2015 / 2016

Date: 30.05.2015

ESC: Pete Davies
