

Surrey County Council Education Providers Statutory Audit of Safeguarding Arrangements. Academic Year 2019/2020

Allocation Name: Surrey County Council Education Providers Statutory Audit of Safeguarding Arrangements. Academic Year 2019/2020: Nutfield Church CofE Primary School 3376

Groups: Nutfield Church CofE Primary School 3376

Exported on 14-Feb-2020 15:28

This self-evaluation audit is in response to the obligations set out in Section 175 of the Education Act 2002 which introduced statutory duties for all schools/education settings, governance/responsible bodies and local authorities. Section 175 requires governance to carry out a review of the school's policies and procedures and to provide, on request, information to the Local Authority of how duties have been discharged. Independent schools and settings, free and academy schools have common duties under Section 157 of the same Act.

The publications *Working Together to Safeguard Children 2018* and *Keeping Children Safe in Education 2019* articulate the statutory duties of education providers to safeguard and promote the welfare of children. The Ofsted publication *Inspecting safeguarding in early years, education and skills settings - Guidance for inspectors carrying out inspections under the education inspection framework from September 2019* sets out the key points inspectors need to consider when inspecting safeguarding in early years, education and skills settings.

This self-evaluation tool captures qualitative data, quantitative data and partnership intelligence. It also provides opportunities for internal and external reporting. It will enable education providers to evidence safeguarding arrangements, the discharge of Sec 175/157 duties and support preparation for regulatory inspections of safeguarding (OFSTED).

The self-evaluation audit analysis will identify themes and identify areas for practice development in Surrey education settings and provide information for the statutory section 11 audit returns for education in accordance with Working Together 2018 guidance (section 11 of the Children Act 2004 places duties on the local authority to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children).

This self-evaluation tool will assist school leaders to monitor safeguarding compliance within their setting. The tool will support identification of areas of success, areas for further development/improvement and support the creation of an action plan by automatically populating actions where the required standard is not met.

The collation and analysis of audit data will assist the monitoring of overall sector safeguarding compliance for the Safeguarding Children Partnership under the Children's Act 2004. To ensure the audits effectiveness and integrity **the local authority require 100% returns from all education settings** (Maintained, Academy, Foundation, Voluntary- Aided, Trust, Independent and Free Schools, Alternative Provision, Sixth Forms and Colleges) so please return in time for the **31 May 2020** deadline; using the portal to register your returns.

For any **technical issues** please contact Virtual College on 01943 885085 ext 612

For any **password resets** or **navigation issues** around the system please contact: audit.edsafeguarding@surreycc.gov.uk

Please contact the Education Safeguarding Team if you have any issues regarding the **content** at: education.safeguarding@surreycc.gov.uk

Progress: 100.00%
Score: 94.00%
Grade: Fully Met

Start Date: 17-Dec-2019
Deadline Date: 01-Jun-2020
All Dates and Times (UTC+00:00) Dublin, Edinburgh, Lisbon, London

1 General Information		
Progress: 100.00%	Grade: Fully Met	Score: 83.00%
1.1 Please provide the full name of Head Teacher/Principal/Proprietor at your setting		
Status: Complete	Grade: Not Scored	Score: Not Scored
(Text) Please enter full name Imogen Woods		
		Last answer by Imogen Woods 21-Jan-2020 09:13
1.2 Please provide the full name of the Chair of Governors, or Chair of other responsible body/governance/trustees		
Status: Complete	Grade: Not Scored	Score: Not Scored
(Text) Please complete Serena Fowler Sam Nicholls		Last answer by Imogen Woods 21-Jan-2020 09:15
1.3 Please provide the generic email address for safeguarding communication with the setting		
Status: Complete	Grade: Not Scored	Score: Not Scored
The county council and partners require a secure, generic email address that is checked regularly by the DSL or DDSs, for safeguarding communications with all settings to ensure that communication is shared safely, securely and in a timely manner with appropriate staff within the setting. The use of a generic email mitigates the risk of emails being sent to staff that have left service, changed role or are absent from work.		

This must not be a personal email address or identified persons email address.
 Good examples are:
 safeguarding@aschool.surrey.sch.uk
 or
 dsl@aschool.surrey.sch.uk
 This email must be secure and have access restricted to the appointed DSL and Deputy DSL(s)

(Text) Please complete

Last answer by Imogen Woods
 11-Feb-2020 10:07

dsl@nutfield.surrey.sch.uk

1.4 Please provide the name of the Designated Safeguarding Lead (DSL)

Status: Complete

Grade: Fully Met

Score: 100.00%

This role is fully described in keeping Children Safe in Education 2019 Annex B

(Text) Please complete

Last answer by Imogen Woods
 21-Jan-2020 09:15

Imogen Woods

(Multi Choice) Is the DSL a member of senior leadership?

Last answer by Imogen Woods
 21-Jan-2020 09:15

Yes

1.5 Has the DSL received formal New to Role or Update training within the last 2 years to ensure they have the knowledge and skills to carry out the role effectively?

Status: Complete

Grade: Fully Met

Score: 100.00%

The local training requirements for the DSL and DDSs are :
New DSL's **must** attend the following training:

- DSL New to Role
- SSCB Foundation Module 1: Multi Agency Safeguarding Children - Family Resilience and Family Safeguarding
- SSCB Foundation Module 2: Child Protection Conferences, Plans and Core Groups

Followed by:

- DSL Update Training – at least every 2 years training will include development of the leadership of safeguarding within your setting
- Attendance at termly DSL network events, where possible, to refresh knowledge and skills

You may upload evidence of DSL training attended

(Multi Choice) Please select

Last answer by Imogen Woods
21-Jan-2020 09:18

Yes

(Multi Choice) If you selected yes, please select the provider that was used for DSL update training from the list below

Last answer by Imogen Woods
11-Feb-2020 10:08

2. Babcock International

(Text) Please specify "other" below;

Not Answered

(File) You may upload evidence to support your response.

**You can upload a maximum of ten files to the maximum file size of 75MB.
File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG
Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload**

Not Answered

1.6 How many staff are trained as a DSL in your setting?

Status: Complete	Grade: Not Scored	Score: Not Scored
Please provide both the number of trained DSLs (this includes DDSLs) and the ratio of DSLs/DDSLs to children on roll (PTR). <i>For example if you have 6 DSL trained staff and 600 children on roll this would be answered as 6 in the first response on the sliding scale and 1:100 in the text box for second required response to this question.</i>		
(Range) Please use the sliding scale to identify		Last answer by Imogen Woods 21-Jan-2020 09:19
7		
(Text) Please insert DSL : Pupil on roll ratio. (PTR)		Last answer by Imogen Woods 21-Jan-2020 09:19
1:29		
1.7 Please provide the name of the 1st Deputy Designated Safeguarding Lead (DDSL)		
Status: Complete	Grade: Fully Met	Score: 100.00%
DDSL – Deputy Designated Safeguarding Lead		
(Text) Please provide the full name of the 1st Deputy Designated Safeguarding Lead (DDSL)		Last answer by Imogen Woods 11-Feb-2020 10:08
Philippa Assender		
(Multi Choice) Has the 1st DDSL received formal New to Role or Update training within the last 2 years to ensure they have the knowledge and skills to carry out the role effectively?		Last answer by Imogen Woods 11-Feb-2020 10:08
Yes		

(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
1.8 Please provide the name of the 2nd Deputy Designated Safeguarding Lead (DDSL)		
Status: Complete	Grade: Fully Met	Score: 100.00%
DDSL – Deputy Designated Safeguarding Lead		
(Text) Please provide the full name of the 2nd Deputy Designated Safeguarding Lead (DDSL)		Last answer by Imogen Woods 11-Feb-2020 10:09
Katharine Brooks		
(Multi Choice) Has the 2nd DDSL received formal New to Role or Update training within the last 2 years to ensure they have the knowledge and skills to carry out the role effectively?		Last answer by Imogen Woods 11-Feb-2020 10:09
Yes		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
1.9 Please provide the name of the nominated Safeguarding Lead Governor/Trustee or equivalent		
Status: Complete	Grade: Not Scored	Score: Not Scored
(Text) Please complete		Last answer by Imogen Woods 21-Jan-2020 09:20

Diane Martin			
1.10 When did governance/trustees last receive safeguarding training? Please select one answer from the following options			
Status: Complete	Grade: Not Met		Score: 0.00%
(Multi Choice) 1. Within the last 12 months 2. Between 1 and 2 years ago 3. Over 2 years ago 4. Never			Last answer by Imogen Woods 11-Feb-2020 10:09
Over 2 years ago			
Action Task Created: 11-Feb-2020	Deadline Date: No Deadline	Not Assigned	Status: Not Started
Safeguarding Training to be completed by governance/trustees			
1.11 How many trained First Aiders do you have in your setting?			
Status: Complete	Grade: Not Scored		Score: Not Scored
(Range) Please select number from range available			Last answer by Imogen Woods 11-Feb-2020 10:09
3			
1.12 When did the "whole staff" last receive safeguarding training?			
Status: Complete	Grade: Fully Met		Score: 100.00%
Safeguarding Training should be based on the principles of Working Together 2018 and KCSIE 2019.			
KCSIE 2019 Part 1 details "what staff should know and do"			
Whole staff refers to all staff groups – teachers, learning support staff, administrators, site staff			

(Multi Choice) Please select one option		Last answer by Imogen Woods 11-Feb-2020 10:14
1. Within the last 12 months		
(File) Please submit safeguarding training data for all staff for the last 12 months Please upload your latest staff safeguarding training data you can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Last answer by Imogen Woods 14-Feb-2020 15:20
Safeguarding Training.docx uploaded by Imogen Woods on 14-Feb-2020 15:20		
(Text) Please use the text box for any additional comments		Not Answered
(Multi Choice) Is staff safeguarding training usually delivered by DSL or Deputy DSL? Following completion of the DSL training requirements a DSL or DDSL is competent to deliver safeguarding training within their setting. Please select all options that apply to your setting		Last answer by Imogen Woods 14-Feb-2020 15:25
3. External provider		
(Text) If you selected that an external provider was used to deliver safeguarding training to staff please specify name of provider		Last answer by Imogen Woods 14-Feb-2020 15:25
Independent - Jane Dobson, also works for SSCB		
History		
14-Feb-2020 15:20	Imogen Woods	File 'Safeguarding Training.docx' was uploaded to Response 2

1.13 Please provide the name of the Health & Safety representative for your setting?

Status: Complete

Grade: Not Scored

Score: Not Scored

(Text) Please complete with full name

Last answer by Imogen Woods
11-Feb-2020 10:15

Philippa Assender

1.14 Please provide the name of the Educational Visits Coordinator for your setting?

Status: Complete

Grade: Not Scored

Score: Not Scored

All schools should appoint an educational visits coordinator and make sure they have the training they need. The head teacher has this duty if there is no coordinator.

Further detail available: <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

(Text) Please complete with full name

Last answer by Imogen Woods
21-Jan-2020 09:20

Charlotte Cordey

1.15 Please provide the name of the designated teacher for looked after children?

Status: Complete

Grade: Not Scored

Score: Not Scored

The governing body of a maintained school and the proprietor of an academy must ensure that an appropriately qualified and experienced member of staff (hereafter referred to in this guidance as the 'designated teacher') undertakes the responsibilities within the school to promote the educational achievement of looked-after and previously looked-after children on the school's roll.

They must also ensure that the designated teacher undertakes training that is appropriate to carrying out this duty.

Further detail is available: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/683561/The_designated_teacher_for_looked-after_and_previously_looked-after_children.pdf

(Text) Please complete with full name

Last answer by Imogen Woods
21-Jan-2020 10:08

Natalie Rutter

1.16 What method of restraint/physical intervention are staff trained to use within your setting?

Status: Complete	Grade: Not Scored	Score: Not Scored
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The county council guidance for education settings states:

No member of staff should be expected to engage in planned restrictive physical intervention without sufficient appropriate and current training. This includes temporary and agency staff. Employers are responsible for ensuring that staff receive training, including updates and refresher courses, appropriate to their role and responsibilities within their school or service. There will be particular training needs for staff working closely with children with special educational needs and/or disabilities, or with those who have a history of behaviours which challenge. The staff training and development policy should reference positive behaviour support training, as well as training in the use of appropriate touch and the use of restrictive physical interventions. SCC requires that training complies with the standards and requirements of the policy, national and local guidelines (including the British Institute of Learning Difficulties (BILD) Code of Practice). The Local Authority, from a best practice point of view, would strongly recommend the use of a BILD accredited RPI training provider. Training is available through the CPI (Crisis Prevention Institute) Training Team at Surrey County Council who can advise on approved models. It is also recommended that staff working with children with challenging behaviour be trained in restorative practice, particularly those working with children with social, emotional and/ or mental health needs. The Local Authority recognises if physical skills required exceed the CPI MAPA foundation level training the setting should contact CPI / ATC (Crisis Prevention Institute/ Approved Training Centre) for advanced physical skills around the CYP, which may include Emergency Physical Skills or Emergency Responses. All staff should familiarise themselves with the "Guidance for Safe Working Practice for Adults who work with Children and Young People 2016"

(Multi Choice) Please select all options that apply to your setting	Last answer by Imogen Woods 21-Jan-2020 09:17
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5. None

2 Leadership of Safeguarding

Progress: 100.00%	Grade: Fully Met	Score: 95.00%
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2.1 Is the role of Designated Safeguarding Lead explicit in the job description of the appointed senior member of the leadership team?

Status: Complete	Grade: Partially Met	Score: 50.00%
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As per KCSIE para 13, 61 – 67,
Please upload a copy of the Job description as evidence
For a proprietor-led school the DSL should be also be independent from the family running the school

Fully Met – Named person with full evidence that the role is explicit within their job description
Partially Met – Named person in post, however role is not explicit in their job description
Unmet – There is no named safeguarding person in post. No evidence

(Multi Choice) Please select the option that best describes your setting	Last answer by Imogen Woods 11-Feb-2020 10:16
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Partially Met			
Action Task Created: 11-Feb-2020	Deadline Date: No Deadline	Not Assigned	Status: Not Started
A senior member of the leadership team must be appointed to the role of Designated Safeguarding Lead and this is must be explicit in their job description			
(File) You may upload evidence to support your responses in this section. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload			Not Answered
2.2 Is there a process within your setting for a named deputy DSL (or deputies) to cover the DSL absence(s)?			
Status: Complete	Grade: Fully Met		Score: 100.00%
(Multi Choice) Please select			Last answer by Imogen Woods 03-Feb-2020 13:44
Yes			
2.3 Are all staff volunteers and visitors aware of the identity and role of the DSL?			
Status: Complete	Grade: Fully Met		Score: 100.00%
Please select the option that best describes your setting			
Fully Met – Evidence of effective procedures in place to ensure that all staff and visitors are aware of the identity and role of the DSL Partially Met – AMBER Some evidence that procedures are effective to ensure that all staff and visitors are aware of the identity and role of the DSL Unmet – No evidence of standard being met			
(Multi Choice) Please select the option that best describes your setting			Last answer by Imogen Woods 21-Jan-2020 11:32

1. Fully Met		
(File) You may upload evidence to support your responses in this section. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
2.4 Are there robust governance arrangements with clear lines of responsibility in place to ensure a safeguarding culture?		
Status: Complete	Grade: Fully Met	Score: 100.00%
KCSIE Part 2 and in particular Paragraph(s) 54-60 Does the Headteacher or the Designated Safeguarding Lead (DSL) report at least annually to the governing body on the effectiveness of safeguarding within the setting? Is an annual safeguarding report submitted to the Governing Body?		
Fully met– Safeguarding governor in post, annual report submitted and Safeguarding governor undertakes safeguarding visits on a regular basis and offers challenge and scrutiny. Evidence demonstrates that systems and processes are in place to ensure safeguarding is embedded within the culture of the setting Partially met – Safeguarding governance arrangements in post and annual report submitted. Some evidence to demonstrate that systems and processes are in place Unmet – No safeguarding governance arrangements in post Upload latest report to governors as evidence		
(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 06-Feb-2020 09:48
Fully Met		
(File) You may upload evidence to support your responses in this section. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered

2.5 Does governance take effective and prompt action when organisational safeguarding concerns are identified?

Status: Complete

Grade: Fully Met

Score: 100.00%

KCSIE Part 2 – discharge of statutory responsibilities

Regular safeguarding visits in place by governance

Safeguarding complaints dealt with specified timescales and recorded and reviewed

Safeguarding data analysed and trends identified and actioned (data should include the Safeguarding Termly Data submission)

Safeguarding evident within the school development plan

Fully met– Safeguarding data and information is analysed, improvements are identified, discussed and an action plan is developed to manage risks with clear timescales which are reviewed. The setting can evidence effective systems and processes are in place to ensure safeguarding is embedded within practice

Partially met – Safeguarding improvements are identified, discussed and action plan developed to manage risk. Some evidence that systems and processes are in place to ensure safeguarding is embedded within practice

Unmet – No evidence that governance arrangements have an impact on safeguarding practice

(Multi Choice) Please select the option that best describes your setting

Last answer by Imogen Woods
06-Feb-2020 09:49

Fully Met

(File) You may upload evidence to support your responses.

You can upload a maximum of ten files to the maximum file size of 75MB.

File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG

Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload

Not Answered

2.6 Are staff or volunteers that come in to contact with children and families able to access professional safeguarding supervision or support?

Status: Complete

Grade: Fully Met

Score: 100.00%

Are staff given the opportunity to discuss safeguarding matters on a regular basis? For example staff meetings? Is professional supervision available to staff and volunteers? Are there opportunities for DSLs to review rationales for decision making, actions and outcomes together?		
Fully Met - Staff safeguarding supervision arrangements provides opportunities for practice reflection, safeguarding case oversight and ongoing support. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within practice Partially Met – Staff receive adhoc safeguarding supervision. Some evidence that systems and processes are in place to ensure safeguarding is embedded within practice Unmet – No safeguarding supervision arrangements currently in place		
(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 06-Feb-2020 09:49
Fully Met		
(File) You may upload evidence to support your responses. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
2.7 Is there a designated teacher (DT) to promote and support the education achievement of looked after children and is there effective inter departmental liaison within the setting to safeguard looked after children?		
Status: Complete	Grade: Fully Met	Score: 100.00%
KCSIE Paragraph(s) 101 - 108 Does the DT provide the DSL with details of the named social worker and virtual school lead professional for each looked after child for safeguarding files? Are all safeguarding concerns processed through the DSL?		
Fully Met - The DT and DSL work closely together and share intelligence and information on looked after children to ensure best outcomes. Evidence demonstrates systems and processes are in place to ensure safeguarding practice is embedded. Partially Met – The DT and DSL share information regarding looked after children regularly and update files. Some evidence that systems and processes are in place but it is based on individual application rather than practice systems Unmet – There is no formal or informal communication between the DT and the DSL		

(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 06-Feb-2020 09:50
Fully Met		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
2.8 Is there a named SENDCo, and a SEND policy to support the needs of children with special educational needs and is there effective inter departmental liaison within the setting to safeguard children with SEND?		
Status: Complete	Grade: Fully Met	Score: 100.00%
KCSIE para 110 A SEND policy is available detailing the offer of support A SENDCo is in place and works closely with the DSL on individual cases and safeguarding themes and trends		
Fully met– SEND Policy available, reviewed and SENDCo in place. The DT and SENDCo work closely together and share intelligence and information on children with additional needs to ensure best outcomes. Evidence demonstrates systems and processes are in place to ensure safeguarding practice is embedded. Partially met – SEND Policy available, reviewed and SENDCo in place. The DSL and SENDCo share information regarding children with additional needs. Some evidence that systems and processes are in place but it is based on individual application rather than practice systems Unmet – No SEND Policy or SENDCo in place and/or there is no formal or informal communication between the DSL and the SENDCo		
(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 21-Jan-2020 11:33
Fully Met		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered

2.9 Does your setting demonstrate a commitment to promoting a prejudice free environment through effective whole school policy (or part of another appropriate whole school policy) to ensure all children access the same quality of education free from prejudice

Status: Complete

Grade: Fully Met

Score: 100.00%

A commitment to promoting a prejudice free environment can be demonstrated with the following:

Policy Statement

Staff Training records

Robust systems in place to support reporting and recording of prejudice related incidents

Data Collection & Data used to improve performance eg minutes, plan

Pupil/Staff voice data collection

Systems and processes demonstrate incidents have been responded to and followed up/prevention

Evidence of victims and perpetrators support

Fully met - Robust reporting system, regularly analysed and findings used to feed into school improvement work. Children and parents report feeling safe in school. Staff awareness and recognition. Work with other schools and the community to identify prejudice and emerging issues early

Partially met - Reporting system in place but no trend analysis or proactive preventative work

Unmet - No policy in place

(Multi Choice) Please select option that best describes your setting

Last answer by Imogen Woods
11-Feb-2020 10:21

Fully Met

(File) You may upload evidence to support your responses.

You can upload a maximum of ten files to the maximum file size of 75MB.

File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG

Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload

Not Answered

2.10 Can your setting demonstrate a commitment to equality and diversity within its policies and procedures?

Status: Complete

Grade: Fully Met

Score: 100.00%

All staff understand the value of the equality and diversity policy in contributing to improved outcomes for ALL children including, for example, those with disabilities, who do not have English as a first language, who are Looked After or who are young carers

Fully met Evidence that the organisation is committed to equality and diversity within its policies and procedures. Equality and diversity is discussed in training and is a part of recruitment and induction process and that checks are undertaken to ensure that staff understand the value of equality and diversity. Strategies are in place to tackle and discrimination towards staff and service users. All complaints and allegations of abuse are recorded, monitored and contribute to improving practice

Partially Met - Evidence that the organisation is committed to equality and diversity within its policies and procedures and equality and diversity is discussed in training and is a part of recruitment and induction process.

Unmet – No policy in place

Please select the option that best describes your setting

(Multi Choice) Please select	Last answer by Imogen Woods 06-Feb-2020 09:52
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1. Fully Met

(File) You may upload evidence to support your responses. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload

Not Answered

3 Safeguarding Policy and Procedures

Progress: 100.00%	Grade: Fully Met	Score: 100.00%
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3.1 Does the setting have a child protection/safeguarding policy in place that provides clear guidance on what action to take if there are concerns about a child's safety or welfare?

Status: Complete	Grade: Fully Met	Score: 100.00%
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Does the policy have regard to the context of the setting, local partnership guidance, "Working Together 2018" and DfE guidance "Keeping Children Safe in Education" (2019)?

- Is the policy clear with internal and external contacts for advice and support shown?
- Is the policy updated annually?
- Is the policy published and publicly available?

Are leaders and governors assured that all staff have read and understood the policy and procedures?
Is an internal pathway in place to pass on safeguarding concerns?

Please upload a copy of your policy Fully met – Safeguarding policy agreed and published in setting and website. Policy is reviewed and updated annually with a version number and time frame for review. All local, regulatory and national guidance is considered and policy and practice updated accordingly. Evidence demonstrates systems and processes are in place to ensure safeguarding policy is read and understood by staff and fully effective in its implementation. Partially met – Safeguarding policy is in place, agreed and published and publicly available. Unmet – The policy is not compliant with statutory guidance, is not regularly reviewed and implementation is not effective		
(File) Please upload your policy as evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Last answer by Imogen Woods 24-Jan-2020 10:05
SAFEGUARDING POLICY 2019.docx uploaded by Imogen Woods on 24-Jan-2020 10:05		
(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 24-Jan-2020 10:06
Fully Met		
History		
24-Jan-2020 10:05	Imogen Woods	File 'SAFEGUARDING POLICY 2019.docx' was uploaded to Response 1
3.2 Are 'Statutory duties' clearly outlined in your safeguarding policy and communicated through safeguarding training?		
Status: Complete	Grade: Fully Met	Score: 100.00%
Does your policy include mandatory reporting requirements - Female Genital Mutilation (FGM), Prevent, Child Exploitation and Sexual violence and Sexual harassment? Are regular updates provided to all staff on a regular basis on a range of emerging safeguarding themes and trends? Is the setting's community updated on safeguarding policy and procedures and code of conduct annually Fully met–Safeguarding policy and whole school training includes statutory duties and is embedded in school culture, staff feel confident in reporting on these. Evidence demonstrates that systems and processes are in place to ensure safeguarding is embedded within the practice Partially met – Safeguarding policy and whole school training includes statutory duties and disseminated widely and staff have an understanding of these. Some evidence is available , but based on individual application rather than practice systems - AMBER Unmet – No reference to statutory duties in policy and/or whole staff training		

(Multi Choice) Please select		Last answer by Imogen Woods 24-Jan-2020 10:07
1. Fully Met		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
3.3 Does your policy cover all aspects of safeguarding?		
Status: Complete	Grade: Fully Met	Score: 100.00%
Does it cover updated guidance and legislation including: - Physical abuse - Emotional abuse - Sexual abuse - Neglect - Children Missing Education - Female Genital mutilation - Child Exploitation – Criminal & Sexual & Modern day slavery/trafficking - Forced marriage - Radicalisation & Extremism - Substance misuse - Mental Health - Bullying & Cyber Bullying - Children with SEND - Peer on Peer abuse - Up skirting - Domestic abuse		
Fully met–Safeguarding policy up to date covering all areas of safeguarding and is embedded in school culture. Evidence demonstrates systems and processes are in place to ensure safeguarding practice is embedded Partially met – Safeguarding policy up to date - Some evidence of systems and processes, but based on individual application rather than practice Unmet – Policy out of date and does not reference any emerging/statutory safeguarding themes.		

(Multi Choice) Please select		Last answer by Imogen Woods 24-Jan-2020 10:07
1. Fully Met		
3.4 Are commissioned services, contractors and agency staff are aware of their duties of safeguarding?		
Status: Complete	Grade: Fully Met	Score: 100.00%
Site security is taken into account and assurance is sought in writing from users and contractors of the premises that they have appropriate policies (safe recruitment, health and safety, code of conduct, insurance, identity arrangements etc) in place to safeguard children. Due diligence is undertaken regarding speakers and visitors that have access to children (e.g. assemblies, theme days) Fully met – Written assurance is sought in writing from users/contractors of the premises that they have appropriate policies (safe recruitment, health and safety, insurance, code of conduct etc) and safeguarding training in place to safeguard children. Commissioning frameworks/procedure reflect safeguarding duties. Your setting has led a written risk assessment for all contract work on the site of the setting. Evidence demonstrates systems and processes are in place to ensure safeguarding practice is embedded. Partially met – Commissioning process reflects and captures relevant checks/policies and training to monitor safeguarding duties. Some evidence demonstrated, but based on individual application rather than practice systems. Unmet –No process in place to monitor commissioned services. Please select the option that best describes your setting		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
(Multi Choice) Please select the response that best describes your setting		Last answer by Imogen Woods 11-Feb-2020 10:23
Fully met		
3.5 Is there staff behaviour policy/ code of conduct in place?		
Status: Complete	Grade: Fully Met	Score: 100.00%

KCSIE Paragraph(s) 7,12,13 A code of conduct policy is in place outlining professional boundaries, behaviours and conduct including acceptable use of technology, pupil/staff relationships and communications including the use of social media All staff have read, agreed and signed the policy as part of their induction and when the policy is updated/reviewed. Please upload your policy/code of conduct					
Fully met – A Code of Conduct/Staff behaviour policy is in place with date of review and version control. Staff are aware and receive copies of this on induction and reminded regularly through training. Evidence demonstrates that systems and processes are in place to ensure safeguarding practice is embedded. Partially met – There is a Code of Conduct/Staff behaviour policy in development. Unmet – no evidence.					
(File) Upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before		Last answer by Imogen Woods 24-Jan-2020 10:13			
Staff-Behaviour-Policy(Code of Conduct) 2019.doc uploaded by Imogen Woods on 24-Jan-2020 10:13					
(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 24-Jan-2020 10:13			
Fully Met					
History					
24-Jan-2020 10:13	Imogen Woods	File 'Staff-Behaviour-Policy(Code of Conduct) 2019.doc' was uploaded to Response 1			
3.6 Are all staff aware of the local safeguarding procedures online and how to make a Request for Support in the absence of the DSL/DDSL?					
<table border="1"> <tr> <td>Status: Complete</td> <td>Grade: Fully Met</td> <td>Score: 100.00%</td> </tr> </table>			Status: Complete	Grade: Fully Met	Score: 100.00%
Status: Complete	Grade: Fully Met	Score: 100.00%			
The Children's Safeguarding Partnership publish procedures and referral information online : https://surreyscb.procedures.org.uk/					
(Multi Choice) Please select		Last answer by Imogen Woods 24-Jan-2020 10:14			
Yes					

(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
4 Engagement of children and families.		
Progress: 100.00%	Grade: Fully Met	Score: 100.00%
4.1 Are children and young people taught about a range of safeguarding issues, including online safety, as part of a broad and balanced curriculum?		
Status: Complete	Grade: Fully Met	Score: 100.00%
Are children and young people encouraged to adopt safe and responsible practices and deal sensibly with risk in line with the age appropriate phase? Do children and young people feel able to seek support if they feel unsafe and know when and where to get help? - Physical abuse - Emotional abuse - Sexual abuse - Neglect - Female Genital mutilation - Child Exploitation – Criminal and Sexual - Serious Youth Violence - Forced marriage - Radicalisation & Extremism - Prejudice – including Hate crime and Gender based violence - Substance misuse - Mental Health and Wellbeing - Modern day slavery - Digital bullying (cyberbullying) and Online Safety - Bullying - Peer on Peer abuse - Upskirting - Domestic abuse - Healthy Relationships - Young Carers		

Fully met – Safeguarding themes are fully embedded into the curriculum and children feel well informed and able to understand, respond and calculate risk effectively and where to access support. Evidence demonstrates systems and processes are in place to ensure safeguarding practice is embedded.
 Partially met – Safeguarding themes are incorporated into the curriculum and children know where to access support. Some evidence but based on individual application rather than practice systems.
 Unmet – No evidence.

(Multi Choice) Please select the option that best describes your setting

Last answer by Imogen Woods
03-Feb-2020 13:50

Fully Met

(File) You may upload evidence to support your response.

You can upload a maximum of ten files to the maximum file size of 75MB.

File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG

Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload

Not Answered

(Multi Choice) Please select from following options all areas that are covered in the curriculum within your setting

Last answer by Imogen Woods
14-Feb-2020 14:22

1. Healthy Relationships
2. Types of abuse – Physical, Emotional, Sexual, Neglect
5. Serious Youth Violence (inc Knife Crime)
9. Prejudice – including Hate crime and Gender based violence
10. Substance misuse
11. Mental Health and Wellbeing
12. Online Safety
13. Bullying including cyber bullying
14. Peer on Peer abuse

4.2 Does your setting demonstrate that it has considered emotional wellbeing of pupils and ensured appropriate support/ early help is in place particularly for those at risk of exclusion?

Status: Complete

Grade: Fully Met

Score: 100.00%

Please consider access to wider mental health and early help services The use of Family Information Service, Early Help Hub and Consultation Line to support, advise and signpost local services available to children and families		
Fully met – Mental health and wellbeing is fully embedded into the curriculum and children and young people feel well informed, supported and are aware of how to access support. Evidence demonstrates systems and processes are in place to ensure safeguarding practice is embedded Partially met – Mental health is considered, and access is provided to a range of services and children know where to access support. Some evidence demonstrated but based on individual application rather than practice systems. Unmet – No evidence.		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 03-Feb-2020 13:50
Fully Met		
4.3 Is there an open culture where all individuals feel able to talk freely about their concerns believing that they will be listened to and valued?		
Status: Complete	Grade: Fully Met	Score: 100.00%
The settings culture includes parents, staff, visitors and children and young people. The setting may have a range of engagement activity such as focus groups, Parent Groups, Youth/Pupil Voice and Staff forums to share ideas and concerns and inform education safeguarding delivery. Mechanisms are in place to ensure voices are heard for example: a dedicated email address is in place for safeguarding and whistleblowing		
Unmet – no evidence. Partially met –Views of all parents, children/young people and staff are collated through a range of mechanisms. Some evidence demonstrated, but based on individual application rather than practice systems. Fully met – There are a full range of mechanisms including a dedicated email address is in place for safeguarding and whistleblowing, surveys, focus groups, newsletters, bulletins and drop ins/boxes all promoting an open door culture. Evidence demonstrates systems and processes are in place to ensure safeguarding culture is embedded.		
(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 03-Feb-2020 13:51

Fully Met		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
5 Professional Development		
Progress: 100.00%	Grade: Fully Met	Score: 100.00%
5.1 Have all staff and other adults who work within the school undertaken appropriate safeguarding training upon induction which is regularly updated, at least yearly?		
Status: Complete	Grade: Fully Met	Score: 100.00%
Please consider if all new staff, temporary staff and volunteers are given a robust induction which includes information on the settings safeguarding policies/procedures and training that includes their responsibility to identify vulnerability, risk and harm and ensure appropriate interventions are in place to protect and promote the welfare and protection of children and young people. This includes providing all new staff with a copy of KCSIE 2019 (Part 1), Code of Conduct/Staff behaviour policy and 'What to do if a child is being abused? 2015' How is this measured and captured and how does the setting measure that staff have understood their responsibilities?		
Fully met – All staff receive induction, annual safeguarding training and regular updates on safeguarding themes across the year. Staff feel supported and are able to demonstrate good knowledge of their responsibilities. Evidence against standard that demonstrates systems and processes are in place to ensure safeguarding is embedded within the practice. Partially met – All staff are inducted and all staff receive annual safeguarding training. Some evidence against the standard, but based on individual application rather than practice systems. Unmet – no evidence.		
(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 03-Feb-2020 13:53
Fully Met		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered

5.2 Are there mechanisms in place to assist staff to understand the DfE guidance 'Keeping Children Safe in Education' (2019)?

Status: Complete

Grade: Fully Met

Score: 100.00%

You may consider how staff knowledge is consolidated using a range of methods e.g. staff quiz, eLearning modules, staff explicitly sign to state they have read and understood

Fully met– Staff receive KCSIE, sign they have understood it and are tested on their knowledge base over the year. Staff are clear and competent of KCSIE requirements. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within the practice and everyone considers safeguarding their business.
Partially met –Staff have received copy of KCSIE and asked to read and sign to say they have understood the content. Some evidence demonstrated but based on individual application rather than practice systems.
Unmet –no evidence

(Multi Choice) Please select the option that best describes your setting

Last answer by Imogen Woods
03-Feb-2020 13:53

1. Fully Met

5.3 Is all safeguarding training for staff /volunteers recorded and regularly monitored?

Status: Complete

Grade: Fully Met

Score: 100.00%

Please consider if your organisation has systems in place to capture and measure compliance of safeguarding training

Fully met– There is evidence of training been delivered and training records are maintained and refresher training dates are highlighted. There is 100% compliance within specified timescales and built into appraisal and evidence of understanding is captured. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within the practice
Partially met –There is evidence of training been delivered and training records are maintained and refresher training dates are highlighted. Some evidence demonstrated, but based on individual application rather than practice systems
Unmet –no evidence

(Multi Choice) Please select the option that best describes your setting

Last answer by Imogen Woods
03-Feb-2020 13:55

1. Fully Met

(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
5.4 Do all staff take timely action to ensure children receive the right help at the right time, including preventative interventions? And do all staff understand and know how to escalate concerns if they do not feel appropriate action has been taken		
Status: Complete	Grade: Fully Met	Score: 100.00%
There are clear pathways are in place and staff are able to identify children and young people who may require early help or statutory interventions. Staff are aware of the process (including the escalation process) and are confident in reporting safeguarding concerns.		
Fully met – Evidence that all staff have the knowledge and confidence of how and where to refer and how to escalate concerns. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within practice. Partially met – Staff have an understanding of the reporting system and are clear on the procedures of escalating concerns if they feel they are not acted on appropriately. Some evidence demonstrated, but based on individual application rather than practice systems Unmet – No evidence.		
(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 03-Feb-2020 13:57
Fully Met		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
5.5 Has the Head teacher and Chair of Governors or equivalent trustee or Proprietor undertaken Managing Allegations training?		
Status: Complete	Grade: Fully Met	Score: 100.00%

The local procedures for managing allegations are available: <https://www.surreyscb.org.uk/professionals/dealing-with-allegations-against-people-who-work-with-children/>
 Keeping Children Safe in Education 2019 Part 4 sets out the requirements for managing allegations against adults working with children.
 Managing Allegations training is available to be booked on the SSCB website.

Fully met – Both the Head Teacher and Chair of Governors or equivalent trustee or Proprietor have attended the managing allegations training and actively utilise the LADO for consultations on any allegations. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within the practice.
 Partially met – Either Head Teacher or Chair of Governors or equivalent trustee or Proprietor have attended the managing allegations training. Some evidence demonstrated, but based on individual application rather than practice systems,
 Unmet – no evidence.

(Multi Choice) Please select the option that best describes your setting

Last answer by Imogen Woods
14-Feb-2020 14:22

Fully Met

(File) You may upload evidence to support your response.

You can upload a maximum of ten files to the maximum file size of 75MB.
File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG
Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload

Not Answered

5.6 Are thresholds, recognition of vulnerabilities, managing allegations against adults working with children, whistle blowing and the role of DSL covered in all staff training?

Status: Complete

Grade: Fully Met

Score: 100.00%

Do staff understand the thresholds and additional vulnerabilities which may include:
 Children at risk of exploitation (CSE, criminal exploitation, gang affiliation, radicalisation, slavery), SEND, disability, transphobic or homophobic prejudice and abuse, gender based violence, online abuse, peer on peer abuse , FGM, forced marriage and other issues not listed here which may pose a risk a children
 Are staff clear about whistle blowing processes?

Fully met– All the aspects are embedded in staff training and the workforce have a good understanding of all these areas and feel confident to seek support as and when required. All staff are fully aware of their statutory reporting duty for FGM. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within practice
 Partially met – Most elements of the above content are covered in staff training. Staff have an overview on most vulnerabilities and understand processes. Some evidence demonstrated, but based on individual application rather than practice systems
 Unmet –no evidence

(Multi Choice) Please select the option that best describes your setting

Last answer by Imogen Woods
03-Feb-2020 14:02

1. Fully Met		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
5.7 Is the DSL allocated sufficient time and resources to discharge their responsibilities?		
Status: Complete	Grade: Fully Met	Score: 100.00%
Time and resources may include taking part in inter-agency assessments, training and meetings E.g. CP Conference, professionals meetings		
Fully met – Dedicated time allocated to fulfil the DSL responsibilities including attending professionals meetings, case conferences, CPD, supervision and opportunities for management oversight and strategic planning. Oversight and monitoring of time and resources provided through governance/trustees. Partially met – Sufficient time allocated to fulfil the DSL responsibilities including attending professionals meetings, case conferences and training. Unmet – no additional time allocated to attend appropriate training or meetings.		
(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 03-Feb-2020 14:03
Fully Met		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
6 Recruitment, vetting (including the Single Central Record SCR) and managing allegations		
Progress: 100.00%	Grade: Fully Met	Score: 90.00%

6.1 Does the school have a policy and a procedure for safer recruitment and vetting in place and do they have regard to Keeping Children Safe in Education 2019 and is it compliant with the requirements of Disclosing and Barring Service (DBS)?

Status: Complete

Grade: Fully Met

Score: 100.00%

Has at least one member of every selection panel attended Safer Recruitment training?
Are recruitment and vetting processes in line with safer recruitment processes outlined in KCSIE.
Please upload any evidence to support this.

Fully met – The school is fully compliant and meets all the regulations and duties for safer recruitment processes as outlined in KCSIE. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within practice.
Partially met – Elements of safer recruitment is in place and is in progress to meet all regulations. Some evidence is demonstrated, but based on individual application rather than practice systems.
Unmet – no evidence.

(Multi Choice) Please select the option that best describes your setting

Last answer by Imogen Woods
03-Feb-2020 14:04

Fully Met

(File) You may upload evidence to support your response.

You can upload a maximum of ten files to the maximum file size of 75MB.
File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG
Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload

Not Answered

6.2 Does the school have an established process in place for the Single Central Record as advised in the statutory guidance?

Status: Complete

Grade: Fully Met

Score: 100.00%

The Single Record should include:

- all staff who are employed directly by the school
- Any volunteer who is in regulated activity* (RA).
- People brought into the school to provide regular additional teaching or instruction but who are employed by another organisation, such as peripatetic music teachers, sports coaches etc.
- Supply teachers
- Contract staff such as cleaners or caterers
- Governors
- Members of the proprietor body (trustees or directors) in independent schools including academies

Fully met – A single central record is in place. It is up to date and all records are maintained in line with GDPR and cleansed of any non-relevant data. Governors/trustees have assured themselves of accuracy and compliance. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within practice.
 Partially met – A single central record is in place. Some evidence demonstrated, but based on individual application rather than practice systems.
 Unmet – no evidence.

(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 03-Feb-2020 14:04
Fully Met		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
6.3 Does the SCR include all others who work regularly or intensively with children including volunteers, contractors/agency?		
Status: Complete	Grade: Fully Met	Score: 100.00%
(Multi Choice) Please select		Last answer by Imogen Woods 03-Feb-2020 14:05
Yes		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
6.4 Are all members of the proprietor body included on the SCR? (For independent schools, free schools and academies)		
Status: Complete	Grade: Not Met	Score: 0.00%

(Multi Choice) Please select		Last answer by Imogen Woods 03-Feb-2020 14:05
N/A		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
6.5 Does the SCR indicate that identity checks have been carried out and by whom?		
Status: Complete	Grade: Fully Met	Score: 100.00%
(Multi Choice) Please select		Last answer by Imogen Woods 03-Feb-2020 14:05
Yes		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
6.6 Is there evidence on the SCR that staff have been checked against the Children's Barred List?		
Status: Complete	Grade: Fully Met	Score: 100.00%
(Multi Choice) Please select		Last answer by Imogen Woods 03-Feb-2020 14:05
Yes		

(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload			Not Answered
6.7 Does the SCR record the date when the DBS and/or CBL checks was carried out and who carried out the check?			
Status: Complete	Grade: Fully Met		Score: 100.00%
(Multi Choice) Please select			Last answer by Imogen Woods 03-Feb-2020 14:06
Yes			
Action Task Created: 03-Feb-2020	Deadline Date: No Deadline	Not Assigned	Status: Not Started
Undertake a full review of the SCR to ensure compliance with good practice and statutory guidance			
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload			Not Answered
6.8 Does the SCR record that further overseas criminal checks have been undertaken as appropriate?			
Status: Complete	Grade: Fully Met		Score: 100.00%
(Multi Choice) Please select			Last answer by Imogen Woods 03-Feb-2020 14:06
Yes			

(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
6.9 Does the SCR record professional qualifications – where the qualification is a requirement of the job?		
Status: Complete	Grade: Fully Met	Score: 100.00%
(Multi Choice) Please select		Last answer by Imogen Woods 03-Feb-2020 14:07
Yes		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
6.10 Does the SCR record evidence that a prohibition from teaching check has been carried out on all teaching staff employed since September 2013?		
Status: Complete	Grade: Fully Met	Score: 100.00%
(Multi Choice) Please select		Last answer by Imogen Woods 03-Feb-2020 14:07
Yes		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered

6.11 Does the SCR record evidence a check of 'right to work' in the United Kingdom and suitability checks as appropriate?		
Status: Complete	Grade: Fully Met	Score: 100.00%
(Multi Choice) Please select		Last answer by Imogen Woods 03-Feb-2020 14:09
Yes		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
6.12 Have all relevant staff been asked complete a declaration confirming that they are not disqualified in line with the Disqualification Under the Childcare Act 2018. Is evidence of these checks included on the SCR?		
Status: Complete	Grade: Fully Met	Score: 100.00%
(Multi Choice) Please select		Last answer by Imogen Woods 03-Feb-2020 14:10
Yes		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
6.13 Have copies of documents used to verify identity, qualifications and right to work in the UK been placed in individual personnel files?		

Status: Complete	Grade: Fully Met	Score: 100.00%
(Multi Choice) Please select		Last answer by Imogen Woods 03-Feb-2020 14:12
Yes		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
6.14 Does the SCR evidence that checks in respect of Section 128 directions have been undertaken for persons taking part in the management of an independent school including an academy or free school?		
Status: Complete	Grade: Not Met	Score: 0.00%
(Multi Choice) Please select		Last answer by Imogen Woods 03-Feb-2020 14:15
N/A		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
6.15 Does the SCR evidence that further checks on people who have lived or worked outside the UK including recording checks for those EEA teacher sanctions & restrictions?		
Status: Complete	Grade: Fully Met	Score: 100.00%
(Multi Choice) Please select		Last answer by Imogen Woods 03-Feb-2020 14:17

Yes		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
6.16 If your school is part of a Multi Academy Trust (MAT), does your school still have access to your own school Single Central Record (SCR)?		
Status: Not Applicable	Grade: Not Applicable	Score: 0.00%
***Please only answer this question if you are school and part of a Multi Academy Trust		
Unmet – no evidence. Partially met – A shared SCR is held by MAT and school has access to this as and when required. There may be some gaps in the SCR. Some evidence demonstrated, but based on individual application rather than practice systems. Fully met – All aspects are recorded on the Single Central Record and there are no gaps in the SCR. Each school has access to their own SCR. Evidence demonstrates that systems and processes are in place to ensure safeguarding is embedded within practice.		
6.17 If you are a further education provider, do you record whether the staff member's position involves 'relevant activity' on the SCR?		
Status: Complete	Grade: Not Scored	Score: Not Scored
'Relevant activity' is regularly caring for, training, supervising or being solely in charge of persons aged under 18.		
Fully met: Yes – records are kept of all staff working within the remit of relevant activity. Unmet: No – no records are kept. No evidence. Not applicable - If you are not a further education provider.		
(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 03-Feb-2020 14:17
Not Applicable		

(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload			Not Answered		
6.18 Do you routinely complete a risk assessment for each volunteer, and if applicable those supervising children and young people on work experience, to decide whether an enhanced DBS check is required or not and whether they undertake regulated activity?					
Status: Complete		Grade: Fully Met		Score: 100.00%	
Keeping Children Safe in Education 2019 Paragraph(s) 167-172 and 186-190 set out what is required Regulated Activity is a term used to describe certain job functions carried out by an employee as defined by the Disclosure and Barring Service (DBS) https://www.gov.uk/government/collections/dbs-eligibility-guidance Please consider if your setting takes into account risk assessments for all volunteers including those supervising children and young people who are on work experience/placement and if references are taken up. You may upload evidence to support your response – please ensure evidence is anonymised and that you do not upload sensitive or personal data.					
Fully met – All volunteers including those supervising work experience are fully risk assessed prior to starting at the setting and the risk assessment is completed to determine whether a DBS check is required and references are followed up. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within practice. Partially met – Some risk assessments are completed for volunteers but routinely not completed. Work is underway to complete the full register for all volunteers. Some evidence demonstrated, but based on individual application rather than practice systems. Unmet – no evidence.					
(Multi Choice) Please select the option that best describes your setting				Last answer by Imogen Woods 14-Feb-2020 14:23	
Fully Met					
Action Task Created: 03-Feb-2020		Deadline Date: No Deadline		Status: Not Started	
Ensure that all volunteers including those supervising work experience are fully risk assessed prior to starting at the setting and the risk assessment is completed to determine whether a DBS check is required and references are followed up.					

(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
6.19 Are appropriate safeguarding arrangements/checks in place for those children and young people attending alternative provision or subject to a modified or part-time timetable?		
Status: Complete	Grade: Fully Met	Score: 100.00%
Do you have a written statement from the alternative provider that they have completed all vetting and barring checks on their staff? Have you undertaken safeguarding quality assurance of the provision? Have you considered the safeguarding arrangements during any non supervised hours, including travel arrangements? Is a Risk Assessment/Plan in place for each child? Is absence and attendance reported and recorded daily by your setting and the alternative provider? Have you undertaken teaching and learning quality assurance of the alternative provision? Are there regular reviews of the provision and is progress and outcome measured?		
Fully met – Robust processes and effective record keeping is place to safeguard and monitor children in alternative provision. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within practice. Partially met – A range of processes in place to safeguard children. Work is in progress to further embed the process. Some evidence demonstrated, but based on individual application rather than practice systems. Unmet – no evidence or not applicable.		
(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 07-Feb-2020 13:46
Fully Met		

(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload	Not Answered
6.20 Is the school compliant with the “Disqualification under the Childcare Act 2006” guidance DfE 2015 updated 2018?	
Status: Complete	Grade: Fully Met Score: 100.00%
Keeping Children Safe in Education 2019 Paragraph(s) 136 set out what is required Assess if checks are compliant with the Disqualification under the Childcare Act 2006 are assessed and recorded. https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006	
Fully met – Complete School checks on all staff subject to the Disqualification under the Childcare Act 2006. Risk assessments recorded for staff who are not directly involved in childcare is retained on the employee’s personnel file. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within the practice. Partially met – Complete School checks on all staff required under the Disqualification under the Childcare Act 2006. Some evidence demonstrated, but based on individual application rather than practice systems. Unmet – no evidence. Not applicable – not relevant to setting.	
(Multi Choice) Please select the option that best describes your setting	Last answer by Imogen Woods 03-Feb-2020 14:25
Fully Met	
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload	Not Answered
6.21 Are there procedures in place for dealing with allegations against staff and are they in accordance with safeguarding partnership procedures and Keeping Children Safe in Education 2019?	
Status: Complete	Grade: Fully Met Score: 100.00%

The local procedures for managing allegations are available: <https://www.surreyscb.org.uk/professionals/dealing-with-allegations-against-people-who-work-with-children/>
 Keeping Children Safe in Education 2019 Part 4 sets out the requirements for managing allegations against adults working with children.
 Is the policy and procedures available to all staff (including a whistleblowing policy)? Are staff fully aware
 Does consultation with the LADO always take place prior to any internal action and/or decision making?
 Is record keeping robust regarding the action taken and outcomes regarding concerns/ allegations about an individual member(s) of staff held in their confidential personnel file?

Fully met – Consultation with the LADO always takes place prior to any internal action and decision making. Policies and procedures including a Whistle blowing policy is in place and understood by staff. Procedures in place with HR to refer to relevant regulatory bodies if a person has been dismissed or removed due to safeguarding concerns. Personnel files are up to date with all records of action taken and outcomes. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within the practice.
 Partially met – Consultation with the LADO takes place prior to any internal action and decision making. Policies and procedures including a Whistle blowing policy is in place. Some evidence demonstrated, but based on individual application rather than practice systems.
 Unmet – no evidence .

(Multi Choice) Please select the option that best describes your setting

Last answer by Imogen Woods
03-Feb-2020 14:26

Fully Met

(File) You may upload evidence to support your response.

You can upload a maximum of ten files to the maximum file size of 75MB.
File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG
Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload

Not Answered

6.22 Are all staff and volunteers aware of the process of reporting allegations against adults working with children and any concerns about unsafe or poor safeguarding practice, including concerns about the Headteacher and governance ?

Status: Complete

Grade: Fully Met

Score: 100.00%

Does the school have mechanisms in place for staff and volunteers feel able to raise concerns about unsafe or poor safeguarding practice?

Please select the option that best describes your setting

Fully met–Staff are fully aware and confident about where and how to report any allegations against any adult working with children including the Head teacher/Governor. There are whistle blowing posters and materials as well as a dedicated email address available across the school. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within practice – not enough space to enter all text in the box
 Partially met – Staff have an awareness of reporting allegations. Some evidence demonstrated, but based on individual application rather than practice system
 Unmet –no evidence

(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 03-Feb-2020 14:26
1. Fully met		
7 Effective inter-agency working – in particular Children's Social Care Services, Education Services and Police		
Progress: 100.00%	Grade: Fully Met	Score: 100.00%
7.1 Are staff able to identify vulnerable children who need early help and does the setting offer and access the right service at the right time?		
Status: Complete	Grade: Fully Met	Score: 100.00%
Does your setting offer and access the right service at the right time for families/children in need of help and support? The C-SPA - Early Help Hub supports and advises partners regarding children and families identified as requiring Level 2 and Level 3 support. The team provide a range of knowledge, skills and backgrounds - Early Help, Supporting Children, SEND Advice Line, Family Information Service, Community Connectors & Family Group Conference. The hub supports access to Access to the Family Support Programme and Targeted Youth Support.		
Fully met – The setting work with C-SPA to access appropriate services to protect and support children to feel safe. All staff understand the Effective Family Resilience model. Impact and outcomes of the action taken is recorded and analysed. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within practice. Partially met – The setting is working with C-SPA - Early Help Hub to offer support services to vulnerable families as and when required. Key staff understand the Effective Family Resilience model. Some evidence demonstrated, but based on individual application rather than practice systems. Unmet – no evidence. Not familiar with C-SPA - Early Help Hub.		
(Multi Choice) Please select an option that describes your setting (see help text for definition)		Last answer by Imogen Woods 03-Feb-2020 14:27
Fully Met		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
7.2 In your setting are there effective and prompt systems in place for referring safeguarding and welfare concerns about children and young people to relevant agencies?		

Status: Complete	Grade: Fully Met	Score: 100.00%
Do referrals to Children's Social Care contain appropriate and relevant information which is adequate to support decision making about the needs of the child/young person and are they made in a timely manner? Where appropriate, is consent obtained from parents/carer and child for access to other services and to share information with partner agencies?		
Fully met – All processes in place and embedded within the setting. All staff have awareness and are able to identify children to refer to support services, and where appropriate, consent is obtained from parents/carer and the child for access to other services and to share information with partner agencies . Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within the practice Partially met – Work is in progress to embed robust processes and ensure all staff are aware. Some evidence demonstrated, but based on individual application rather than practice systems. Unmet – not yet addressed within the setting /New processes and staff awareness to be disseminated.		
(Multi Choice) Please select an option that best describes your setting (see help text for definition)		Last answer by Imogen Woods 03-Feb-2020 14:27
Fully Met		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
7.3 Are staff aware of the risks and vulnerabilities associated with children missing from education and what to do if they are aware of a child missing education?		
Status: Complete	Grade: Fully Met	Score: 100.00%
DfE guidance Children Missing from Education 2016 – Annex A and pages 4,8,10,15 Keeping Children Safe in Education 2019 – Annex A		
Fully met – Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within practice. Partially met – System in place of informing the local authority when a child has been removed off roll following a transfer to another school. Some evidence demonstrated , but based on individual application rather than practice systems. Unmet – no evidence of following the process of informing the local authority when a child has been removed from the school roll.		
(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 03-Feb-2020 14:28

Fully Met		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
7.4 Is the local authority notified of children removed from the school roll where confirmation has not been received that they have transferred into another school or a parent has elected to home educate?		
Status: Complete	Grade: Fully Met	Score: 100.00%
Fully met– A comprehensive system in place to ensure decision making to registered a child is rigorous, tracked and the local authority is notified of all children who are taken off roll whether confirmation has been received or not. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within practice Partially met –System in place of informing the local authority when a child has been removed off roll following a transfer to another school. Some evidence demonstrated , but based on individual application rather than practice systems Unmet –no evidence of following the process of informing the local authority when a child has been removed from the school roll.		
(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 03-Feb-2020 14:28
1. Fully met		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
7.5 Are school staff aware of how to respond if a child leaves the school site or becomes missing during the school day?		
Status: Complete	Grade: Fully Met	Score: 100.00%

Fully met-. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within practice, staff are all aware of the Memorandum of Understanding between Surrey Police and schools regarding school and police responsibilities, expectations and reporting to relevant agencies and parents.
 Partially met –Informal system in place of informing parents, the Police and/or relevant authorities as per MOU. Some evidence demonstrated , but based on individual application rather than practice systems
 Unmet –no evidence of an established procedure .

(Multi Choice) Please select the option that best describes your setting

Last answer by Imogen Woods
03-Feb-2020 14:29

1. Fully Met

7.6 Does the setting have robust systems and processes in place to promptly follow up absence from the provision and/or from lessons and to manage late arrivals?

Status: Complete

Grade: Fully Met

Score: 100.00%

Fully met-. The setting has an Attendance Officer that ensures that all absences and lateness is followed up appropriately (including through first day calling) and referred to the local authority when required. Persistent absence is recognised as a vulnerability/risk and systems are in place to ensure the child and family are supported with appropriate interventions to improve and secure attendance. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within practice
 Partially met –Absences and lateness are followed up and referrals made to the local authority – practice is not yet consistent. Some evidence demonstrated , but based on individual application rather than practice systems
 Unmet –no evidence of systems to effectively manage absence and lateness in place.

(Multi Choice) Please select

Last answer by Imogen Woods
03-Feb-2020 14:29

1. Fully Met

(File) You may upload evidence to support your response.

You can upload a maximum of ten files to the maximum file size of 75MB.
File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG
Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload

Not Answered

7.7 Is your setting signed up to Operation Encompass to identify and support vulnerable children/young people who experience domestic abuse?

Status: Complete

Grade: Fully Met

Score: 100.00%

Operation Encompass is the Police information sharing protocol on children who experience domestic abuse in a domestic setting where the police have been notified and called to an incident. What is your experience of this information sharing protocol to date? Please describe in the free text box provided.		
Fully met – Operation Encompass is fully embedded and used to identify and support those vulnerable children/young people as and when appropriate. Evidence against standard that demonstrates systems and processes are in place to ensure safeguarding is embedded within practice. Partially met – Awareness of Operation Encompass and signed up for information sharing. Some evidence , but based on individual application rather than practice systems. Unmet – no evidence or knowledge of Operation Encompass.		
(Multi Choice) Please select option that best describes your setting		Last answer by Imogen Woods 03-Feb-2020 14:30
Fully Met		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
7.8 Does the setting hold at least two emergency contacts for every child in the school in case of emergencies, and in case there are welfare concerns at home?		
Status: Complete	Grade: Fully Met	Score: 100.00%
In line with KCSIE guidance each school should hold a minimum of two emergency contact numbers for each child. If you do not have two numbers please explain why not in the text box provided.		
Fully met – Evidence of two or more emergency contact numbers for all children in school regularly reviewed and updated. Evidence against standard that demonstrates systems and processes are in place to ensure safeguarding is embedded within the practice. Partially met –Work underway to collate all emergency contact numbers for all children in school. Some evidence against the standard, but based on individual application rather than practice systems. Unmet –no evidence.		
(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 03-Feb-2020 14:30

Fully Met		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
8 Record Keeping		
Progress: 100.00%	Grade: Fully Met	Score: 100.00%
8.1 Are safeguarding/child protection (CP) records stored securely and separately from the general pupil/student records?		
Status: Complete	Grade: Fully Met	Score: 100.00%
Are child protection (safeguarding) files kept confidentially and only accessible to those who need to know? Are they stored in a locked cupboard? Are online records protected with 2 stage access authentication as a minimum?		
Fully met – A robust secure record keeping system in place and checks undertaken regularly to ensure the system is maintained. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within practice. Partially met – CP files are stored securely and kept confidential from other school pupil records. Some evidence demonstrated, but based on individual application rather than practice systems. Unmet – no evidence of safeguarding or CP/ files being stored in accordance with guidance.		
(Multi Choice) Please select an option that best describes your setting (see help text for definition)		Last answer by Imogen Woods 03-Feb-2020 14:30
Fully Met		
(Multi Choice) Does the setting use an electronic record keeping system? Please select an option that best describes your setting.		Last answer by Imogen Woods 03-Feb-2020 14:30
Yes		

(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload	Not Answered
8.2 Do staff understand their obligations to record concerns contemporaneously and that they include:	
Status: Complete	Grade: Fully Met Score: 100.00%
• A Full account – what, where, who, how..... • Time & place of disclosure • Who was present during disclosure • What questions were asked • Demeanour of the child • Context – indicators, vulnerability, significant events, why today? • Child voice – worries, wants, • Staff worries & concerns (establish between fact & opinion) • Initial response • If any interventions are in place	
Fully met– Staff record concerns contemporaneously and consistently provide full details and include all the key elements of the concern/disclosure. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within practice Partially met – Staff record concerns and most of the key elements are included in the record of concern, though this is not yet consistent. Some evidence demonstrated, but based on individual application rather than practice systems Unmet –Staff recording of concerns requires significant improvement to reach the standard required	
(Multi Choice) Please select the option that best describes your setting	Last answer by Imogen Woods 03-Feb-2020 14:31
1. Fully met	
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload	Not Answered

8.3 Is there evidence of effective, good quality and record keeping?

Status: Complete

Grade: Fully Met

Score: 100.00%

Can records be easily followed up by someone else and they are up to date and complete?

Does each child have a separate record?

Do all records contain all the essential elements in chronological order of the full details including dates, times, "recorder", full names of the "What, when, how, why, where" – record of concern, Indicators & vulnerability, the Child's voice, Family voice, Response & Rationale for decision making/next steps, Review & Supervision actions and outcomes, Management Oversight actions and outcomes and Escalation actions and outcome.

Fully met – Evidence of all records containing all the essential elements. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within practice.
Partially met – Good evidence of up to date records with most of the essential elements in place. Some evidence demonstrated, but based on individual application rather than practice systems.
Unmet – no evidence.

(Multi Choice) Please select an option that best describes your setting (see help text for definition)

Last answer by Imogen Woods
03-Feb-2020 14:32

Fully Met

(File) You may upload evidence to support your response.

You can upload a maximum of ten files to the maximum file size of 75MB.
File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG
Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload

Not Answered

8.4 Does the DSL ensure that confidential child protection information/records have been transferred separately from the main pupil file when a child transfers to another setting?

Status: Complete

Grade: Fully Met

Score: 100.00%

Keeping Children Safe in Education 2019 Annex B.

It is the responsibility of the DSL to ensure child protection files are transferred to the new school or college as soon as possible. The file should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained.

The settings data retention policy should include reference to child protection records.

Fully met – All files are transferred in line with the KCSIE statutory guidance and the data retention policy of the school includes reference to child protection records. Receipts are routinely obtained for file transfers. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within practice
Partially met – All records are transferred and further work is underway to improve the systems and processes to ensure consistency. Some evidence demonstrated, but based on individual application rather than practice systems.
Unmet – no evidence.

(Multi Choice) Please select an option that best describes your setting (see help text for definition)

Last answer by Imogen Woods
03-Feb-2020 14:32

1. Fully Met

(File) You may upload evidence to support your response.

You can upload a maximum of ten files to the maximum file size of 75MB.

File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG

Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload

Not Answered

8.5 Does the DSL regularly consider if it would be appropriate to share any information with the new school or college in advance of a child leaving

Status: Complete

Grade: Fully Met

Score: 100.00%

for example this would allow the new setting to continue to support a victim of abuse and have the support for the child in place for when the child arrives? Is the consideration and rationale recorded on the file?

Fully met– The DSL consistently considers sharing information and the consideration and rationale is consistently recorded on the file
Partially met – The DSL considers sharing information and however the consideration and rationale is not consistently recorded on the file.
Unmet –no evidence

(Multi Choice) Please select an option that best describes the setting

Last answer by Imogen Woods
03-Feb-2020 14:32

1. Fully Met

(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
8.6 Does the setting have robust procedures for the secure handling of sensitive data by all members of staff?		
Status: Complete	Grade: Fully Met	Score: 100.00%
Consider if all files (staff and child) and sensitive information is stored securely and managed effectively, in accordance with the Data Protection Act and GDPR, and with only named person(s) with access to staff and child records in your setting? Fully met – Staff are well rehearsed on data protection and duty of confidentiality. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within practice. Partially met – Staff have a basic awareness of confidentiality and data protection. Some evidence is demonstrated, but based on individual application rather than practice systems. Some evidence against the standard, but based on individual application rather than practice systems. Unmet – no evidence.		
(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 03-Feb-2020 14:32
Fully Met		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
9 Other wider safeguarding themes		
Progress: 100.00%	Grade: Fully Met	Score: 80.00%
9.1 Does the setting have robust security arrangements for the grounds and buildings?		

Status: Complete	Grade: Fully Met	Score: 100.00%
Please consider how your school monitors entrance and exit points, external person(s)/visitors to the school settings, CCTV cameras and contractors working on site. Please also see SCC Guidance on contractors working in education settings September 2019		
Fully met - Site is secure and robust arrangements are in place to follow up on any breaches in security immediately. Evidence against standard that demonstrates systems and processes are in place to ensure safeguarding is embedded within the practice. Partially met – Site security in place and regularly reviewed. Some evidence against the standard, but based on individual application rather than practice systems. Some evidence against the standard, but based on individual application rather than practice systems. Unmet – no evidence.		
(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 03-Feb-2020 14:33
Fully Met		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
9.2 Are visitors or volunteers or those using premises monitored whilst on site?		
Status: Complete	Grade: Fully Met	Score: 100.00%
Are visitors and volunteers supervised while onsite? Do all visitors get visitor badges and sign in/out whilst on site at the school/setting? All visitors are provided with safeguarding information and a safeguarding statement		
Fully met – All visitors/volunteers receive safeguarding information and visitor’s visible ID. All volunteers are inducted into school and provided with a safeguarding overview of the settings safeguarding processes and are supervised at all times. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within practice. Partially met – All visitors are supervised whilst on site. Volunteers are inducted into school. Some evidence demonstrated, but based on individual application rather than practice systems. Unmet – No process in place.		

(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 03-Feb-2020 14:33
Fully Met		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered
9.3 Are appropriate arrangements in place to safeguard children who take part in, or are affected by, extended services and other activities outside normal “school” hours?		
Status: Complete	Grade: Fully Met	Score: 100.00%
Please consider breakfast clubs, after school activities and extra-curricular activities provided by external agencies onsite outside of core school hours and their safeguarding arrangements and registration with regulatory bodies if applicable.		
Fully met – All processes and records in place to safeguard children in extended school services. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within the practice. Partially met – A range of processes in place to safeguard children. Working progress to further embed the process. Some evidence demonstrated, but based on individual application rather than practice systems. Unmet – no evidence.		
(Multi Choice) Please select the option that best describes your setting		Last answer by Imogen Woods 03-Feb-2020 14:34
Fully Met		
(File) You may upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload		Not Answered

9.4 Do you complete appropriate risk assessments for children and young people's safety for off-site educational visits?

Status: Complete

Grade: Fully Met

Score: 100.00%

Please attach a copy of a blank risk assessment.

Fully met – Robust system in place for recording and reviewing all external off site educational visits. Evidence demonstrates systems and processes are in place to ensure safeguarding is embedded within practice.
Partially met – Risk assessments are carried out for educational visits. Further work underway to improve more robust risk Assessments. Some evidence demonstrated, but based on individual application rather than practice systems.
Unmet – no evidence.

(Multi Choice) Please select the option that best describes your setting

Last answer by Imogen Woods
03-Feb-2020 14:34

Fully Met

(File) Please upload evidence to support your response.

You can upload a maximum of ten files to the maximum file size of 75MB.
File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG
Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload

Not Answered

9.5 Are your parents part of an exchange programme and if so do they appropriate DBS checks?

Status: Complete

Grade: Not Met

Score: 0.00%

Home-stays (Exchange Visits). Please consider your arrangements for exchange students if applicable.

If this question is not applicable please use the tick box at the bottom of the question NOT the multiple choice option.

Unmet – no evidence of any checks or not applicable.
Partially met – Working towards all home stay checks with parents to ensure full compliance and currently reviewing processes. Some evidence against the standard, but based on individual application rather than practice systems.
Fully met – All home stay arrangements include an enhanced DBS check. Evidence against standard that demonstrates systems and processes are in place to ensure safeguarding is embedded within the practice.

(Multi Choice) Please select the option that best describes your setting.	Last answer by Imogen Woods 03-Feb-2020 14:34
Not Applicable	
(File) Please upload evidence to support your response. You can upload a maximum of ten files to the maximum file size of 75MB. File types suitable for upload include: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, WAV, MP3, JPG, PNG, GIF, JPEG Reminder – Please do not upload personal data and/or sensitive data – all data MUST be anonymised before upload	Not Answered