

# Safeguarding Audit Report

27<sup>th</sup> January 2017

*Conducted by J C Austin (Diocesan Improvement Adviser Lead)*

*St Chad's Multi-Academy Trust, CECET*

*and B Williams (Headteacher & Trainer for NSPCC)*

# Brewood CE Middle School

**Local Authority: Staffordshire**

**(Staffordshire Safeguarding Children Board)**

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### CONTEXT

Brewood is a Church of England (C) Middle School. It has 419 pupils on roll from 9 up to 13 years of age. The proportion of pupils are eligible for pupil premium is lower than schools nationally. The proportion of pupils with SEN(D) is lower than schools nationally.

The school formed a federation with St Mary's Church of England First School, Wheaton Aston, in April 2011. Both schools share a governing body. The headteacher is executive headteacher of both schools.

In 2015/16, the school met the government's floor standards for pupils' attainment and progress in Key Stage 2.

This independent Safeguarding Audit was commissioned by the Governing Body and Headteacher at Brewood CE Middle School. The audit took place on 27<sup>th</sup> January 2017 and was undertaken by two reviewers representing St Chad's Multi-Academy Trust.

During the day formal interviews were held with a number of people including the Safeguarding Governors (one of which is the Chair of Governors), Headteacher, Designated Safeguarding Lead and his Deputies as well as the SENCo/Inclusion Officer. The newly appointed Assistant Headteacher, who at the time of this audit had not yet taken up post at the school, was also in attendance.

Discussions were held with a number of curriculum leaders and other school staff, including the behaviour lead, admin staff and caretaker.

Reviewers conducted discussions with groups of pupils, including the School Council. Reviewers also observed and talked to pupils entering and leaving the site at the start and end of the day.

#### **A wide range of evidence was scrutinized including:**

*School Improvement Plan including Safeguarding; SIAMS SEF; School Self-Evaluation;*

*The Safeguarding file; Safeguarding & Child Protection Policy;*

*Staff Conduct and Behaviour Policy;*

*Pupil case files; Pupil re-integration plans;*

*Attendance data and discussions with Attendance lead;*

*Single Central Record and associated documentation;*

*Safeguarding training logs;*

*Governing Body minutes; Strategic and operational plans;*

*Site walk; Risk assessments; Scrutiny of Accident Book and related First Aid documentation;*

*SMSC files, including observed evidence from walks around the school;*

*Results of staff questionnaires taken into account.*

## Statutory Compliance

Statutory Compliance	Response	Details
There is a Safeguarding/Child Protection policy that explains how to recognise the signs and symptoms of abuse, and clearly explains what staff should do if they have concerns.	Fully Evidenced	<i>Yes, all staff and governors have a copy of the Safeguarding/Child Protection Policy (consistent with Staffordshire Safeguarding Children Board procedures). This is also available for staff on the Safeguarding Board in the staffroom and on the website. Includes the 6 'R's – Receive, Reassure, React, Record, Refer and Reflect. These posters are now situated in staff toilets and offices.</i>
Is the school's Safeguarding/Child Protection Policy available on the website?	Fully Evidenced	<i>Yes the school's Safeguarding/Child Protection Policy is accessible on the school's website.</i>
Is the school's Safeguarding/Child Protection Policy reviewed annually?	Fully Evidenced	<i>Yes, Safeguarding/Child Protection Policy has been recently reviewed. Regularly amended to include up-to-date information and is in line with the termly calendar of policy review.</i>
The school has an effective complaints system in place.	Fully Evidenced	<i>Yes, the school has a Complaints Policy and effective system in place. States clearly where and how to raise concerns. Complaints Policy is also on the school's website.</i>
The school has a whistle-blowing policy that is easily available to all staff.	Fully Evidenced	<i>Yes. Safeguarding Board is situated in the staffroom and the Whistle-blowing Policy is easily accessible.</i>
The school ensures that when they commission suppliers or external providers that safeguarding and child protection is referred to in the contract.	Fully Evidenced	<i>The school is meticulous about ensuring that any person who is on site is monitored carefully prior to entry. The school sets out clear expectations for the conduct of all who enter the building and provides them with clear safeguarding guidelines in written form.</i>
The school can demonstrate that their safeguarding policies have a positive impact on pupils.	Fully Evidenced	<i>Yes. The school can identify several specific pupil files that demonstrate that the school's actions have supported pupils through a difficult time.</i>
Does the school have any pupil friendly information or strategies to help them raise concerns?	Fully Evidenced	<i>Pupils say that they are able to talk to their teachers if they are worried. The school provides identified pupil 'well-being boxes' where pupils are able to post their concerns. The school checks these daily. Pupil organisers are given to pupils with key telephone numbers, and include how to seek support. Pupils say they find these organisers very useful.</i>
Is there always one member of the safeguarding team available for staff to discuss safeguarding concerns?	Fully Evidenced	<i>Yes. There are two Deputy DSLs as well as the DSL. If all off site, mobile phone contact is always available (this rarely happens).</i>

## Safeguarding & Child Protection Policy

Safeguarding & Child Protection Policy	Response	Details
Does the policy outline the definitions, signs and symptoms of the four kinds of abuse and neglect?	Fully Evidenced	<i>Physical, Emotional, Sexual, and Neglect outlined in the Safeguarding/Child Protection Policy.</i>
Does the policy identify the additional barriers that exist when recognising the abuse of pupils with SEND?		<i>Yes. This is addressed within the Safeguarding/Child Protection Policy.</i>
Does the policy include: child sexual exploitation; female genital mutilation; preventing radicalization? Sexting; peer – peer abuse {Note: there is no requirement to have a separate policy for the Prevent duty}	Fully Evidenced	<i>Yes. Safeguarding/Child Protection Policy includes Child Sexual Exploitation; Female Genital Mutilation (FGM); Preventing Radicalisation; Channel; Sexting; Peer-peer abuse (includes e-safety).</i>
Does the policy refer to the mandatory duty on teachers to report disclosures on FGM about a female under 18?	Fully Evidenced	<i>Mandatory duty on teachers to report disclosures on FGM about a female under 18 is referenced clearly in Safeguarding/Child Protection Policy with procedures.</i>
The policy should define 'Private Fostering' and note that there is a mandatory duty to inform the local authority of children in such arrangements.		<i>Page 41 of Safeguarding/Child Protection Policy refers to Private Fostering and the mandatory duty to inform LA.</i>
The school has at least two Designated Safeguarding Leads and these are named in the policy along with email and telephone contact details.	Fully Evidenced	<i>Designated Safeguarding Lead (DSL): Mr J. Smith (also Deputy Headteacher); Deputy Designated Safeguarding Lead: Mrs A. Barrett (Assistant Headteacher). The Headteacher is also named as a Safeguarding contact. Email &amp; telephone details in policy. The SENCo and the newly appointed Assistant Headteacher (who will be joining the school shortly) will join the Safeguarding team.</i>
The school has a named governor for safeguarding who is identified in the policy along with appropriate contact details. The policy should also name the person to whom concerns about the headteacher can be taken.	Fully Evidenced	<i>Chair of Governors and a Foundation Governor are the named governors for Safeguarding – Mrs Bradley-Richards and Mr P Haywood (Chair of Governors). Clearly referenced in policy, with email and telephone details. Chair of Governors is the named person for concerns about the Headteacher.</i>

Safeguarding & Child Protection Policy	Response	Details
The policy is clear that staff should promptly share their concerns in writing with the DSL and sets out the procedure for doing so.	Fully Evidenced	<i>Clear instructions for staff, Safeguarding/Child Protection Policy states that all concerns should be shared, however small they may seem.</i>
The policy should be clear that all verbal conversations should be promptly recorded in writing.	Fully Evidenced	<i>Yes. Clear reference made in Safeguarding/Child Protection Policy and posters around school. Process has been confirmed by staff (6Rs).</i>
The policy should be self-contained and not rely on other documents to understand it.	Fully Evidenced	<i>Safeguarding/Child Protection Policy is comprehensive as an individual policy. References are made to other policies as additional reading.</i>
The current policy should be available on the school's website.	Fully Evidenced	<i>Policy easily accessible from 'policies' tab on website.</i>
The policy should include information about managing allegations about other pupils'	Fully Evidenced	<i>Yes Safeguarding/Child Protection Policy includes information about managing allegations about other pupils. Each pupil is given a 'Personal Organiser' notebook which includes information about how they can deal with any issues. Pupils say they find their planners useful and that they give helpful advice.</i>
The policy should set out the relevant documents all staff must have read: -Keeping Children Safe in Education (2016) Part One (and Annexe A) -School's Code of Conduct -School's Safeguarding Policy (Although not statutory, it is useful to ask staff to be familiar with 'What to do if you're worried a child is being abused', as it contains excellent examples of the different types of safeguarding issues).	Fully Evidenced	<i>Yes. Safeguarding/Child Protection Policy sets out relevant documentation that all staff (Part 1 including Annexe A). The school provides evidence of staff signatures for documents Eg 'Keeping Children Safe' 2016. In addition to the key documents, the school provides weekly NSPCC safeguarding updates (including sexting, radicalisation, online grooming, peer-peer abuse etc) for staff on staff board / folder and to governing body. The issues raised are followed up in briefing/staff meetings. All governors receive the NSPCC weekly bulletin with Safeguarding update / focus. The Governing Body have also read key documentation and the safeguarding governors receive weekly NSPCC bulletins and all up to date safeguarding training.</i>
The policy should have a publication date and a review date (1 year after publication).	Fully Evidenced	<i>Yes. 23/1/2017.</i>

## Leadership and Management

Leadership and Management	Response	Details
Is Designated Safeguarding Lead a member of the Senior Leadership Team? Name of DSL.	Fully Evidenced	<i>Yes. Mr Jon Smith (Deputy Headteacher)</i>
Names of other DSLs.	Fully Evidenced	<i>Deputy DSLs and LAC leader: Mrs Annie Barrett (Assistant Head) Mr David Swift (Executive Headteacher). The school's newly appointed Assistant Headteacher and the SENCo will also join the Safeguarding team.</i>
There is a link governor for Safeguarding.	Fully Evidenced	<i>Mr Peter Haywood (Chair of Governors) and Mrs S Bradley-Richards (Safeguarding &amp; SEND)</i>
Governors understand their statutory safeguarding duties.	Fully Evidenced	<i>Governing Body understands its statutory Safeguarding duties – Have read Part 2 'Keeping Children Safe in Education 2016.' The Safeguarding governors do not underestimate the importance of keeping children safe (Chair of Governors works for the Police force).</i>
Governors are aware of their statutory 'Prevent Duty'?	Fully Evidenced	<i>The Governors have received Prevent Duty training and are aware of their statutory duty.</i>
There is a regular safeguarding report to governors (at least annually).	Fully Evidenced	<i>Safeguarding governors meet with DSL termly and prepare a report which is tabled at the termly full governing body meetings.</i>
There is a systematic approach to monitoring and improving safeguarding practice in the school.	Fully Evidenced	<i>SLT meet every morning and this is a time for sharing information and identifying any issues. The Governing Body now have a strategic plan to monitor all aspects of Safeguarding. The Headteacher and DSL complete the local authority Annual Safeguarding Return. Termly report to full Governing Body.</i>
Staff and volunteers in the school feel well supported in their safeguarding and child protection work in the school.	Fully Evidenced	<i>The school has a comprehensive Safeguarding/Child Protection Policy, regular briefings and Keeping Children Safe updates for staff. Staff know that they can talk to the DSL or the Deputies in his absence.</i>
School evaluations and development plans refer to safeguarding and child protection.	Fully Evidenced	<i>There is a plan in place to address any issues that arise. The School's Key Improvement Areas document identified specific Safeguarding and Child Protection priorities.</i>



Leadership and Management	Response	Details
Safeguarding is taken into account when planning new school initiatives	Fully Evidenced	<i>Discussions with staff and documentation demonstrate robust safeguarding systems are in place when planning school initiatives. Eg when educational visits take place abroad, staff attend a pre-visit in order to thoroughly prepare all activities and minimize all risks for pupils; events at the school are planned carefully. Risk assessments are embedded into the school's safeguarding systems. The school uses the EVOLVE system. This is a very thorough and well checked process.</i>

### **Building Capacity**

Building Capacity	Response	Details
The Designated Safeguarding Lead understands the need to build safeguarding capacity in the school community to keep children/young people safe from harm?	Fully Evidenced	<i>Yes. Training takes place regularly to keep staff updated Eg. Prevent duty; Child Sexual Exploitation, FGM. A number of very useful programmes Eg. Chelsea's Choice take place. All staff receive NSPCC updates every week and these are followed up in briefing meetings.</i>
All staff and volunteers understand their safeguarding duty and are able to identify what to do if they have a concern.	Fully evidenced	<i>Yes. Clear, firm guidelines. Included in Safeguarding/Child Protection Policy. All staff encouraged to report any concerns that they have and not see these as insignificant. Additionally the 6Rs poster has been emailed to staff and is displayed in toilets / staffroom / offices.</i>
There is a clear flowchart that explains the safeguarding and child protection procedures in the school.	Fully Evidenced	<i>Yes. Included in Safeguarding/Child Protection Policy and on Safeguarding board in staffroom.</i>
There is an ongoing record of all the safeguarding and child protection training that staff and volunteers have had.	Fully Evidenced	<i>Yes. This is updated as new training takes place. Staff receive weekly NSPCC updates in addition to the Safeguarding and Child Protection training that takes place.</i>
Staff and volunteers have an induction into the school that includes safeguarding and child protection issues. Staff and volunteers understand what to do if they have concerns.	Fully Evidenced	<i>Yes. Clear expectations are shared regarding staff and volunteer conduct. Section one of 'Keeping Children Safe in Education 2016' is given as reading material and followed up with a briefing session. Staff Behaviour and Conduct Policy makes clear the expected professional conduct of staff in line with the Teacher's Standards. Training includes Eg. How to manage and record a disclosure from a child,</i>



		<i>the process and the role of the DSL.</i>
<b>Building Capacity Training</b>	Response	Details
Are there regular opportunities to discuss safeguarding in the various meetings and briefings that take place in the school?	Fully Evidenced	<i>Yes. Weekly NSPCC updates are shared with staff, available on the Safeguarding Board. There is a rolling programme of Keeping Children Safe themes which are covered through the staff weekly bulletin. Senior leaders meet daily for information sharing.</i>
Does the school's safeguarding policy set out the training that staff undertaking different roles can expect?	Fully Evidenced	<i>Yes. There is a comprehensive training programme which ensures that key 'Keeping Children Safe 2016' areas are covered.</i>
The Designated Safeguarding Lead(s) have completed relevant training within the last two years.	Fully Evidenced	<i>Yes. DSL and Deputy DSLs have completed relevant training within the last two years.</i>
Do all staff and volunteers working in the school have regular safeguarding and child protection training? (Building Capacity)	Fully Evidenced	<i>Yes. There is an ongoing programme of training. Safeguarding Level 1 updates will be taking place in February 2017. NSPCC weekly updates are available to staff.</i>
When was the last whole school safeguarding /child protection training?	Fully Evidenced	<i>8/9/16 - FGM 26/1/17 – Child Sexual Exploitation Weekly NSPCC Safeguarding bulletins are shared with staff in order to ensure all staff are updated.</i>
Are governors included in whole school safeguarding and child protection training?	Fully Evidenced	<i>Yes. Governors are invited to attend school training and provided with alternative training if unable to attend. Chair of Governors receives regular Police updates.</i>
Can the school evidence the impact of safeguarding and child protection training?	Fully Evidenced	<i>Yes. Staff are more vigilant and confident in dealing with any concerns. Staff more vigilant to inappropriate use via the use of SECURUS which is a safeguarding system that monitors pupil and staff IT activity. Staff cite examples of effective intervention Eg When a pupil has written inappropriate words or inadvertently accessed inappropriate material. Pupils are immediately confronted with the evidence – there have been no repeat incidents. Sanctions are applied. Staff and pupils know that IT activity is monitored.</i>
Have staff had training about Child Sexual Exploitation?	Fully Evidenced	<i>Yes. All staff have had training about Child Sexual Exploitation, including Chair of Governors and some governors.</i>

Building Capacity Training	Response	Details
Have staff had training about the school's duty to prevent terrorism?	Fully Evidenced	<i>Yes. All staff have had training about the school's duty to prevent terrorism, including Chair of Governors and some governors.</i>
Is Safer Recruitment training available to those staff and governors who are responsible for recruitment?	Fully Evidenced	<i>Yes. 5 senior leaders and HT Personal Assistant have completed Safer Recruitment Training. Chair and Vice Chair of Governors are also trained.</i>
Have staff been given a copy of the Child Protection Policy?	Fully Evidenced	<i>Yes. All staff have received copy of the Safeguarding/Child Protection Policy. Available in staffroom Safeguarding Board and website.</i>
Have staff been asked to read Part One of 'Keeping Children Safe in Education?' (2016) Including Annexe A	Fully Evidenced	<i>Yes. All staff have read the relevant parts of KCSE and is evidenced by staff signatures.</i>
Have staff been given a copy of the 'Staff Code of Conduct'?	Fully Evidenced	<i>Yes. All staff have had a copy of the Conduct and Behaviour Policy. The policy is currently being reviewed. It will be presented to governors for ratification.</i>
Have staff been made aware of the document 'What to do if you're worried a child is being abused?'	Fully Evidenced	<i>Yes, clear references made to document in the Safeguarding/Child Protection Policy and weekly NSPCC updates.</i>
Have staff been made aware of the document 'Guidance for Safer Working Practices' 2015.	Fully Evidenced	<i>Within the Safeguarding/Child Protection Policy there is a section relating to 'safer working practice'. This references 'Guidance for Safer Working Practices' 2015. This guidance is reiterated in the Staff Conduct and Behaviour Policy.</i>

## Safer Recruitment

Safer Recruitment	Response	Details
Job descriptions and person specifications refer to safeguarding expectations.	Fully Evidenced	<i>Safeguarding expectations clearly set out in job descriptions and person specifications. Also highly visible on adverts.</i>
The school has a safeguarding statement on documentation produced for the recruitment process, including on advertising materials.	Fully Evidenced	Yes.
At least two people are involved in the shortlisting process.	Fully Evidenced	Yes.
At least two people are involved in interviewing applicants	Fully Evidenced	Yes.
Each interview contains questions to test out understanding of safeguarding and child protection issues.	Fully Evidenced	Yes.
The school can demonstrate that every recruitment process has at least one person who has completed Safer Recruitment Training.	Fully Evidenced	<i>Yes. 5 senior leaders and an admin staff have completed Safer Recruitment Training (including newly appointed Assistant Head who will be joining school shortly). At all times, recruitment process is dealt with by personnel who have completed safer recruitment training, including shortlisting and interview process and follow up communication and checks.</i>
The school carries out Disclosure and Barring Service Checks.	Fully Evidenced	Yes.
The school makes use of the DBS Update service (not statutory).	Fully Evidenced	Yes.
The school can demonstrate that each agency who provides staff to the school has safer recruitment procedures in place.	Fully Evidenced	<i>School asks the staffing agencies for DBS information of staff and confirmation of their safer recruitment practice. Also, checks are made on coach and taxi drivers.</i>
The school follows a safer recruitment policy that meets statutory requirements.	Fully Evidenced	<i>Yes. All staff who are involved in the interview process have been trained and follow robust procedures.</i>

## Single Central Record

Single Central Record	Response	Details
<b>The Single Central Record should record what has been seen, when it was seen and by whom it was seen.</b>		
<b>Statutory Information</b>		
<b>The Single Central Record must have columns for each of these elements:</b>		
Name of person	Fully Evidenced	Yes.
Address	Fully evidenced	Yes.
Date of birth	Fully Evidenced	Yes.
Evidence of Identity (photographic)	Fully Evidenced	Yes.
Qualifications required	Fully Evidenced	<i>Yes, when appropriate.</i>
Qualifications evidenced and checked	Fully Evidenced	Yes.
DBS Enhance Check and date received (good practice to record number)	Fully Evidenced	Yes.
Barred list check (only if in Regulated Activity) and date received	Fully Evidenced	Yes.
Prohibition List check (Teachers/people with QTS) and the date completed	Fully Evidenced	<i>Yes. All new staff appointed since 2014.</i>
Right to work in UK. Evidence seen and date checked.	Fully Evidenced	Yes.
Overseas check required (Yes/No)	Fully Evidenced	Yes.
Overseas check undertaken. Evidence seen and date.	Fully Evidenced	Yes.
Section 128 check for management positions as set out in paragraph 99 for independent schools (includes free schools and academies)	Fully Evidenced	<i>Maintained schools do not need to record this.</i>
<b>The SCR must include staff appointed after April 2006. Enhanced DBS or Barred List checks were not needed for people appointed prior to May 2002. Including a start date in SCR helps identify anyone appointed after 2006 or prior to 2002, who are exempt from retrospective checks. Nevertheless, it is advisable for schools to have carried out vetting checks on these staff.</b>		
People to include –	Fully Evidenced	All appropriate staff are included on Single Central Record.  DBS information included.  Checks are dated.  Checks identify who carried these out.
Teachers		
Support staff		
Admin staff		
Premises staff		
All Governors/Trustees		
Volunteers (Regulated Activity)		
Volunteers (Non Regulated Activity)		

Single Central Record indicates the school has a robust rolling programme of DBS updates. DBS checks are completed every three years.

Agency staff (working in school for a 'reasonable' length of time)		
Sports Coaches		
Student teachers on the school's payroll		
Catering staff		
Caretaker/Cleaners		
<b>Other checks to make on the Single Central Record</b>		
Is the SCR complete with no gaps?	Fully Evidenced	Yes.
Is everyone listed on SCR, including new staff?	Fully Evidenced	<i>Yes. The school has written confirmation that the business supplying the supply staff has carried out the appropriate checks. The school asks for DBS information before any supply staff enter the building. Rigorous checks by school that the person presenting themselves for work is the same person on whom the checks have been made.</i>
Does the SCR contain only those people currently associated with the school? (People who have left the school can be either archived to a separate tab or deleted).	Fully Evidenced	Yes.
Is the SCR reviewed and signed off by the headteacher at least termly?	Fully Evidenced	Yes.
How does the Governing Body ensure that they SCR is compliant with statutory guidance?	Fully Evidenced	<i>The SCR is updated and checked regularly. Headteacher has oversight and informs Chair of Governors. The Chair of Governors also checks SCR.</i>
Is there a procedure in place to make a referral to the Disclosure Barring Service (DBS) if a person has been dismissed or removed due to safeguarding concerns or would have been removed had they not resigned. This is a legal obligation and failure to do so is a criminal offence?	Fully Evidenced	<i>The school recognises its legal duty to refer any person who has harmed or poses a risk of harm to a child or vulnerable adult. Headteacher informs Admin Manager and Bursar who then follows the agreed procedure to contact the DBS.</i>
Is the Single Central Record compliant with statutory guidance?	Fully Evidenced	Yes.

## Managing Allegations

Managing Allegations	Response	Details
Staff know how to raise concerns about the conduct of others in school.	Fully Evidenced	<i>Staff understand the importance of the Whistleblowing Policy and know what to do in the event that they need to raise concerns about the conduct of others in the school. Also documented on Safeguarding Board (in staffroom).</i>
There are clear procedures for managing allegations against staff in the Safeguarding/Child Protection Policy.	Fully Evidenced	Yes.
Procedures are clear about when and how to contact the Local Authority Designated Officer (LADO).	Fully Evidenced	<i>Yes. Staff inform the Headteacher immediately. If it is about the Headteacher, then the Chair of Governors is contacted. The LADO will be contacted within one working day. No further investigation will be undertaken by school before receiving advice from the LADO. Advice that is included in the Child Protection Policy states that if anyone is not confident to raise their concerns with the Headteacher or Chair of Governors should contact the LADO directly on 0800 1313126.</i>
Does the headteacher understand the implementation of procedures for managing allegations against staff?	Fully Evidenced	<i>Yes. Procedures referenced in Safeguarding file and Safeguarding/Child Protection Policy. The Headteacher has a clear understanding of process and procedures for managing allegations against staff.</i>
Does the identified governor know how to contact the LADO regarding allegations about the headteacher?	Fully Evidenced	<i>The Safeguarding Governor and the Chair of Governors are clear about the procedures for contacting the LADO. There have not been any incidents, however, the procedure is clearly detailed in Safeguarding/Child Protection policy (with easily accessible phone numbers).</i>
Is support available to staff who are subject to allegations?	Fully Evidenced	<i>The school has not had any incidents. The Headteacher states that there would be support available if an allegation were made.</i>
Confidential records are kept regarding allegations against staff or volunteers and the actions that were taken.	Fully Evidenced	<i>No incidents. The school says that should there be an incident, the school will ensure that confidential records are kept regarding allegations against staff/volunteers and will detail the actions that were taken.</i>
There is a policy for dealing with allegations against other pupils?	Fully Evidenced	<i>This is addressed currently within the school's Safeguarding/Child Protection Policy. <b>*To write a separate policy for dealing with allegations against other pupils.</b></i>
Where physical intervention strategies are used, all incidents 'reviewed, recorded and monitored' and 'the views of the learner sought and understood'?	Partly Evidenced	<i>The use of physical intervention strategies is rare. The school's training programme includes the use of physical restraint. <b>*To complete training on the use of physical restraint.</b></i>



## Multi-agency Working

Multi-agency working	Response	Details
The school can demonstrate its commitment to multi-agency working.	Fully Evidenced	<i>Yes. It is evidenced in pupils' case files that the school is committed to multi-agency working. Eg. School nurse; Occupational Therapy; Autism outreach; Base 25; CAMHS</i>
Key staff understand the roles and responsibilities of other agencies.	Fully evidenced	<i>Yes. Key Safeguarding staff understand the roles and responsibilities of other agencies and are able to liaise in order to provide appropriate support for each pupil.</i>
Relevant staff understand the local authority thresholds and are able to make effective and timely referrals.	Fully Evidenced	<i>The school understands the local authority thresholds and are able to make effective and timely referrals.</i>  <i>The school accesses Staffordshire's Threshold Framework - 'Accessing the Right Help at the Right Time.'</i>
Relevant staff know what to do when referrals do not fulfil the threshold for action by children's social care.	Fully Evidenced	<i>If referrals do not fulfil the threshold for action by children's social care the school will take advice in order to access more suitable services.</i>
Relevant staff know how to escalate concerns when there are professional disagreements.	Fully Evidenced	<i>Because the Safeguarding team meet and discuss the provision for the vulnerable pupils, there is a clear understanding about what needs to be put in place to address the current and future needs of those pupils. On a number of occasions the school has escalated a concern despite being given alternative advice by external agencies.</i>
The school ensures that there is representation at multi-agency meetings to discuss pupils' needs.	Fully Evidenced	<i>Yes. The school is represented at multi-agency meetings. Appropriate reports are produced and shared at these meetings.</i>
Relevant staff attend multi-agency training.	Fully Evidenced	<i>The DSL and Deputies have attended multi-agency training. Eg. Case conference training / ePEP training.</i>
<b>Private Fostering</b>		
The DSL understands what constitutes private fostering and knows how to refer such arrangements to the local authority.	Fully Evidenced	<i>In Safeguarding/Child Protection Policy Page 41. DSL understands how to refer private fostering arrangements to LA.</i>
The DSL is aware of the children who are living in Private Fostering arrangements.	Fully Evidenced	<i>Currently no pupils are living in Private Fostering arrangements.</i>

## Information Sharing

Information Sharing	Response	Details
There is a clear policy for the handling of confidential or sensitive data.	Fully Evidenced	<i>Referenced in Safeguarding/Child Protection Policy. Designated Safeguarding Lead, Deputies and other staff understand this process.</i>
All staff understand their duty to share information in order to safeguard and promote the welfare of children.	Fully Evidenced	<i>Yes. All staff at the school understand their duty of care to share information in order to safeguard and promote the welfare of children.</i>
All staff are confident about what they can and cannot do with regard to the sharing of information.	Fully Evidenced	<i>Clear system in place. Safeguarding Designated Lead is able to clearly state reasons for sharing this information and that it is carried out in strict confidentiality.</i>
All staff are aware of who they can talk to if they have questions about information sharing.	Fully Evidenced	<i>Yes. Staff clear that they can talk to DSL or any of the Deputy DSLs.</i>
Key staff know the importance of gaining consent to share information, but also know when they can share, even though consent has not been sought or given.	Fully Evidenced	<i>Yes. Key staff know that it is important to gain consent to share information and cite numerous examples of this. However, they also understand that on occasion, when it is urgent, even though consent has not been sought or given, they can share information for the continued safety of the child.</i>
<b>Record Keeping</b>		
Child Protection Records are kept securely away from other pupil records.	Fully Evidenced	<i>Child Protection records are kept securely away from other pupil records; they are kept within reach of the SEN(D) records. SEN(D) records kept in a separate locked cupboard. The other pupil records are stored in another room on the same floor. A colour coding system is in place to indicate vulnerable groupings in order to appropriately coordinate provision.</i>
Does each pupil's case file have a front sheet that sets out the administrative details, key contacts, and record any changes to this information?	Fully Evidenced	<i>Yes. Each pupil has a separate file. Each pupil's case file has an up to date front sheet with key contacts and general administration information.</i>
Does each pupil's case file have a chronology sheet that records the actions that have been taken and identifies the person who has completed the action?	Fully Evidenced	<i>Each pupil's case file has a chronology sheet as a second sheet and identifies the person who completed the action. This provides a summary overview.</i>

Information Sharing	Response	Details
Are pupil case files kept in a way that prevents the information being lost, misfiled or not kept in chronological order?	Fully Evidenced	<i>Colour coded ring-binder case files are kept in a locked cupboard. Information is kept within each file. Files seen are in order.</i>  <i>A 'vulnerable pupils' provision map, includes SEN(D) pupils and provides key information quickly.</i>
Are records transferred securely to the new school, and is a receipt obtained to indicate the school has received them?	Fully Evidenced	<i>There is a clear recorded process of transfer of records to new schools, with signatures. When a new pupil is admitted to Brewood there is an expectation that the pupil's file will be transferred from the previous school. Staff have, as a last resort, gone to the child's previous school in order to collect the file as it has not been forthcoming. This has been frustrating for the school who are aware that the information contained within the file is critical to providing the appropriate provision.</i>

## Site Safety

Site Safety	Response	Details
<b>Pupils' Behaviour</b>		
Is the behaviour of pupils around the school quiet and purposeful?	Fully Evidenced	<i>Behaviour is good. Pupils are courteous and respectful. Movement around the school is calm. Pupils work with concentration and motivation in lessons. Relationships with their teachers and each other are good.</i>
Does the lunchtime behaviour of pupils at break and lunchtime indicate the potential for bullying is addressed?	Fully evidenced	<i>Pupils state that any issues that arise are dealt with promptly and effectively by staff. They say categorically that they feel safe and can discuss issues openly at school. Pupils say they are regularly consulted about how to improve dinner times. Staff walkie talkies used effectively for communication. Member of SLT on duty in the Dining Area every day.</i>
Is there adequate supervision of pupils at breaks and lunchtime?	Fully Evidenced	<i>Yes. 6 members of the dinner supervisor team as well as senior leadership team. One dinner time supervisor in dinner hall, with a senior leader, the remainder supervise outside. Lunch time clubs take place which reduces numbers of pupils on playground.</i>

Is positive behaviour promoted consistently? Is the monitoring of the management of behaviour effective?	Fully Evidenced	<i>Yes. 'ClassCharts', a sophisticated online behaviour system collates attendance and behaviour, has detailed information about pupil conduct, consequences, well-being/progress and welfare. The lead on behaviour and other key staff agree that this rigorous monitoring of behaviour has had a good impact on the smooth running of the school. Incidents have reduced and pupils and staff comment on the positive impact of the 'ClassCharts' system. Pupils respect the behaviour expectations and this also impacts on pupils' good academic outcomes.</i>
<b>Entry and Exit</b>		
Do pupils arrive and leave the school appropriately?	Fully Evidenced	<i>Pupils are friendly and sensible. They enter and leave school appropriately. 60% pupils arrive/leave by coach transport (arranged by the Local Authority).</i>
Does access to the site ensure that vehicles and pedestrians are safely separated?	Fully Evidenced	<i>Yes. No incidents.  Duty staff now wear high visibility jackets. They supervise all pupils as they enter the school site and as they arrive off the coaches / taxis or minibuses at the designated 'Drop Off' point near the exit barrier.</i>
<b>Site Safety</b>	Response	Details
Are there effective arrangements to prevent children leaving the site without being observed?	Fully Evidenced	<i>Clear systems in place. Pupils enter and leave school via front gate which is fully supervised. Health and Safety audit includes comprehensive risk assessments for site. There are external cameras that are monitored in the main office all day.</i>
<b>Visitors</b>		
Is it clear on arrival at the school where reception is?	Fully Evidenced	<i>The school's reception office is found on the right on entry to the school's main entrance. It is well signposted.</i>
Are visitors received into school securely?	Fully Evidenced	<i>Brewood CE Middle School is a secure site. Staff supervision is high. Gates are kept closed during the school day. Visitors, volunteers and students only enter through the main entrances. Robust systems for safeguarding are in place Eg. Parents/Carers are signed in and out when they attend functions in the school.</i>

Is the identity of visitors checked?	Fully Evidenced	<i>Prior to a visit the school requests confirmation from the provider to check that all required safeguarding checks have been undertaken. They also request the DBS certificate number and date of issue for the visitor. The identity of visitors is always checked immediately on entry - the DBS certificate is compared to that provided by provider. Photo ID seen and visitors badge given.</i>
Is the name of the visitor recorded and who have they come to see?	Fully Evidenced	<i>Visitors are asked to sign in a log book, identifying name, date and time of entry, reason for visit, company represented, car registration and signing out time. Visitors are given a safeguarding leaflet and asked to read it prior to being allowed into the school.</i>
Are visitors supervised throughout their visit?	Fully Evidenced	<i>Yes, regular contact made throughout visit.</i>
Visitors wear identity badges.	Fully Evidenced	<i>Identity badges worn during visit. Staff and pupils report that they would challenge anyone who is seen on site that is not known and who is not wearing a school visitor badge.</i>

Site Safety	Response	Details
Are all areas around the site safe from hazards?	Fully Evidenced	<i>Yes. Daily check by Caretaker and senior staff. All staff responsible for reporting any near misses or any other potential hazards. Floodlights outside and on car park. Internal TV screens around school have rolling Keeping Safe PowerPoints, with themes of the week and Health &amp; Safety reminders. Red Health &amp; Safety slips (Urgent) and white H&amp;S slips are completed and passed to the Caretaker. (These slips are in plastic wallets on the staff room noticeboard). The Caretaker has a notebook to itemise H&amp;S issues, repairs and hazards. This is checked and signed by the Headteacher.</i>
Are corridors and staircases free of hazards?	Fully Evidenced	<i>Yes. Pupils and staff are able to circulate safely. There is supervision during key times of the day. There is a one-way system in the KS2 corridor to control pupil flow where flexible barriers are used. Similar barriers are used in</i>

		<i>the Internet Cafe to ensure pupils are in orderly lines.</i>
Is there a robust Health & Safety policy?	Fully Evidenced	<i>Yes. The Health &amp; Safety Policy is comprehensive and evidenced on H&amp;S Notice Board in the staff room and on the school's website.</i>
Are there regular Fire Drills?	Fully Evidenced	<i>Yes. Records kept centrally (Bursar's office).</i>
When was the last Fire Drill?	Fully Evidenced	<i>26<sup>th</sup> January 2017</i>
<b>CCTV</b>		
Where there are CCTV cameras in toilet areas, are they sited appropriately?	Fully Evidenced	<i>There are no CCTV cameras in the school. All cameras are external - cameras are directed towards the car park, where pupils are dropped off by the school bus, the perimeter. There are three monitors that are checked, one of these in the Bursar's office and two are in an office downstairs. Cameras identify who enters and leaves the school.</i>
<b>First Aid</b>		
There are effective First Aid arrangements in place.	Fully Evidenced	<i>Four staff have had the four-day training; PE staff are to have further training on 28/2/17. On a day-to-day basis, the admin team deal with First Aid matters. Events are recorded and the data analysed to look for any issues arising, or children who are presenting regularly for First Aid. Walkie talkies are used before and after school, at break and lunchtimes throughout the school. If any accidents happen, communication is timely and First Aid is administered effectively.</i>
There are named First Aiders, at least one of whom is always available.  How effectively is the accident book used?	Fully Evidenced	<i>Yes 4 named First Aiders. There is a rolling programme for all staff to receive basic First Aid training on 28 February and March 2017. The school ensures there is a trained first aider on every school visit.  The school is meticulous about maintaining the accident book and staff notify parents if their child has had/been treated for an injury by a slip that is taken home by the pupil. The school retains a duplicate copy. The Design &amp; Technology department also keep a D/T accident book and ensure that copies are</i>



		<i>included in the main school accident book.</i>
First Aid boxes have relevant equipment are regularly checked to ensure that the contents are within date and have not expired.	Fully Evidenced	<i>The First Aid boxes are kept in the office (where most First Aiders are based). Key staff trained in use of epi-pen although all staff will have this training in March.</i>
Children with medical needs have a Care Plan and all staff are made aware of these.	Fully Evidenced	<i>Care plans are written and revised on an annual basis, or when needed. Plans are drawn up in liaison with parents, and the SENCo informed by medical advice Eg. A pupil with diabetic pump – relevant staff have been trained by nurse.</i>

## Pupils' Views

Pupils' Views	Response	Details
The views of pupils are regularly sought and the school is appropriately responsive to their views.	Fully Evidenced	<i>Yes. Pupils are encouraged to share their views regularly. There is a school council and several other active groups within school. Improvements to the school's homework and marking policy and procedures have been made as a result of pupil feedback. Charity events are planned following requests from pupils. The school council visits the House of Commons every year to meet with MP Gavin Williamson.</i>
Do pupils feel that they are listened to?	Fully evidenced	<i>Yes. Pupils say their teachers listen to them and provide good advice. Pupils can apply to be prefects in the school. The selection process is seen to be fair by pupils.</i>
Do pupils report that behaviour in the school helps them feel safe and free from bullying?	Fully Evidenced	<i>Yes. Pupils say that behaviour is good, "Sometimes there is some boisterous behaviour on the playground but it gets dealt with."</i>
Do pupils feel safe in the school?	Fully Evidenced	<i>Yes. "Teachers keep us safe at school, they tell us how to be safe in life and on our phones and internet. They tell us how to stay safe at home. We know what to do if we are not safe, we can tell someone at school or telephone the number in our organisers. We know how to report anything wrong using the report button sign."</i>

Pupils' Views	Response	Details
Do pupils feel that they know where to go if they are concerned, anxious or worried? Do they feel that their concerns are taken seriously?	Fully Evidenced	Yes. Pupils say that they trust the staff to help them if they need anything. They say "staff get our problems or worries sorted and get to the bottom of it all." Pupils say that their 'Personal Organisers' are also very useful as they give advice about staying safe.
Do pupils appear to have a good knowledge of risks and how to deal with them?	Fully Evidenced	Yes, have a good understanding of risks and how to deal with them. For example, e-safety, Child Sexual Exploitation Eg. Chelsea's choice. Pupils say that their teachers reiterate the importance of keeping themselves safe. The school sensitively handles issues of grooming in its many forms (including radicalisation) through work on British values. <i>*The school has plans to introduce a timetabled session within the curriculum (adapted to suit age group) to further address key safeguarding issues with pupils, which will be called 'LIFE' sessions.</i>
Any additional comments by pupils on safeguarding and improvements that could be made at the school?	Fully Evidenced	Pupils say that their school helps them to grow in their thinking about they should conduct their lives. They say that staff treat them as grown-ups and care about their safety. One improvement came from a younger child who said that it might be good if the well-being box could be checked every day. The same child states that the lunch-time queues are too long and it might be an idea to open up other rooms.
What is pupils' perception about equality and how has the school supported and developed this?	Fully Evidenced	Human rights, respect and tolerance of others are taught through a wide and engaging curriculum, which includes a comprehensive and systematic SMSC programme. Pupils have the opportunity to go on life changing visits Eg Auschwitz. Pupils say they look forward to going on these visits. Pupils say their school helps them to grow up and be good people by giving them responsibilities.  "We want to grow up and be in a country and world that is peaceful, no racism or bullying, no violence, no one is judged by the way they look/appear. Everyone is equal." Pupils say they are worried about world wars.

## Risk Assessments

Risk Assessments	Response	Details
Staff understand when risk assessments are needed and there is a pro-forma available for them to use.	Fully Evidenced	<p><i>Yes. A number of comprehensive, detailed risk assessments seen. Different departments are using slightly different formats.</i></p> <p><i>*School has planned for advice from LA HR Adviser on 10/2/2017 to assist with further improvements.</i></p>
Risk assessments are signed off by relevant line managers, the headteacher and where necessary, the governing body.	Fully Evidenced	<p><i>The school uses the EVOLVE risk assessment system. Risk assessments are signed off by relevant personnel. If there are any shortcomings on the risk assessment it is addressed immediately.</i></p>
There is a process in place to ensure pupil safety off-site.	Fully Evidenced	<p><i>A number of residential visits take place every year, many of them out of the country Eg. Auschwitz and Paris. Risk assessments are taken very seriously and there are a number of pre-visit checks in order to ensure that pupils are kept safe (EVOLVE system).</i></p>
<p>Arrangements are in place to ensure the safeguarding and child protection of pupils attending alternative provisions.</p> <p>Any other in-school provision?</p>	Fully Evidenced	<p><i>There are two pupils who are on reduced timetables. Both pupils currently attend part time. There are risk assessments in place for both pupils and parents are supportive.</i></p> <p><i>Working with the local authority, the school has devised a programme for re-integrating two pupils. Both pupils are currently being prepared for 'school readiness' as initially there was considerable resistance to learning, both pupils having challenging behaviour. The school maintains regular contact with parents. Transport home is arranged by the LA for one pupil and parents are happy with this arrangement.</i></p> <p><i>Systems are in place for parents to contact the school should any issue arise. Both pupils are now completing homework successfully and this has been introduced gradually in order to build up pupils' interest and learning stamina.</i></p> <p><i>The school reviews the re-integration plans and is looking to increase each pupils' time in school. Parents say they are pleased with the provision. The bespoke support provided by the</i></p>

(Risk Assessments)		<i>school has enabled pupils develop a more positive attitude to school and to want to succeed at school. The school is keen to provide the right support for pupils in order for them to want to continue their education when they leave Brewood.</i>
<b>Attendance</b>		
Is attendance monitored regularly?	Fully Evidenced	<i>Yes. Attendance 2015/16 overall ref. RAISEonline – 96% On day of audit – 95.2%. SLT meeting every Monday - vulnerable pupils are highlighted, although all pupils with attendance lower than 95% are identified. The school evidence base indicates that intervention has taken place with respect to pupils who are persistently absent and more robust measures have been put into place this year. A weekly attendance grid is included on every weekly bulletin so that all staff can monitor attendance and unauthorised absence and spot ‘patterns of absence’; Weekly attendance is printed on weekly bulletin for staff to use to monitor persistent unauthorised absences.</i>
Are missing pupils followed up in a timely way?	Fully Evidenced	<i>Yes. Registration is closed at 9.05am. Calls to vulnerable pupils’ families, regarding absence are completed by 10.am. Email is used to contact families as follow up to calls or if unable to contact families by telephone. Texting parents/carers is being reviewed in order to gain quicker response. Admin staff ask teachers if they know of any reasons for absence. If no reason is ascertained and there is no response to text or email, then a visit to the home will be carried out. Persistent absence is particularly high for disadvantaged and SEN(D) pupils. The school has made the systems even more robust and is now relentless in its checking systems.</i>
Does the school track in-school absences consistently and regularly?	Fully Evidenced	<i>Every Monday night the SLT meet with the attendance officer. Pupils’ attendance is tracked and letters are sent out if there are absences/lates/ emerging patterns of absence and holiday refusals. Same day phone calls home are made before 10 o’clock if pupils are absent.</i>

<p>Is the school's approach to improving attendance effective? What are the barriers faced by the school?</p>	<p>Partly Evidenced</p>	<p>Attendance in 2015/16: 96%. The school works hard to develop good attendance habits. However, there is a group of pupils with persistent absence whose families have been hard to reach, including pupils who are eligible for Pupil Premium and who are SEN(D). Attendance data indicates that the persistent absence rate has not improved for a number of years despite the school's efforts. The school understands the importance of following up attendance issues – the following procedures are in place: The SLT will request a meeting in school with parents. When this meeting takes place it will also involve EWO if families need a home visit. 100% Class Attendance certificates awarded weekly in Celebration Assembly; Incentive certificates – End of Year 100% presented with certificate and 'School Mug'; Termly attendance letters – RAG rated; Attendance included on pupils' reports; Parents have access to 'ClassCharts' to view attendance; Medical appointment cards seen by school; Letters sent to all local GP / Dental surgeries to request they support us by making routine appointments outside of the school day.</p>
<p>Does the school have appropriate safeguarding procedures for children who go missing from education, particularly on repeat occasions?</p>	<p>Fully Evidenced</p>	<p>The school identifies pupils who are absent, particularly on repeat occasions. Meetings with parents have taken place to address this. Improvements have been seen, although this has not significantly reduced the overall persistent absence rates. The school has appropriate procedures for children who go missing from education.</p>
<p>Are safeguarding issues addressed in the curriculum?</p>	<p>Fully evidenced</p>	<p>Yes. Eg. Regular workshops take place for pupils -internet safety including consequences of sexting, cyberbullying, the dangers of using social media; Whole school Safer Internet Days every February. CEOP / discussions with pupils. Special Assemblies; Chelsea's choice addressing child sexual exploitation and grooming. Pupils say that the school helps them to stay safe.</p>
<p>Is there progression throughout the school to ensure that pupils are supported in managing new risks as they get older?</p>	<p>Fully evidenced</p>	<p>Yes. The school takes great care to provide age appropriate safeguarding activities that ensure that pupils are supported in managing new risks as they get older. Eg Chelsea's Choice for the older pupils.</p>

## ICT

ICT	Response	Details
Is filtering in place to remove unsuitable content?	Fully Evidenced	Yes.
Who manages the filtering systems in school? What tools are in use?	Fully evidenced	<i>RM broadband provider manage the filtering system using a product 'Safety Net'. The school has purchased SECURUS an e-safety monitoring software which is used to monitor use. Alerts sent to Deputy DSL mobile phone when there is a violation. Weekly pupil activity analysed.</i>
Is filtering in place to protect pupils from extremist messages?	Fully Evidenced	<i>Yes in place. RM use product entitled 'Safety Net'. SECURUS is used internally. Alerts sent to Deputy DSL mobile phone when there is a violation. Weekly overview of pupil activity analysed.</i>
What happens when unsuitable content is found?	Fully Evidenced	<i>Deputy DSL receives an online alert to mobile phone. Alerts sent to Deputy DSL mobile phone when there is a violation. Monitored and dealt with immediately by staff. Parents are spoken to. No repeat incidents.</i>
Is there an acceptable use policy for staff?	Fully Evidenced	<i>Yes. Included in e-Safety policy.</i>
Is there an acceptable use policy for pupils?	Fully Evidenced	<i>Yes. Regularly referenced in IT lessons and assemblies.</i>
Are staff provided with laptops/other devices?	Fully Evidenced	<i>Yes, laptops/iPads. Guidance is given on acceptable use.</i>
How is staff use of school devices monitored to prevent unacceptable use?	Fully Evidenced	<i>Yes. All staff are informed of the SECURUS e-safety monitoring software that is installed. <b>*This is not recorded in the Child Protection policy.</b></i>
Do staff understand the risks involved in taking or accessing pupil data off-site?	Fully Evidenced	<i>Yes. Staff are given encrypted memory sticks. All access is via password.</i>
Are pupils able to bring their own device?	Fully Evidenced	<i>Mobile phones are brought into school by a number of pupils and handed in to reception at the key stage entrance. Pupils collect them on the way out of school at the end of the day. Mobile phones are not used during the day.</i>
What does the school do to help pupils use the internet safely?	Fully Evidenced	<i>Internet safety days every year (next planned 7/2/17); Digital superheroes; Pupil voice workshop; 7/8 pupil workshop; Parent/Carer feedback workshops; SECURUS e-safety monitoring software; Pupils say that staff consistently reference internet safety in all IT lessons. Pupils confirm that the school places high priority on internet safety.</i>



## Preventing Extremism

Preventing Extremism	Response	Details
Has a member of the senior leadership team been identified to lead the school's work on the Prevent Duty?	Fully Evidenced	<i>The DSL leads the school's work on the Prevent Duty. Weekly bulletins are sent to staff and posted on the Safeguarding Board in the staffroom.</i>
Has the school identified the risks of extremism for their pupils?	Fully Evidenced	<i>Yes. Key indicators have been identified and are also posted on the Safeguarding board in the staffroom.</i>
Has the DSL received training about the Prevent Duty?	Fully Evidenced	<i>Preventing Extremism and Radicalisation training has taken place on 22/3/2016 Includes Channel training.</i>
Are British Values integral to the work of the school?	Fully evidenced	<i>As a Church of England school, Christian values are at the heart of the school's work. Parents/Carers are regularly consulted and informed through newsletters and functions at school. Pupils are encouraged to discuss their views across the school. The school's work on British values is embedded within the curriculum and links are made to Christian values. Displays across the school evidence democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. The active school council visit the Houses of Parliament and meet with their local MP every year. Pupils are taught the value and reasons behind laws, the school's 'well-being charter' outlines different types of bullying and what pupils should do if this takes place in and outside of school. The school issues a Citizenship Award to pupils in assembly. Each year (this year 17/11/2016) a whole school Citizenship Day takes place which covers 'Difference and Diversity' Y5/6; International Democracy (UK Criminal and Civil Justice system) Y7; 'Human Rights' (Millennium Development Goals) Y8. During the year, the school welcomes police and fire brigade to support the curriculum. Pupils are actively encouraged to make choices, to exercise their rights and personal freedom. Pupils are taught how to exercise these freedoms safely, through e-safety activities and pastoral form time activities. Encourage freedom of speech</i>

<p>(Preventing Extremism)</p> <p>Are British Values integral to the work of the school?</p>	<p>Fully Evidenced</p>	<p><i>amongst pupils, and demonstrate how to be tolerant of the opinions and views of others. The school gives pupils a number of opportunities to make choices. Eg. Pupils can choose from a variety of clubs, sports or musical activities and can take up responsibilities – Librarian; tour guide etc. Residential opportunities are offered to all year groups to develop independence and teamwork. Year 8 attended the National Slavery Museum in Liverpool – this and they spent the day learning about the loss of individual freedom and liberty. Every year the school commemorates Martin Luther King Day, Holocaust Memorial Day and an annual focus on Anne Frank (Year 5). Mutual respect is one of the Christian values chosen by pupils and staff for inclusion in the school’s new vision shield. Pupils are encouraged to support a range of charity events Eg shoebox appeal; Lepa; Children in Need; Comic Relief; MacMillan Coffee Morning; the Royal British Legion Poppy Appeal; The Midlands Air Ambulance; Nepal Earthquake as well as fundraising for a Paralympian horse rider. The Choir sings at local community events. The school hosts weekly intergenerational lunches in school for senior citizens. Pupils lay a wreath at the War Memorial in the churchyard on Remembrance Day. Every year a group of pupils are taken to Lichfield Cathedral. The school promotes diversity within the school curriculum. There are a number of planned visits to different places of worship as well as having speakers in school. The school’s international visits to France, Germany, Italy, Belgium and Poland over the last three years have enhanced pupils’ knowledge and understanding of other people’s faiths, beliefs and cultures.</i></p> <p><i>Pupils appreciate and enjoy their British Values work and say they appreciate that the school takes them away on residential visits. The evidence indicates that SMSC, including work on British Values, is strong. It is clear from talking to pupils that British values are embedded - pupils challenge any extremist</i></p>
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		<i>views. "We want to grow up and be in a country and world that is peaceful, no racism or bullying, no violence, no one is judged by the way they look/appear. Everyone is equal."</i>
<b>Preventing Extremism</b>	<b>Response</b>	<b>Details</b>
How is it made clear to staff what they should do if they are concerned a pupil is developing extremist views?	Fully Evidenced	<i>The Safeguarding/Child Protection Policy identifies the procedure for staff if they are concerned that a pupil is developing extremist views. All staff have been trained in Prevent Extremism and Radicalization and are highly vigilant. Staff receive weekly NSPCC updates. There is a focused 'Keeping Children Safe' aspect mentioned each week on staff/governor bulletins. SECURUS Safeguarding alert system monitored carefully by SLT and should any issue arise, immediate action will be taken in accordance to guidelines.</i>
Does the DSL know how to make a referral about a pupil about whom there are extremist concerns?	Fully Evidenced	<i>Yes through Prevent Training. Clear procedures in the Safeguarding/Child Protection Policy.</i>
Does the school have effective policies for the booking and supervision of visiting speakers?	Fully Evidenced	<i>Within the Safeguarding/Child Protection Policy, there are clear references to the booking and supervision of visiting speakers and the checks that need to take place. Speakers are always supervised.</i>

# **Suggested Follow-up Actions from Safeguarding Audit**

**Governors are advised to monitor regularly the school's progress against the following actions:**

## **ATTENDANCE**

- Implement existing plans for the integration of pupils on part time timetables so that they are in school full time.
- Improve the attendance of vulnerable pupils, including pupils entitled to Pupil Premium funding and those with SEN(D).

## **UPDATE CHILD PROTECTION POLICY**

- Ensure that the Child Protection policy is updated to include the information that the school IT devices are monitored by SECURUS e-safety monitoring software and the related consequences if staff and children use IT inappropriately.

## **SAFEGUARDING IN THE CURRICULUM**

- Implement school's existing plans to introduce a timetabled safeguarding session 'LIFE' in the curriculum to further address key safeguarding issues with all pupils.

## **TRAINING**

- Implement the school's strategic Safeguarding and Health and Safety training programme for staff (including training on restraining pupils).

## **RISK ASSESSMENTS**

- Working with the LA, the school to pursue existing plans to further streamline risk assessments.

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Note to Governing Body: It is strongly advised that the strategic monitoring plan of the Governing Body includes all sections and aspects detailed in this report.

J C Austin (Diocesan Improvement Adviser)

## Disclaimer

The information contained in this audit report is believed to be correct at the time of writing and is based on evidence provided by a range of staff at the school. No liability for incorrect information will be accepted by St Chad's Multi-Academy Trust, CECET.

## Confidentiality Statement

This audit has been completed in confidence and will not be shared by St Chad's Trust, CECET to any third party. It is, however, acceptable if the school shares this information to any third party.

Please note, where it is believed by the reviewer, that the information received suggests that children are at serious risk of harm, the concerns will be shared with the relevant authorities.