

# **Supervision & Child Protection Audit Tool**

(Version 3)

## **Redcar and Cleveland Secondary and Primary Schools 2014 / 2015**

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

**Grangetown Primary School  
1<sup>st</sup> Review  
(210 Children including Nursery)  
11.11.2014**

The formula used to produce this document is based on Section 5 OFSTED Inspections and Section 11 of the Children Act which places a statutory duty on key organisations to make arrangements to ensure that in their operation they deliver on the responsibility they have with regard to the need to safeguard and promote the welfare of children.

The following areas will be examined within this inspection:

- Management of Child Protection
- Training
- Policy and Procedures
- Child Protection Records
- The Governing Body & their responsibilities
- E-safety
- Recommendations and Action Plan identified by the Child Protection Officer for Education

On completion of this report the Child Protection Officer for Education will provide a copy to the School.

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

## Management of Child Protection

<b>Standard</b>	<b>Evidence 15.07.2013</b>	<b>Action 2013/2014</b>	<b>Update 06.11.2014</b>	<b>New Evidence 06.11.2014</b>	<b>Action 2014/2015</b>
Are school and Governing Body aware of 'Keeping Children Safe in Education'? (Statutory guidance for schools – April 2014)  Have staff members read Part One?				Yes  All staff have read and signed to say they have read part one.	
Has the school a Nominated Person Child Protection (NTCP); are they a senior member of staff?	Yes Jason Murgatroyd - Head Teacher			No change	
Are there Deputy Nominated Persons Child Protection (DNPCP)? If so, who are they?	Yes Charlotte Mott – Deputy Head Teacher			No change	
What supervision do staff receive who work directly and regularly with children where there are concerns about their safety and welfare?				Presently supervision of the NTCP & DNTCP would be called informal and undertaken by visits to school by the CPOE. Formal supervision is to be developed by the CPOE in discussion with schools.	Formal supervision to be developed by the CPOE in discussion with schools.
Do <u>all</u> staff members (paid or unpaid capacity) know who the Nominated Persons	Yes Staff are asked to read the child protection policy in which reference	Head Teacher may wish to consider asking staff to sign to say they have read the CP Policy.	Complete Staff do now sign to say they have read the policy.		

(NP), including the Nominated Governor?	is made to the NTCP and DNTCP. Safeguarding / Child Protection is discussed during September PD day. The role of NTCP & DNTCP is covered in Teaching and Learning staff meetings. It is reinforced in staff induction. Safeguarding Posters are positioned around the school and highlight the NTCP, and DNTCP.	School should consider adding Lorraine Ackerley, Nominated Governor Child Protection (NGCP) to the school posters.	The safeguarding team including the NGCP can be found identified on posters, leaflets and the school website.  Complete		
Are staff aware, of the safeguarding procedures and systems in school?				Safeguarding procedures and processes are regularly shared, reinforced with staff at staff meetings and CP training. Staff, are fully aware of their responsibilities.	
What are staff expected to do if they have a concern about a child if they think it might be a child at risk of significant harm.	Staff, are expected to record any information provided by a child which gives cause for concern. Where ever possible they should record the words used by the child. They should not investigate and refer their concerns to the NPCP / DNPCP as soon as possible. Staff, know that support and guidance from the NTCP/ DNTCP is always available.		No change		
Do school feel they are: <ul style="list-style-type: none"> <li>Responding / making referrals in a timely and appropriate way in</li> </ul>	The NTCP and DNTCP indicated that they would refer into social care appropriately and on a needs basis (e.g. CP or CIN)		No change		

<p>respect to concerns allegations?</p> <ul style="list-style-type: none"> <li>• Providing effective working relationships with external agencies?</li> </ul>	<p>The school do participate and contribute in all multi-agency meetings and attendance at CP meetings is a priority.</p>				
<p>What professional relationships / networks have the NP's formed with other safeguarding professionals? Examples given.</p>	<p>Mr Jason Murgatroyd, Head Teacher is aware that Sue Porteus, Head Teacher of Belmont Primary is the Primary Head Teacher representative on the LSCB and disseminates Safeguarding information with fellow Primary Heads for Redcar &amp; Cleveland.</p> <p>School receive ongoing support, guidance and CP Training from the CPOE.</p> <p>School attend Child Protection Meetings (e.g. Strategy, Case Conferences and Core Group Meetings).</p> <p>School facilitate multi-agency meetings which involve other professionals (e.g. Social Care, School Nurse, Educational Psychologists, SEN LA officers and Education Welfare Service)</p> <p>There is also regular liaison with Behaviour Support Services and the Speech &amp; Language Therapy Service (SALT), particularly at Early Years.</p> <p>Community Police Officers, Police</p>			<p>Jason Murgatroyd, Head Teacher is aware that Kinga Pusztai, Head Teacher of Newcomen Primary School is the newly appointed Primary Head Teacher representative on the LSCB.</p> <p>Sue Porteus has retired.</p> <p>Weekly meetings now take place between Lorraine Ackerley (School Business Manager &amp; Pastoral Manager / NGCP) and Val Smith (School Nurse).</p> <p>These meetings are held as a regular monitoring strategy for identifying / meeting the needs of children.</p>	

	Community Support Officers and the 'anti – social behaviour team often visit the school and pupils.  Cleveland Fire Brigade also visits the school.				
Do the school have 'a single central record' (SCR)?	Yes				
Does the SCR include all staff and supply staff?				Yes	
Who manages the above?	Lorraine Ackerley – School Administrator.			No change	
Is the 'single central record' appropriate to need (e.g. DBS checks, barred list checks, qualification records, dates, right to work in the UK and signed off)?	Yes The SCR is electronic and is routinely kept up to date. It is appropriate to need and contains relevant data, such as: <ul style="list-style-type: none"> <li>• DBS reference number</li> <li>• Qualifications (Qs)</li> </ul>	School may wish to develop the SCR further by adding the following columns: <ul style="list-style-type: none"> <li>• Right to Work Column (RTW)</li> <li>• Initials of who checked documents such as RTW &amp; Qs</li> <li>• Dates checks were undertaken</li> </ul>	Complete		
Are Disclosure and Barring checks undertaken on all staff (regulated activity)?	All paid staff and volunteers are CRB checked, although the school's approach to this may change in the future due to new guidance 'Changes to disclosure	School could consider releasing Lorraine Ackerley to attend any Future training on 'Changes to disclosure and barring'.  HT could consider writing clear	Complete  Complete		

If not, who is checked and how are others (e.g. volunteers / level of supervision) managed?	and barring'  In respect of the new guidance, Jason Murgatroyd is aware that future supervision of those without a DBS check (e.g. students, visitors and maybe parents who support the school in activities) will need to be structured, with school staff understanding their responsibilities.	guidance for staff in respect of safeguarding / supervising volunteers who help in school. This could be placed within the staff handbook.		Staff handbook revised September 2014 and is revised annually.	
If the school has recruited volunteers without undertaking checks are appropriate levels of supervision in place?				Volunteers are closely supervised by staff and never left alone with children.	
Is the Head Teacher aware it is a criminal offence to: 1. To take on an individual in DBS regulated activity <b>that they know to have been barred.</b> 2. Not to refer to DBS details of anyone who is permanently removed from regulated activity (or who leaves under investigation) for allegedly causing harm or posing a risk of harm.	Yes  Yes				
Who signed off the Head Teachers details?	David Campbell – Chair of Governors			No change	

Are visitors to school managed in an appropriate manner? What checks are undertaken?	Yes: all visitors sign in and out at the main office. Visitor badges are issued and worn whilst on site. Visitors must show ID and are escorted to areas of school by a member of staff unless they are a regular visitor.			No change / sticky badges are issued.  All visitors receive a safeguarding leaflet.	
Does the school provide information to official visitors (e.g. supply cover teachers) in respect of child protection and what to do if they have concerns? How is this facilitated?	Nothing formal is presently provided for visitors to school.	School to adopting a simple but effective 'safeguarding information leaflet' which the CPOE has shared with schools. They could personalise, develop it and present it to all school visitors.	Complete Safeguarding leaflet now available.		
Does the school promote the role of the NP's and Child Protection? Give examples (e.g. private fostering).	School display Safeguarding posters at all school entrances highlighting the Nominated Persons Child Protection. Safeguarding information including that of the role of the NTCP and DNTCP is included in the school prospectus and school website. Newsletters also provide safeguarding guidance. During the recent year school have provided parent / carer's information in respect of Private Fostering 2012 / 2013 (e.g. leaflets / posters in school and mentioned in school newsletters).	School could consider developing the way in which they share safeguarding information (e.g. proposed leaflet or school poster could be put on the school website and/or regularly placed in school newsletters).	Complete	School website promotes safeguarding.	
Do school work with pupils / students with safeguarding issues such as: <ul style="list-style-type: none"> <li>Pupils health and</li> </ul>	Yes – 'Childline' visited school and spoke to Y5 & Y6 in respect of different forms of abuse.			Ongoing  School are committed to working with all the children in	

<p>safety</p> <ul style="list-style-type: none"> <li>• Bullying / cyber-bullying</li> <li>• Racist abuse</li> <li>• Harassment and discrimination</li> <li>• Use of physical intervention</li> <li>• Pupils with health needs</li> <li>• First aid</li> <li>• Educational visits</li> <li>• Internet / e-safety</li> <li>• Issues specific to a local area (e.g. train lines &amp; known drug issues)</li> </ul> <p>• School security.</p>	<p>Yes Yes Yes Yes Yes Yes Yes Yes</p> <p>Yes – Children also receive advice on ‘Road Safety’ and ‘Bike Ability’. Assemblies have been held in respect of ‘Water Safety’. The local Fire Station visit to talk about fire safety. Children are also learning about ‘helping and protecting the local community’.</p> <p>Yes</p>			<p>respect of safeguarding on a daily and needs basis.</p>	
<p>Do school provide children with an easily understood process in which they can complain if they feel unsafe?</p>				<p>School provide a number of ways in which children can share any concerns, such as:</p> <ol style="list-style-type: none"> <li>1.GABA’s – Grangetown Anti-Bullying Ambassadors, coordinated by Steven Jackson</li> <li>2.Behaviour Outreach Support – Chris Keilty</li> <li>3. The Buddies Scheme. KS2 help KS1 in developing friendships, offering support and identify anyone who appears upset.</li> </ol>	



Do the school provide opportunities for children / young people to discuss child protection / safeguarding issues and be listened to?	<p>Yes the children have a number of opportunities to share issues as shown below:</p> <p>The 'child's voice' can be heard through the school counsel.</p> <p>Circle time</p> <p>PSHE</p> <p>Themed assemblies</p> <p>'Problem Boxes' in all classrooms</p> <p>Anti-bullying week – School also employ Kate Hillyard, Anti-Bullying Consultant on a needs basis</p> <p>E-safety sessions</p> <p>SEAL</p> <p>Use of puppets</p> <p>School Councillor – Adrienne Bradburry – 3 days a week</p> <p>The Head Teachers door is always open for children to come and talk.</p>			Ongoing	
<p>Are school aware of 'VEMT' – 'Vulnerable, Exploited, Missing and Trafficked Children' – referral process?</p> <p>How many referrals have been made?</p>				<p>School attended NTCP training in October 2014 facilitated by the CPOE at which 'VEMT' was explained including referral details.</p> <p>School are to attend LSCB VEMT training.</p> <p>School have submitted no CSE referral to Social Care.</p>	

## Training

Standard	Evidence 15.07.2013	Action 2013/2014	Update 06.11.2014	New Evidence 06.11.2014	Action 2014/2015
<p><b>Jason Murgatroyd</b></p> <p>Has the NTCP been appropriately trained?</p> <p>Has the NTCP undergone CP training within the last two years?</p> <p>What LSCB training has been undertaken?</p> <p>Has the NTCP undertaken e-learning CP training?</p>	<p>Yes</p> <p>Yes</p> <p><b>Jason Murgatroyd, Head Teacher</b> has received the following NTCP training facilitated by the CPOE:</p> <ul style="list-style-type: none"> <li>14.09.2012 – NTCP training</li> <li>03.06.2014 – NTCP twilight training / thresholds</li> <li>02.10.2014 – NTCP training</li> </ul> <p>LSCB training:</p> <ul style="list-style-type: none"> <li>30.04.2014 – LSCB – FGM, FM &amp; HBM</li> <li>23.06.2014 – LSCB Level 3</li> <li>25.06.2014 - PAMIC</li> <li>07.07.2014 – LSCB FII</li> </ul> <p>E-Learning:</p> <ul style="list-style-type: none"> <li>19.05.2014 - E-Learning – Child abuse &amp; Neglect</li> </ul>	<p>NTCP to attend relevant LSCB courses</p> <p>NTCP to undertaking e-learning courses</p>	<p>The NTCP has attended the following training since 15.07.2013:</p> <ul style="list-style-type: none"> <li>30.04.2014 – LSCB – FGM, FM &amp; HBM</li> <li>03.06.2014 – NTCP twilight training / thresholds</li> <li>23.06.2014 – LSCB Level 3</li> <li>25.06.2014 - PAMIC</li> <li>07.07.2014 – LSCB FII</li> <li>19.05.2014 - E-Learning – Child abuse &amp; Neglect</li> <li>02.10.2014 – NTCP training</li> </ul> <p>Complete</p>	<p>HT / NTCP disseminates lessons learnt from safeguarding training / safeguarding issues to staff:</p> <ul style="list-style-type: none"> <li>Teachers –Staff meetings</li> <li>T/A's - Wednesdays</li> </ul>	<p>NTCP to attend relevant LSCB courses.</p> <p>NTCP to disseminate relevant information to staff after training</p>

<p>Has the NTCP undertaken training relating to:</p> <ul style="list-style-type: none"> <li>• PAMIC / Parental Mental Health issues</li> <li>• Female Genital Mutilation (FGM),</li> <li>• Fabricated &amp; Induced Illness (FII)</li> <li>• Forced Marriage (FM)?</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> </ul>	<p>NTCP to consider attending the PAMIC training or undertake the PMH online</p> <p>NTCP to consider attending the FGM training</p> <p>NTCP to consider attending the FII training</p> <p>NTCP to disseminate relevant information to staff after training</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>FM disseminated by NTCP</p> <p>Complete/Ongoing</p>		
<p><b>Charlotte Mott</b></p> <p>Has the DNTCP been appropriately trained?</p> <p>Has the DNTCP undergone CP training within the last two years?</p>	<p>Yes</p> <p>Yes</p> <p><b>Charlotte Mott</b> has received the following NTCP training facilitated by the CPOE:</p> <ul style="list-style-type: none"> <li>• 30.09.2011 – NTCP training</li> <li>• 19.06.2012 – NTCP Twilight training</li> </ul>		<p>The DNTCP has attended the following training since 15.07.2013:</p> <ul style="list-style-type: none"> <li>• 03.06.2014 – NTCP twilight training / thresholds</li> <li>• 19.05.2014 – E-Learning – CA &amp; Neglect Refresher</li> <li>• 23.06.2014 – LSCB Level 3</li> <li>• 25.06.2014 - PAMIC</li> </ul>	<p>DNTCP disseminates lessons learnt from safeguarding training / safeguarding issues to staff:</p> <ul style="list-style-type: none"> <li>• Teachers –Staff meetings</li> <li>• T/A's – Wednesdays</li> </ul> <p>The DNTCP intends to undertake the following training online:</p> <ul style="list-style-type: none"> <li>• DV</li> <li>• Hidden Harm / See the</li> </ul>	<p>DNTCP to attend relevant LSCB courses.</p> <p>DNTCP to disseminate relevant information to staff after training</p>

	<ul style="list-style-type: none"> <li>• 14.09.2012 – NTCP training</li> <li>• 26.09.2012 – CP File Audit</li> <li>• 25.06.2014 - PAMIC</li> <li>• 09.10.2012 – In school NTCP training</li> <li>• 03.06.2014 – NTCP twilight training / thresholds</li> </ul>		<ul style="list-style-type: none"> <li>• 07.07.2014 – LSCB FII</li> <li>• 02.10.2014 – NTCP training</li> <li>• October 2104 – E-Learning FGM</li> </ul>	Child See the Adult	
What LSCB training has been undertaken?	LSCB training: <ul style="list-style-type: none"> <li>• 23.06.2014 – LSCB Level 3</li> <li>• 07.07.2014 – LSCB FII</li> </ul>	DNTCP to attend LSCB courses	Complete		
Has the DNTCP undertaken e-learning CP training?	E-Learning <ul style="list-style-type: none"> <li>• 28.04.2011 – Awareness of Child Abuse – Neglect – Core 100%</li> <li>• 19.05.2014 – E-Learning – CA &amp; Neglect Refresher</li> <li>• October 2104 – E-Learning FGM</li> </ul>	DNTCP to consider undertaking refresher e-learning course.	Complete		
Has the DNTCP undertaken training relating to:					
<ul style="list-style-type: none"> <li>• PAMIC / Parental Mental Health issues</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> </ul>	DNTCP to consider attending the PAMIC training or undertake the PMH online	Complete		
<ul style="list-style-type: none"> <li>• Female Genital Mutilation (FGM),</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> </ul>	DNTCP to consider attending the FGM training	Complete		

<ul style="list-style-type: none"> <li>Fabricated &amp; Induced Illness(FII)</li> <li>Forced Marriage (FM)?</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> </ul>	<p>DNTCP to consider attending FII training</p> <p>FM disseminated by NTCP</p> <p>DNTCP to disseminate relevant information to staff after training</p>	<p>Complete</p> <p>Complete</p> <p>Complete / Ongoing</p>		
<p>Have school staff, (teaching and non-teaching) received the following CP training?</p> <ul style="list-style-type: none"> <li>awareness raising</li> <li>signs &amp; symptoms</li> <li>e-safety</li> </ul>	<p>Staff have received the following child protection training from the CPOE:</p> <ul style="list-style-type: none"> <li>17.07.2007 – Staff AW training.</li> <li>04.09.2009 – Staff SS training</li> <li>16.06.2010 – Staff AW training</li> <li>22.06.2010 – Staff SS training</li> <li>12.10.2011 – ‘Private Fostering’ presentation to staff</li> <li>01.11.2011 – Dinner Ladies AW</li> <li>01.04.2014 – Staff /AW</li> <li>22.04.2014 – Staff &amp; SS/ES</li> <li>2014 – All staff completed CA&amp; Neglect or Refresher and FGM online FGM training</li> </ul>	<p>NTCP to plan future training for staff facilitated by the CPOE.</p> <p>Training to cover:</p> <ul style="list-style-type: none"> <li>Awareness raising</li> <li>Signs &amp; Symptoms</li> <li>E-Safety</li> </ul>	<p>Complete &amp; ongoing</p>	<p>DNTCP has provided appropriate CP training to non-teaching staff such as Dinner Supervisors / Cleaners.</p>	<p>DNTCP to plan future training for staff facilitated by the CPOE.</p> <p>Training to cover:</p> <ul style="list-style-type: none"> <li>Awareness raising</li> <li>Signs &amp; Symptoms</li> <li>E-Safety</li> </ul> <p>Date planned for 18.11.2014</p>

<p>Have staff undertaken e-learning CP training</p> <p>Have school staff, received presentations relating to:</p> <ul style="list-style-type: none"> <li>• PAMIC / Parental Mental Health issues</li> <li>• Female Genital Mutilation (FGM),</li> <li>• Fabricated &amp; Induced Illness (FII)</li> <li>• Forced Marriage (FM)</li> </ul>	<ul style="list-style-type: none"> <li>• No</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• No</li> </ul>	<p>Staff members to be encouraged to undertake online training course 2014</p>	<p>Completed</p>	<p>All staff (including office staff) have either undertaken e-learning CA &amp; Neglect or the Refresher course.</p> <p>Staff have received presentations on FII from the NTCP/DNTCP</p> <p>All staff have undertaken E-Learning in relation to FGM / Home Office</p>	
<p>Do school &amp; staff recognise that the following could indicate safeguarding concerns?</p> <ul style="list-style-type: none"> <li>• Poor school attendance</li> <li>• Children missing from education (CME)</li> </ul>	<p>Issues such as poor school attendance and children missing from education are referred to on a needs basis at the 'morning briefings' and 'teaching &amp; learning' staff meetings. Staff have an understanding of the relevance of these two areas and safeguarding. School have an Attendance Officer (AO) – Barbara</p> <ul style="list-style-type: none"> <li>• McKay.</li> <li>• Each week the HT, DHT &amp; Lorraine Ackerley meet to discuss absences or children missing from school.</li> </ul>			<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> </ul>	

Are school aware of LA CME Policy and Paula Harland (CME Monitoring Officer)?				<ul style="list-style-type: none"> <li>• Yes</li> </ul>	
CP training undertake by previous members of staff:	<ul style="list-style-type: none"> <li>• 27.11.2009 – Bobby Jamerson NTCP training</li> <li>• 23.11.2010 – Bobby Jamerson LSCB Working with Unco-op Families</li> <li>• 12.10.2011 – Bobby Jamerson (Previous HT) CP File Awareness Raising</li> <li>• 01.11.2011 – Bobby Jamerson CP File Audit</li> <li>• 12.03.2012 – Bobby Jamerson Pre OFSTED visit</li> <li>• 19.06.2012 – Bobby Jamerson CP Twilight training</li> <li>•</li> </ul>				
Do school have a formal record of training undertaken by all staff?	<ul style="list-style-type: none"> <li>• Lorraine Ackerley manages all staff training records.</li> <li>• Non teaching staff have an individual paper file training record.</li> <li>• Teaching staff have a CPD electronic training record and Performance Management file</li> </ul>			School hold a paper safeguarding training file, in which each member of staff have their own individual record.	School should consider recording all safeguarding training undertaken by staff on their electronic CPD record.

Do school have a CP induction process in place? Detail process.	<ul style="list-style-type: none"> <li>• The school have a formal induction process that includes safeguarding.</li> <li>• This September 4 new staff went through the process which is facilitated by Charlotte Mott DHT</li> <li>• NQT's also receive CP Local Authority induction training which is provided by the CPOE</li> </ul>			During September 2014 the DNTCP undertook CP induction training with NQT's x3; secretary and sports coach Daniel Bowman.	
Do school have a CP information sharing process for supply teachers?	Grangetown Primary does not use supply teachers.				



## Policy and Procedures

Standard	Evidence 15.07.2013	Action 2013/2014	Update 06.11.2014	New Evidence 06.11.2014	Action 2014/2015
<p>Do school have a CP Policy? When was it written? When is it to be revised?</p> <p>Does the GB oversee that effective policies and procedures are in place?</p> <p>Which persons sign off CP or Safeguarding policies (e.g. Head Teacher &amp; Chair of Governors)?</p>	<p>Yes It was written in September 2013 and will be revised in September 2014. It is reviewed annually.</p> <p>Yes.</p> <p>The document is signed off by the Chair of Governors and Head Teacher.</p>			<p>CP Policy was reviewed 14.10.2014 and is still reviewed annually.</p> <p>Claire McQuade (School Secretary) coordinates all policies.</p>	
<p>Is the CP Policy appropriate and up to date (e.g. reference to national and local documentation)?</p>	<p>Yes the document seems fit for purpose.</p>	<p>The New Working Together 2013(NWT) document and The web base 'Tees Child Protection Procedures – <a href="http://www.teescpp.org.uk">www.teescpp.org.uk</a> 'should be identified within the CP Policy.</p>	<p>Completed</p>	<p>The recently reviewed CP Policy was updated with reference to 'Safeguarding Children in Education' – April 2014.</p>	
<p>Does the school, NTCP &amp; DNPCP have access to locally agreed child protection procedures (e.g. Tees Child Protection Web Based Procedures – <a href="http://www.teescpp.org.uk">www.teescpp.org.uk</a>)?</p> <p>Does the NTCP &amp; DNPCP</p>	<p>Yes</p> <p>The NTCP &amp; DNTCP has visited and used the website</p> <p>NTCP &amp; DNTCP attended relevant</p>			<p>The NTCP, DNTCP and NGCP attended NTCP training in October 2014 at which details of the local CP Procedures were presented and discussed.</p>	

understand how to use the web based procedures? Did the schools attend the LSCB or CPOE awareness sessions?	training (14.09.2012 / 26.09.2012).				
Does the school feel they respond appropriately to the safeguarding needs of children?				School feel that they are: <ul style="list-style-type: none"> <li>• Vigilant</li> <li>• Listen to children</li> <li>• Refer early signs of abuse</li> <li>• Record concerns</li> <li>• Reassess concerns</li> <li>• Challenge other professionals if needs be</li> </ul>	
Do the NTCP and DNPCP have a good understanding of the CP Procedures and how to make an appropriate CP referral into social care? Are appropriate referral processes and formats being used?	<p>The NTCP and DNTCP have the knowledge to make an appropriate referral into social care.</p> <p>School recently (Oct 2013) received an e-mail from the CPOE in which up to date referral formats were enclosed.</p>			<p>School have recently attended CP training in October 2014 at which an update presentation was given on 'how to make a referral' into Social Care.</p> <p>The CPOE also sent an e-mail to all schools (10.11.2014) containing the new SAFER referral form and Operation Shield that schools must now use when referring into Social Care or Police.</p>	
How many CP referrals have the school made this academic year and what were the outcomes?	Since September 2013 the school have made one referral which resulted in a Section 47 Enquiry resulting in NFA due to concerns not being substantiated.			School reported having made one CP referral during the last academic year and nil, so far during this academic year.	

## Child Protection / Child in Need Records

Standard	Evidence 15.07.2013	Action 2013/2014	Update 06.11.2014	New Evidence 06.11.2014	Action 2014/2015
<p>Do the school hold CP files (e.g. 'live' and 'historical')? Are the files securely managed? Describe the schools process.</p> <p>How many '<b>children with protection plans</b>' on the day of supervision?</p> <p>Are all files appropriately structured? Are the files complete? Identify gaps and reasons given. List any documentation missing (e.g. Strategy minutes, case conferences reports &amp; core group minutes etc).</p> <p>Are chronology sheets and appropriate CP report formats being used?</p> <p>How many '<b>historical</b>' files on the day of supervision? How do the school manage these files?</p>	<p>Yes CP and Historical files are locked in a cabinet in the DNTCP office which is only accessible to the NTCP and DNTCP. CP information is shared with relevant staff on a 'need to know basis'.</p> <p>13.01.2014 - The school presently have four children with a child protection plan.</p> <p>Files are structured in the appropriate JAR structure introduced by the CPOE (2006)</p> <p>Gaps – Issues around social workers (SW) not providing core group minutes, not providing enough copies or providing minutes at the next meeting. This means reviewing those minutes is more difficult.</p> <p>Chronology sheets are being used.</p> <p>Chronology sheets are being used in CP and CIN cases.</p>	<p>School to challenged Social Care requesting CP minutes of meetings attended or those they are entitled to (e.g. Strategy and Section 47).</p>	<p>Ongoing DNTCP has challenged Social Care about their attendance at meetings and minutes.</p>	<p>No change in processes.</p> <p>Presently three children on CP Plans.</p> <p>Slight improvement in school receiving formal minutes from Social care.</p> <p>School representatives at safeguarding meetings all complete their own professional notes of the meeting. These are then placed on child's file.</p> <p>On the day of supervision school had fourteen historical CP files. These are manage as follows:</p> <ul style="list-style-type: none"> <li>Place CP historical files (after 6 months of being deplaned) into a brown sealed envelop</li> <li>Record the child's name, dob, date</li> </ul>	<p>School to challenge social care and request CP / core group minutes on a needs basis.</p>

	<p>20 Historical files. These files are placed in brown envelopes, secured in locked cabinet awaiting transfer to next school.</p> <p>Historical files are managed similar to 'live' files, kept in the DNTCP office and can be referred to if required.</p> <p>After de-planned a file will remain open in school for a further 6 months and monitored closely.</p> <p>A CP file will follow a student to their new school, which is normal procedure and will be hand delivered at a transition meeting by the Head Teacher unless out of the authority, on these occasions files would be passed on to the CPOE.</p>			<p>deplanned and transition date on the envelope</p> <ul style="list-style-type: none"> <li>• Place it in the CP draw.</li> <li>• Transfer to secondary school when appropriate</li> </ul>	
Does the school understand the difference between Child Protection and Child in Need cases (CIN)?	<p>Yes</p> <p>The NTCP &amp; DNTCP described:</p> <ul style="list-style-type: none"> <li>• CIN as a child with minor or complex needs which are identified and addressed. Some cases will have social work support.</li> <li>• CP is where a child is identified to be at risk of possibly harm, this results with an immediate referral to social care followed by appropriate action taken to protect.</li> </ul> <p>At staff briefing meetings the Head Teacher / DNTCP will, on a needs basis share CIN or CP information</p>			<p>The NTCP &amp; DNTCP confidently talked about CP / CIN cases and how they manage them. They are keen to introduce new strategies and develop the schools safeguarding processes.</p> <p>Lorraine Arkerley coordinates school attendance at CP / CIN meetings and identifies the appropriate member of staff to attend.</p> <p>Information is shared with staff on a needs basis. On a Monday CP/CWB meeting</p>	

	with her staff.			takes place to discuss and monitor strategies that are in place meeting the needs of those children.	
Who manages CIN cases?	The NTCP and DNTCP			CIN cases are now being managed by Lorraine Arkerley (School Business / Pastoral Manager). Lorraine is also the NGCP and has been NTCP trained.	
What system does the school have in place to manage CIN cases and files?	<p>The NTCP and DNTCP manage the CIN cases in a similar way to the CP files. Cases are monitored and filed appropriately. The NTCP has a locked CIN draw.</p> <p>The NTCP also has a 'CIN monitoring file' system for children who display minor concerns. These concerns are regularly assessed in partnership with parent / carers and appropriate staff members. A child can be de-monitored or move into CIN / CP if the needs are not easily met or a child is later deemed to be at risk.</p> <p>De-planned CP cases remain open within school under CIN and are monitored for a period of time normally six months.</p> <p>Lorraine Ackerley undertakes a pastoral role in organising meetings with parents to discuss minor CIN issues.</p>			Lorraine Arkerley manages case files.	

	The school appear to have a good step by step approach to identifying and addressing CIN.				
<p>Do school feel they support Social Workers and participate in decision making about individual children?</p> <p>Have school contributed to Early Help Assessments and have they been the 'Lead Professional'?</p>				<p>School feel they do support and work well with social workers.</p> <p>School feel they do support and work well with social workers but communication at times could be better. The 'Step Down' process that social care introduced has not always involved school being informed.</p> <p>School have contributed to Early Help Assessments with meetings being held in school.</p> <p>School have twice been the 'lead 'professional, issues related to behaviour within the home environment.</p>	Head Teacher should consider referring any concerns around safeguarding and working together to the Primary Head Teacher representative of the LSCB.
Are school using CAF's? Evidence numbers etc.	X4 CAF's have been referred since the beginning of term (Sept 2013).			School have made two CAF's this academic year.	

## The Governing Body (GB) & their responsibilities

Standard	Evidence 15.07.2013	Action 2013/2014	Update 06.11.2014	New Evidence 06.11.2014	Action 2014/2015
<p>Does the GB recognise and abide with the local inter-agency safeguarding procedures?</p> <p>Is the GB ensuring that school will contribute to multi-agency working and work in line with the statutory guidance 'Working Together to Safeguard Children 2013'?</p>				<p>The GB is fully supportive of the multi-agency safeguarding ethos.</p> <p>They value the school as being part of:</p> <ul style="list-style-type: none"> <li>• Early help assessments including coordinating them on a needs basis</li> <li>• Offering additional support to CP Plans</li> <li>• Assisting social care when they conduct Section 17 or 47 assessments</li> </ul> <p>The GB is aware that under Section 14B of the Children Act 2004 they will supply information to the local LSCB in respect of its safeguarding functions.</p> <p>GB members are to be asked to read part one of 'Keeping Children Safe in Education'.</p>	
<p>How do the GB managed their CP / Safeguarding responsibilities, what processes are in place</p>	<p>Safeguarding children is a standing agenda item at GB meetings.</p> <p>The Head Teacher's report contains information relating to Safeguarding</p>			<p>No change</p> <p>The CPOE has supplied all NTCP with a termly GB report format which they can use to</p>	





Do staff, parents and students know who the NGCP is? Provide evidence?	No, the NGCP is not found on the school posters which are situated around school.	School could consider promoting the NGCP role by: <ul style="list-style-type: none"> <li>• Add the NGCP to the school posters</li> <li>• Place the NGCP details in the 'safeguarding leaflet'.</li> <li>• Promote the role on the school website.</li> </ul>	Complete	Lorraine Arkerley details are now on leaflets website and posters.	
Have the GB used the 'Safeguarding Checklist'? Provide dates etc.	Yes – 09.11.2011.	GB could consider inviting the Child Protection Officer for Education to present completed audit report.	Complete		
What 'Safer Recruitment and Vetting' (SRV) processes do the school follow? What appropriate training has been undertaken and by whom?	<p>All appointments are made following safer recruitment procedures. At least one person with safer recruitment training is present on all selection panels.</p> <p>The following Governors have completed training:</p> <ul style="list-style-type: none"> <li>• 10.05.2012 – Joy Sinclair – Vice Chair</li> <li>• 02.12.2011 – David Campbell – Chair of Governors</li> <li>• 22.02.2009 – Bobbie Jameson (Left – Ex HT)</li> <li>• Dec 2014 – Jason Murgatroyd</li> <li>• Dec 2014 – Charlotte Mott</li> <li>• Dec 2014 – Lorraine Arkerley</li> </ul>	<p>Jason Murgatroyd should as a priority undertake SRV.</p> <p>GB could consider having other senior school staff and governors SRV trained.</p>	<p>Complete</p> <p>Ongoing</p>	<p>The following have undertaken 'Safer Recruitment and Vetting training'</p> <ul style="list-style-type: none"> <li>• Dec 2014 – Jason Murgatroyd</li> <li>• Dec 2014 – Charlotte Mott</li> <li>• Dec 2014 – Lorraine Arkerley</li> </ul>	GB could consider having other senior school staff and governors SRV trained.

Does the school know how to 'Manage Allegations against members of staff'? Have they access to the appropriate protocol? Are they aware of the LADO (e.g. name & contact details)?	Yes The protocol can be accessed on the intranet. The LADO is Yvonne Priestly – 01642 771755  The 'Whistle Blowing Policy' can be found in the staffroom.	NTCP to consider printing off the protocol and place in the staff room.	Complete	School are aware that presently Karen Curran is now the acting LADO, whilst Yvonne Priestly is on maternity leave.	
Is the GB aware of its responsibilities if an allegation is made against the Head Teacher?				The GB is aware that the Chair of Governors would liaise with the LA and the LADO if an allegation was made against the Head Teacher.	
Do staff within school understand their responsibilities and the process to follow if they have CP concerns about a colleague?	Staff, are aware that if they have a CP concern about a colleague they must inform the Head Teacher and provide evidence of their concerns. If however they have concerns about the Head Teacher they must contact the Chair of Governors or the Child Protection Officer for Education.				

## E-Safety

Standard	Evidence 15.07.2013	Action 2013/2014	Update 06.11.2014	New Evidence 06.11.2014	Action 2014/2015
Does the school have a dedicated e-safety lead?	Yes David Carr.  David is to attend e-safety training	David Carr to attend e-safety training and gain an accredited e-safety qualification	Complete	No change	
Is there an e-safety policy? Is it regularly updated, if so when? Who signs off the policy?	Yes Last updated February 2014 and will be revised 2015  The Chair of Governors and Head Teacher			E-Safety policy was updated September 2014	
Does the school have an e-safety acceptable user policy for: Pupils? Staff?  Are parents on board with e-safety work?	Yes, pupils and parents both sign Yes  Yes CEOP Awareness Raising for parents 09.02.2007 Training events and guidance have been offered to parents (June 2013).	School to consider holding future parent e-safety presentations etc.  School to consider developing their school website by adding e-safety guidance.	Complete/Ongoing  Complete	No change	School could consider producing a 'Parent's Charter' in respect of internet use relating to school matters / issues.  School to consider holding future parent e-safety presentations etc.
Is e-safety integrated across all school policies?	Yes	School to integrate e-safety into appropriate school policies.	Complete	All document policies are linked.	

Is there a managed e-safety system in place?	<p>Yes</p> <p>LA cache pilot is in place.</p> <p>School employ a technician John Pattison who visits school on a two weekly basis to offer support and guidance.</p> <p>Steve Ives TA &amp; ICT support works 2.5 days a week and supports school.</p> <p>E-safety rules are placed in the ICT classroom.</p> <p>Children and classes have received e-safety training within a scheme of work.</p>	School could further promote e-safety by placing appropriate information on computer / laptop desktops.	Complete		
Is regular e-safety training provided for all staff groups? Dates etc?	<p>No regular staff e-safety training has taken place however, the accredited training which Helen Bentley is to attend will facilitated this need.</p> <p>Staff read and sign (on an annual basis) to accept and abide by the e-safety policy.</p> <p>Staff have also received CEOP training from the CPOE.</p>	School should consider planning future staff training on e-safety.	Complete /Ongoing	Staff e-safety training took place July 2014	
Is e-safety an agenda item in school meetings?	<p>Yes e-safety is discussed in school meetings on a needs basis (e.g. change of documentation, policy revised and UAP revised).</p> <p>David Carr has disseminated lessons learnt to staff from e-safety training courses he has attended.</p>			Ongoing	

<p>Does the school provide a proactive and ongoing approach to getting the e-safety message across to children?</p> <p>What measures are taken to promote safe use and combat unsafe use?</p> <p>Is it pitched at the right level?</p>	<p>Yes</p> <ul style="list-style-type: none"> <li>• Appropriate range of resources are used to meet the children's needs (e.g. CEOP)</li> <li>• School have e-safety and anti-bullying weeks.</li> <li>• Y6 Crucial Crew</li> <li>• This area of work is to be developed further following the completion of the accredited training that David Carr is attending.</li> </ul>	<p>School should consider planning a future work programme in respect of e-safety and pupils.</p>	<p>Complete /Ongoing</p>	<p>In place and on the IT Curriculum.</p> <p>All iPads have e-safety notices / safe use of computer.</p>	
<p>Is CEOP educational material used?</p> <p>Is it shown to:</p> <p>Pupils?</p> <p>Staff?</p> <p>Parents?</p> <p>(Process details and dates etc)</p>	<p>Yes</p> <ul style="list-style-type: none"> <li>• 07.12.2009 – CEOP presentation 60 Y5 &amp; Y6 children</li> <li>• 12.12.2013 – CEOP and Cyber Bullying presentation to Y5 &amp; Y6 children by CPOE and Kate Hillyard, Anti-Bullying Consultant</li> </ul>	<p>School to consider further input from the CPOE for pupils, parents and staff.</p>	<p>Ongoing</p>		

## Recommendations and Action Plan identified by the Child Protection Officer for Education

### Management of Child Protection

<b>Recommendations 2013</b>	<b>Action Plan 2013/2014</b>	<b>Update 11.11.2014</b>	<b>Recommendations 11.11.2014</b>	<b>Action Plan 2014/2015</b>
1. Head Teacher may wish to consider asking staff to sign to say they have read the CP Policy.	To be undertaken during 2014	Complete	1. Formal supervision to be developed by the CPOE in discussion with schools.	To be undertaken 2014/2015
2. School should consider adding Lorraine Ackerley, Nominated Governor Child Protection (NGCP) to the school posters.	To be undertaken during 2014	Complete		
3. School may wish to develop the SCR further by adding the following columns: <ul style="list-style-type: none"> <li>• Right to Work Column (RTW)</li> <li>• Initials of who checked documents such as RTW &amp; Qs</li> <li>• Dates checks were undertaken</li> </ul>	To be undertaken during 2014	Complete		
4. School could consider releasing Lorraine Ackerley to attend any Future training on 'Changes to disclosure and barring'.	To be undertaken during 2014	Complete		
5. HT could consider writing clear guidance for staff in respect of safeguarding / supervising volunteers who help in school. This could be placed within the staff handbook.	To be undertaken during 2014	Complete		
6. School to adopting a simple but effective 'safeguarding information leaflet' which the CPOE has shared with schools. They could personalise, develop it and present it to all school visitors.	To be undertaken during 2014	Complete		
7. School could consider developing the way in which they share safeguarding information (e.g. proposed leaflet or school poster could be put on the school website and/or regularly placed in school newsletters).	To be undertaken during 2014	Complete		

## Training

<b>Recommendations 2013</b>	<b>Action Plan 2013/2014</b>	<b>Update 11.11.2014</b>	<b>Recommendations 11.11.2014</b>	<b>Action Plan 2014/2015</b>
1. Jason Murgatroyd – NTCP to consider attending the following training: <ul style="list-style-type: none"> <li>• LSCB courses during</li> <li>• Undertaking e-learning courses</li> <li>• Attend PAMIC training or undertake the PMH online</li> <li>• Attending the FII &amp; FGM training</li> <li>• Disseminate relevant information to staff after training</li> </ul>	To be undertaken during 2014	Complete & ongoing	1. NTCP to attend relevant LSCB courses and disseminate relevant information to staff after training	To be undertaken 2014/2015
2. Charlotte Mott – DNTCP to consider attending the following training: <ul style="list-style-type: none"> <li>• LSCB courses</li> <li>• Undertaking refresher e-learning course.</li> <li>• Attend the PAMIC training or undertake the PMH online</li> <li>• Attend FII &amp; FGM training</li> <li>• Disseminate relevant information to staff after training</li> </ul>	To be undertaken during 2014	Complete & ongoing	2. DNTCP to attend relevant LSCB courses and disseminate relevant information to staff after training	To be undertaken 2014/2015
3. NTCP to plan future training for staff facilitated by the CPOE. Training to cover: <ul style="list-style-type: none"> <li>• Awareness raising</li> <li>• Signs &amp; Symptoms</li> <li>• E-Safety</li> </ul>	To be undertaken during 2014 (Staff training planned for 1 <sup>st</sup> & 22 <sup>nd</sup> April 2014)	Complete & ongoing	3. DNTCP to plan future training for staff facilitated by the CPOE. Training to cover: <ul style="list-style-type: none"> <li>• Awareness raising</li> <li>• Signs &amp; Symptoms</li> <li>• E-Safety</li> </ul> Date planned for 18.11.2014	To be undertaken 18.11.2014
4. Staff members to be encouraged to undertake online training course.	To be undertaken during 2014	Complete	School should consider recording all safeguarding training undertaken by staff on their electronic CPD record.	To be undertaken 2014/2015

## Policy and Procedures

<b>Recommendations 2013</b>	<b>Action Plan 2013/2014</b>	<b>Update 11.11.2014</b>	<b>Recommendations 11.11.2014</b>	<b>Action Plan 2014/2015</b>
1. The New Working Together 2013(NWT) document and the web base 'Tees Child Protection Procedures – www.teescpp.org.uk 'should be identified within the CP Policy.	To be undertaken during 2014	Complete		

## Child Protection / Child in Need Records

<b>Recommendations 2013</b>	<b>Action Plan 2013/2014</b>	<b>Update 11.11.2014</b>	<b>Recommendations 11.11.2014</b>	<b>Action Plan 2014/2015</b>
1. School to challenged Social Care requesting CP minutes of meetings attended or those they are entitled to (e.g. Strategy and Section 47).	To be undertaken during 2014	Ongoing	1. School to challenge social care and request CP / core group minutes on a needs basis.	To be undertaken 2014/2015
			2. Head Teacher should consider referring any concerns around safeguarding and working together to the Primary Head Teacher representative of the LSCB.	To be undertaken 2014/2015

## The Governing Body (GB) & their responsibilities

<b>Recommendations 2013</b>	<b>Action Plan 2013/2014</b>	<b>Update 11.11.2014</b>	<b>Recommendations 11.11.2014</b>	<b>Action Plan 2014/2015</b>
1. NTCP to consider planning future training for staff / governors facilitated by the CPOE. Training to cover: <ul style="list-style-type: none"> <li>• Awareness raising</li> <li>• Signs &amp; Symptoms</li> <li>• E-Safety</li> </ul>	To be undertaken during 2014	Ongoing	1. NTCP to consider planning future training for staff / governors facilitated by the CPOE. Training to cover: <ul style="list-style-type: none"> <li>• Awareness raising</li> <li>• Signs &amp; Symptoms</li> <li>• E-Safety</li> </ul>	To be undertaken 2014/2015



2. GB should consider encouraging members to do the online CP courses	To be undertaken during 2014	Complete/Ongoing	2. GB to send e-learning certificates to DNTCP after completion of training.	To be undertaken 2014/2015
3. School could consider promoting the NGCP role by: <ul style="list-style-type: none"> <li>Add the NGCP to the school posters</li> <li>Place the NGCP details in the 'safeguarding leaflet' and which is to be introduced</li> <li>Promote the role on the school website.</li> </ul>	To be undertaken during 2014	Complete	3. GB could consider having other senior school staff and governors SRV trained.	To be undertaken 2014/2015
4. GB could consider inviting the Child Protection Officer for Education to present completed audit report.	To be undertaken during 2014	Complete		
5. Jason Murgatroyd should as a priority undertake SRV.	To be undertaken during 2014	Complete		
6. GB could consider having other senior school staff and governors SRV trained.	To be undertaken during 2014	Ongoing		
7. NTCP to consider printing off the protocol and place in the staff room.	To be undertaken during 2014	Complete		

## E-Safety

<b>Recommendations 2013</b>	<b>Action Plan 2013/2014</b>	<b>Update 11.11.2014</b>	<b>Recommendations 11.11.2014</b>	<b>Action Plan 2014/2015</b>
1. David Carr to attend e-safety training and gain an accredited e-safety qualification	To be undertaken during 2014	Complete	1. School could consider producing a 'Parent's Charter' in respect of internet use relating to school matters / issues.	To be undertaken 2014/2015
2. School to consider holding future parent e-safety presentations etc.	To be undertaken during 2014	Complete/Ongoing	2. School to consider holding future parent e-safety presentations etc.	To be undertaken 2014/2015
3. School to consider developing their school website by adding e-safety guidance.	To be undertaken during 2014	Complete	3. School to consider further input from the CPOE for pupils, parents and staff.	To be undertaken 2014/2015
4. School to integrate e-safety into appropriate school policies.	To be undertaken during 2014	Complete		
5. School could further promote e-safety by placing appropriate information on computer / laptop desktops.	To be undertaken during 2014	Complete		

6. School should consider planning future staff training on e-safety.	To be undertaken during 2014	Complete/Ongoing		
7. School should consider planning a future work programme in respect of e-safety and pupils.	To be undertaken during 2014	Complete/Ongoing		
8. School to consider further input from the CPOE for pupils, parents and staff.	To be undertaken during 2014	Ongoing		

Date: 24.11 2014
Child Protection Officer Education: Pete Davies