

Education audit 2017/18 Dorset County Council

2016/17 audit of statutory duties and associated responsibilities for schools in relation to 'Keeping Children Safe in Education', July 2016

Completion and return target date **Friday 19th February 2018**

Please read the following notes:

This audit is carried out in accordance with the requirements of Section 175 / 157 of the Education Act 2002. Sections 1 - 9 of this form relate mainly to Dorset Safeguarding Children Board (DSCB) best practice standards and statutory arrangements, which are inspected by OfSTED / ISI.

Completing the audit form is recommended strongly by the DSCB. It will help to reassure you that your school* is up to date with legislation, guidance (notably Keeping Children Safe in Education 2016) and best practice. Also, it:

- will identify gaps in arrangements and help with planning to better safeguard pupils
- means you do not need to write a separate document for your annual safeguarding report to the governors and/or proprietor as you can print out your completed audit plus your action plan
- provides information to the DSCB and LA Safeguarding Standards Advisor which will be used to monitor performance and plan future support to schools
- will prepare you well for the safeguarding aspect of OfSTED / ISI and other inspections and will provide clear evidence to demonstrate a commitment to safeguarding children

If you do not complete it the DSCB could ask you for information in order to comply with its statutory duties under S 14B Children Act 2004 regarding the welfare of children in its area.

*Throughout the audit document the term 'school' is used for all education establishments where there are pupils under the age of 18. This includes maintained schools, independent schools (including independent special schools, academies, free and studio schools) and academies.

Before you start arrange a date to complete the audit with your Nominated Governor or equivalent - s/he should be included from the outset.

New Designated Safeguarding Leads (DSLs):

- Feedback about the audit is - that it is particularly useful for new DSLs
- There are explanatory notes to many sections which should help you (for example, on how to book training)
- Taking time to work systematically through this audit with your Nominated Governor will familiarise you with safeguarding and child protection arrangements and should also identify any areas which might need attention

Are you a...?

- ☒ **Maintained school (including learning centres)**
- ☐ **Academy**
- ☐ **Independent school**
- ☐ **Special school**

Maintained Schools

Name of your school?

St Nicholas Primary Blandford

Names of persons completing the form

Names of persons completing form (It is recommended strongly that Nominated Governor or equivalent should be involved from the outset).

Tracy Maley DSL / HT Carol Wee Governor Safeguarding Lead

Date of last whole-school child protection training (DSCB standard is this should be at least every three years).

04/09/2017

Name/agency of provider (It is recommended that all schools use the trainer commissioned through or recommended by the Safeguarding and Standards Team).

Dorset County Council - Howard Lovell

Now identify which of the statements in the 9 sections below best describe your school at the moment.

The grades reflect broadly those used by OfSTED:

Level 1: outstanding

Level 2: **good**

Level 3: **requires improvement**

Level 4: **inadequate**

The 'must have' evidence is essential to achieve Level 1.

If your school is scoring **mostly Level 3 and 4** you need to make safeguarding and child protection planning a priority. The Safeguarding Standards Advisor can provide advice, training and support to you and your school.

In each section, where you have not scored yourself at level 1 there should be a corresponding action in the Plan.

1. Your school at the moment

IMPORTANT: In order to grade your school correctly you will need to use the guide descriptors for each standard. To view the descriptors please go to: www.dorsetscb.co.uk/working-with-children/schools-and-colleges/

1 The school's child protection (cp) policy and procedures

☒ **outstanding** ☐ **good** ☐ **requires improvement** ☐ **inadequate**

2 Consistency and cross referencing of procedures

☒ **outstanding** ☐ **good** ☐ **requires improvement** ☐ **inadequate**

3 Training

☒ **outstanding** ☐ **good** ☐ **requires improvement** ☐ **inadequate**

4 Safeguarding and the curriculum

☒ **outstanding** ☐ **good** ☐ **requires improvement** ☐ **inadequate**

5 Safer recruitment

☐ **outstanding** ☒ **good** ☐ **requires improvement** ☐ **inadequate**

If your score is **good/requires improvement/inadequate** please provide details on what you need to put in place to meet or improve upon the current standards

Action(s)	Complete Governor modules HT renewal Succession plan - SENCO to undertake training
By whom	Tracy and Carol
Target date	30 November (Carol) 29th January (Tracy) - course booked 31st July (Sarah - SENCO)

6 Staff behaviour policy (code of conduct)

☒ **outstanding** ☐ **good** ☐ **requires improvement** ☐ **inadequate**

7 Procedures to manage allegations made against staff/volunteers

☒ **outstanding** ☐ **good** ☐ **requires improvement** ☐ **inadequate**

8 Record keeping procedures

☒ **outstanding** ☐ **good** ☐ **requires improvement** ☐ **inadequate**

9 Final self-assessed level

☒ **1 = outstanding** ☐ **2 = good** ☐ **3 = requires improvement** ☐ **4 = inadequate**

Audit Part 2 - Safeguarding information

For some sections you might need to consult other staff such as the Headteacher, SENCO, lead person for e-safety etc.

Whilst schools are not required to include an action where the response is 'no' you are encouraged to do so - where appropriate.

1. Key post-holders - Designated Safeguarding Lead (DSL)

1.1 Name of Designated Safeguarding Lead (DSL)

Tracy Maley

1.2 E-mail address (personal school e-mail address preferred, if possible)

tmaley@childokeford.dorset.sch.uk

1.3 Position in school e.g. Headteacher, Inclusion Manager/ Leader etc.

(KCSI Annex B states DSL should be a member of staff of the school or college's leadership team)

Headteacher

1.4 Date of last enhanced level 3 cp training (Either the 2-day multi-agency course or, if this has been attended previously, the 1-day multi-agency update course - booked via Nexus - or February 2017 DSCB Conference. Enhanced training does not include whole-school updates, which the DSL should attend.)

23/01/2017

1.5 Date of Prevent training (DSLs must attend training (see DfE Prevent Duty Advice, June 2015). The Dorset recommendation is that through WRAP - Workshop to Raise Awareness of Prevent - but the Home Office on-line course is acceptable.)

04/01/2016

1.6 Is it explicit in the role-holder's job description that s/he takes the lead responsibility for safeguarding and children protection? (See Annex B 'Keeping Children Safe in Education' 2016)

☒ Yes☐ No

2. Key post-holders - Deputy Designated Safeguarding Lead (Deputy DSL)

2.1 Key post-holders - Deputy Designated Safeguarding Lead (Deputy DSL)

Name of Deputy DSL

Sarah Salisbury

Position in school

Senior Leadership Team and SENCO

Date of last enhanced level 3 cp training

02/02/2017

2.2 Other Deputy DSL (if applicable)

Other Deputy DSL (if applicable)

Position in school

Date of last enhanced level 3 cp training

2.3 Other Deputy DSL (if applicable)

Other Deputy DSL (if applicable)

Position in school

Date of last enhanced level 3 cp training

2.4 Other Deputy DSL (if applicable)

Other Deputy DSL (if applicable)

Position in school

Date of last enhanced level 3 cp training

3. Nominated governor for safeguarding and child protection

3.1 Nominated governor for safeguarding and child protection

Name

Carol Wee

Date of last governor training*

30/11/2017

(*Discrete governor training or briefing regarding safeguarding responsibilities as set out in Part 2 of Keeping Children Safe in Education. This does **not** include attendance at whole school training or safer recruitment training or child protection courses which individual governors might have attended as they work with children.)

For schools which purchase LA Governor Services - it is recommended that Nominated Governors and Chairs update their training every 2 years through the Level 2 course.

For schools which purchase **LA Governor Services** - it is recommended that Nominated Governors and Chairs update their training **every 2 years through the Level 2 course**.

3.3 Senior board level (or equivalent) lead for safeguarding (only answer this if applicable: ie. multi-academy trusts or other independent schools with an over arching proprietor body).

Name:

Date of last training:

4. Designated Teacher (DT) for 'Looked After' Children

4.1 Designated Teacher (DT) for 'Looked After' Children

Name:

Tracy Maley

Date of most recent DT training:

20/3/14 booked on course 15/03/2018

(This post, and training, is mandatory for academies and maintained schools **even if you have no LAC currently**. It is an LA recommendation that training should be updated every 2 years and can be booked through Nexus. Note - **NEW LA contact Jason Pearce** (j.r.pearce@dorsetcc.gov.uk or 01305 228307) can answer any questions around training.

It is best practice that independent schools which have LAC (particularly independent special schools), have a DT who is similarly trained. Local training includes information about the Pupil Premium which is now available to schools with pupils who have been 'Adopted from Care' since 2005.

5. Nominated Governor for 'Looked After' Children

5.1 Nominated Governor for 'Looked After' Children

Name:

Carol Wee

This is **not** a mandatory post but for maintained schools and academies it is recommended strongly by Head of Virtual School and LA Governor Services. It is logical for the Nominated Governor for Safeguarding and Child Protection to also take on this role but schools can choose to nominate a separate governor.

For schools which purchase LA Governor Services, training is through the Level 2 Safeguarding course.

Supporting vulnerable pupils - please provide the following information

This information acts as a 'prompt' in relation to child protection and safeguarding practice and also helps governors / proprietors to gauge the school's 'busyness' in relation to child protection activity and to support the allocation of sufficient time and resources to DSLs (as per Annex B, 'Keeping Children Safe in Education').

6. Referrals to Social Care

6.1 Number of referrals to Children's Services Social Care (Family Support) in academic year 2016/17

- | | | | |
|------------------------------------|--------------------------|--------------------------|---------------------------|
| <input type="radio"/> 0 | <input type="radio"/> 6 | <input type="radio"/> 12 | <input type="radio"/> 18 |
| <input checked="" type="radio"/> 1 | <input type="radio"/> 7 | <input type="radio"/> 13 | <input type="radio"/> 19 |
| <input type="radio"/> 2 | <input type="radio"/> 8 | <input type="radio"/> 14 | <input type="radio"/> 20 |
| <input type="radio"/> 3 | <input type="radio"/> 9 | <input type="radio"/> 15 | <input type="radio"/> 21+ |
| <input type="radio"/> 4 | <input type="radio"/> 10 | <input type="radio"/> 16 | |
| <input type="radio"/> 5 | <input type="radio"/> 11 | <input type="radio"/> 17 | |

6. Referrals to Social Care

6.2 Do you have a record of the outcomes of all referrals?

- ☒ Yes ☐ No

6.3 Do all children referred have a school child protection file? (See record keeping - best practice guidance)

- ☒ Yes ☐ No

6. Channel Programme

6.4 Referrals to Channel Programme

- ☒ 0 ☐ 1 - 4 ☐ 5 - 9 ☐ 10 - 14 ☐ more than 14

7. Child protection conferences

7.1 Number of invitations to initial child protection conferences - in academic year 2016/17

- ☐ 0
 ☒ 1 - 4
 ☐ 5 - 9
 ☐ 10 - 14
 ☐ more than 14

7.2 Number of initial conferences attended

- ☐ 0
 ☒ 1 - 4
 ☐ 5 - 9
 ☐ 10 - 14
 ☐ more than 14

8. Child protection plan**8.1 Number of children subject to a child protection plan (at date of report)**

- ☐ 0
 ☒ 1 - 4
 ☐ 5 - 9
 ☐ 10 - 14
 ☐ more than 14

8.2 Number of core groups attended - in academic year 2016/17

- ☐ 0
 ☒ 1 - 4
 ☐ 5 - 9
 ☐ 10 - 14
 ☐ more than 14

8.3 Number of review meetings attended in academic year 2016/17

- ☐ 0
 ☒ 1 - 4
 ☐ 5 - 9
 ☐ 10 - 14
 ☐ more than 14

9. 'Looked After' Children (LAC)**9.1 Number of LAC (at date of report)**

- | | | |
|------------------------------------|-------------------------|---------------------------|
| <input checked="" type="radio"/> 0 | <input type="radio"/> 4 | <input type="radio"/> 8 |
| <input type="radio"/> 1 | <input type="radio"/> 5 | <input type="radio"/> 9 |
| <input type="radio"/> 2 | <input type="radio"/> 6 | <input type="radio"/> 10 |
| <input type="radio"/> 3 | <input type="radio"/> 7 | <input type="radio"/> 10+ |

11. Child protection consultation and inter- agency working**11.1 Apart from referrals to Social Care, did you consult with them or the Safeguarding and Standards Advisor about any individual pupils?**

- ☒ Yes
 ☐ No

11.2 Did you provide information or written reports for other child protection professionals or for meetings - as for CAFCASS or MARAC*? *Children and Family Court Advisory and Support Service Multi-Agency Risk Assessment Conference (for serious domestic abuse)

- ☒ Yes
 ☐ No

12. Young carers**Q62 12.1 Are there any identified young carers in school (at date of report)?**

- ☒ Yes
 ☐ No

12. Young carers**12.2 Have measures been put in place to support their individual needs (e.g. being able to call home during the day etc)?**

- ☒ Yes
 ☐ No

13. Allegations**13.1 Number of allegations/concerns about members of staff - in academic year 2016/17**

- ☒ 0
 ☐ 1
 ☐ 2
 ☐ 3
 ☐ 4
 ☐ 5
 ☐ 6+

14. Common Assessment Framework (CAF) / Team Around the Child (TAC) / Team Around the Family (TAF)**14.1 Are the DSL, all Deputy DSLs and staff who undertake CAFs aware of and using the August 2015 DSCB 'Threshold Tool: Practice guidance for improving outcomes for children and young people through the early identification of need and vulnerability'?**

- ☒ Yes
 ☐ No

14.2 Has a member of staff from your school undertaken CAF training in the past three years, or booked it for this academic year? Training should be booked through Nexus at www.dorsetforyou.gov.uk/jobs-and-careers/training/social-care/early-help

- ☒ Yes
 ☐ No

14.3 Were any CAF assessments undertaken or TAC / TAF or other 'child in need' meetings held in relation to students at your school during the last academic year 2016/17?

- ☒ Yes
 ☐ No

14.4 How many CAF assessments were undertaken for poor or non-school attendance?

- ☐ 0 ☐ 4 ☐ 8
☐ 1 ☐ 5 ☐ 9
☒ 2 ☐ 6 ☐ 10
☐ 3 ☐ 7 ☐ 11+

15. Private fostering

15.1 Have you made all staff aware of / reminded them of the requirement to recognise and report all private fostering arrangements?). There is more information on private fostering at www.privatefostering.org.uk/

- ☒ Yes ☐ No

15.2 Number of privately fostered children in school (at date of report)

- ☒ 0 ☐ 4 ☐ 8
☐ 1 ☐ 5 ☐ 9
☐ 2 ☐ 6 ☐ 10
☐ 3 ☐ 7 ☐ 11+

16. Child Sexual Exploitation

16.1 Are all staff aware of the signs or indicators of Child Sexual Exploitation?

- ☒ Yes ☐ No

16.2 Have you had the presentation by the NSPCC Schools Service 'PANTS'?

- ☒ Yes ☐ No

If 'yes' please tell us when.

Academic Year 2015/16

16.3 Have you completed any CSE risk assessments - in academic year 2016/17 (Risk assessment tool is in Inter-Agency Safeguarding Procedures 1.3.7)

- ☐ Yes ☒ No

17. Anti-bullying

Incident reporting

17.1 In the academic year 2016/17 how many incidents of bullying have been recorded?

- ☒ 0-4 ☐ 5-9 ☐ 10-14 ☐ 15-19 ☐ 20 or more

17.2 Do all incidents have a record of outcomes?

- ☒ Yes ☐ No

18. On-line safety

The questions in this section are suggested by the Safe Schools and Communities Team; they are provided with information from the returns. SSCT can be contacted on ssct@dorset.pnn.police.uk or 01202 222844 for further advice, support or training on e-safety education.

Incident reporting

18.1 Do you record incidents of on-line safety concerns?

- ☒ Yes ☐ No

18.2 If yes, please indicate numbers in each of the following sections (do NOT include those reported to SSCT)

	0-4	5-9	10-14	more than 14
Cyber bullying	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sexting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grooming	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Notes about recording on-line safety incidents:

The purpose is to ensure that any further incidents involving an individual child or groups are dealt with appropriately and also to identify patterns within the school to plan further action/education you may need to take to safeguard all pupils.

What should be recorded? A brief outline of the incident; whether the Police or Social Care were involved; the outcomes.

Where incidents should be recorded: the individual child(ren)'s 'welfare' or child protection files.

Policy and procedure

18.3 Have you registered with and are working through the SWGfL '360 Degree E-Safety' self-review tool? (recommended)

☒ Yes ☐ No

18.4 If 'Yes' - when did you last update the audit?

12/11/2017

18.5 What is your current level of attainment?

☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

On-line safety

18.6 Do you have an up to date on-line safety strategy and action plan?

☐ Yes ☒ No

Please provide details on what you need to put in place to meet or improve upon the current standards

Action(s)	Compose Strategy and develop E-Safety Action Group
By whom	Tracy Maley, Carol Wee & Carl Adey along side a select group of pupils
Target date	31st March 2018

18.7 Do you have on-line safety procedures that incorporate an acceptable usage policy that is signed by pupils and/or parents?

☒ Yes ☐ No

18.8 As well as for staff?

☒ Yes ☐ No

18.9 How are the views of young people incorporated into the on-line safety policy and procedures?

Pupil Guidelines are incorporated into the Policy and are annually presented to pupils and Families.

On-line safety champion

18.10 Do you have a nominated on-line safety champion? (Recommended)

☒ Yes ☐ No

18.11 Name of on-line safety champion

Tracy Maley

Education for pupils

18.12 Is on-line safety education embedded into each key stage of your curriculum, evidenced by the use of various programs used by pupils?

☒ Yes ☐ No

18.13 If yes, please give examples of programs (e.g. Smart Crew, Hector's World etc.)

Lee & Kims Animal magic; Hectors World, Cyber cafe; Play Sids Yes No game

18.14 Have you purchased the whole school on-line safety education and training package from the Safe Schools and Communities Team?

☒ Yes ☐ No

Education for parents/carers

18.15 Is on-line safety information and/or training provided on a regular basis for parents/carers?

☒ Yes ☐ No

Staff training

18.16 Do all teaching and non-teaching staff receive regular and up to date on-line safety training? (As per Annex C, 'Keeping Children Safe in Education' 2016)

☒ Yes ☐ No

18.17 Have your staff received briefings about communicating with young people via digital technology?

☒ Yes ☐ No

On-line safety training for the needs of vulnerable children

18.18 Does on-line training give due consideration for the needs of vulnerable children (such as in relation to grooming, bullying, 'sexting' etc.)?

- ☒ Yes ☐ No

18.19 Do you have at least one member of staff who has undertaken specialist training in on-line safety e.g. CEOP, EPICT etc?

- ☒ Yes ☐ No

18.20 If 'yes' please provide details - (name(s) and training)

Carl Adey LSCB Level 3 Child Sexual Exploitation 24 November 2017

On-line training for the needs of vulnerable children

18.21 Have your staff been made aware of the links between the Internet, radicalisation, extremism and vulnerable young people?

- ☒ Yes ☐ No

19. Site security

19.1 Are arrangements in place to ensure the security of the school site, its fences, perimeter boundaries, external doors and any individual school buildings?

- ☒ Yes ☐ No

19.2 Have all vulnerable areas of the school site been risk assessed and advice taken where necessary? (Further advice in 'Secured by Design. Official Police Security Initiative' 2014).

- ☒ Yes ☐ No

20. Off-site visits

20.1 Has the school got an educational visits policy and procedures in place for the organisation of offsite events that comply with the employers' guidance found at www.dorsetforyou.com/schoolsafety and www.oeapng.info

- ☒ Yes ☐ No

20.2 Are risk assessments carried out which include managing specific children with medical, emotional and other special needs reviewed for each trip?

- ☒ Yes ☐ No

20.3 Is there a nominated and trained educational visits co-ordinator? (In line with national guidance)

- ☒ Yes ☐ No

21. Attendance

21.1 Has your attendance policy been updated to include procedures for children missing education? (As per Annex A, 'Keeping Children Safe in Education' 2016). There is guidance on the DSCB website about writing an attendance/CME policy.

- ☒ Yes ☐ No

21.2 Do all relevant staff understand what is best practice in relation to addressing non-school attendance (use of CAF etc)? For further advice on attendance/CME contact School Attendance Service 01305 225728.

- ☒ Yes ☐ No

22. Work experience (secondary schools ONLY)

22.1 In order for us to direct you to the next set of relevant questions - please tell us, are you a secondary school?

- ☐ Yes ☒ No

23. Special schools and learning centres ONLY

23.1 In order for us to direct you to the next set of relevant questions - please tell us, are you a special school or learning centre?

- ☐ Yes ☒ No

24. If your school is on more than one site

24.1 In order for us to direct you to the next set of relevant questions - please tell us if your school is on more than one site.

☐ Yes

☒ No

25. If your school provides extended services eg after school/holiday clubs

25.1 In order for us to direct you to the next set of relevant questions - please tell us if your school provides extended services eg after school/holiday clubs.

☒ Yes

☐ No

25. Extended services eg after school/holiday clubs

25.2 Is there a member of staff who takes a lead in safeguarding?

☒ Yes

☐ No

25.3 Has this person had appropriate training? (2-day multi-agency course and 1-day updates every 2 years)

☒ Yes

☐ No

26. Letting or hiring your school premises

26.1 In order for us to direct you to the next set of relevant questions - please tell us if you let/hire your school premises to a third party organisation to provide an activity, such as dance or drama, for children who may or may not attend your school.

☒ Yes

☐ No

26. Letting or hiring your school premises

26.2 Does the organisation have a child protection policy/procedure (which should include how to recognise abuse or respond to a disclosure and what action to take)?

☐ Yes

☒ No

Please provide details on what you need to put in place to meet or improve upon the current standards

Action(s)

Obtain CP Policy and risk Assessment from Theatre group The ARK (Afterschool & Holiday club) has CP policy and risk assessments and has undertaken relevant training.

By whom

Tracy Maley

Target date

31st March 2018

26.3 Has the group leader attended appropriate child protection training?

☐ Yes

☐ No

(Level 2 or 3 multi-agency booked through Dorset Nexus online or similar training delivered by sports or other organisations, including on-line courses. Should include information on how to recognise and report child abuse).

27. DSL role

27.1 Please describe the arrangements for your support or supervision and for your Deputy DSL(s)

DSL termly support meetings with other DSL. Deputy DSL & ELSA termly supervision provided by HT

27.2 Finally, how much time would you say the DSL role takes up in an average week?

☐ Less than an hour

☐ Between one and two days

☒ Up to half a day

☐ More than 2 days

27.3 Comments (including whether this is an issue which you consider should be taken up by the Governing Body / Proprietor)

27.4 Date scheduled for annual safeguarding report to governors, following completion of this audit. (Completion audit from plus action plan suffices as annual report - DSCB standard)

Date:

9th January 2018

27.5 Schools in multi- academy trusts or other independent schools with an over arching proprietor body. Please set out what mechanisms are in place to keep your senior board level lead for safeguarding (as per paragraph 46 Keeping Children Safe in Education 2016) informed about how school is meeting its statutory requirements.

28. Signatures

By typing in these boxes the individuals are indicating they have read and agreed the audit responses.

28.1 Headteacher / Principal signature

Headteacher / Principal:

Tracy Maley

Date:

15/01/2018

26.2 Nominated Governor or equivalent signature

Nominated Governor or equivalent:

Carol Wee

Date:

15/01/2018

26.3 Date scheduled for annual safeguarding report to governors

9th January 2018

Printing and saving your responses

Thank you for completing the schools audit 2017/18. Now follow the **3** instructions below.

1 Press '**print**' in order to **save** your completed audit - if you want to. We will be sending out individual school's completed audit reports every 2 weeks via email.

2 Select '**CutePDF Writer**' from the drop down menu and **save** into one of your folders.

3 Now press **SUBMIT** in order for your responses to reach us