



## **A Self-Review Tool for Safeguarding Children and Young People in Schools and Colleges in Sutton**

**This self-review tool is to assist Governing Bodies, Head teachers, Designated Person in reviewing arrangements for carrying out their functions regarding Safeguarding and promoting the welfare of children and young people.**

**Name of School: Wandle Valley**

**Name of Designated Person for Safeguarding Children: Rose Rhule**

**Name of Governor responsible for Child Protection: Jenny Shiers**

**Date: August 2016**

## 1. Policy and Procedures

Safeguarding Requirements	Support materials and key criteria/documents	Evidence of Compliance	Met / Unmet / Action
<p>1. Does the school have a child protection policy and procedures, agreed by the Governing Body, that are in accordance with the Sutton Local Safeguarding Children's Board (LSCB) and London Child Protection Procedures (edition 5), Working Together to Safeguard Children 2015 and these are known by all staff, supply staff, governors and volunteers.</p> <p>Also in accord with LSCB guidance and locally agreed inter-agency procedures for dealing with allegations of abuse against members of staff and volunteers.</p> <p>2. Does the school make reference to 'Keeping Children Safe in Education July 2016 DfE in all their documentation relating to Safeguarding and refer to new safeguarding risks for children and young people (CSE, FGM, Prevent)?</p> <p>3. Does the school take into account the 2010 Equality Act and the Public Sector Equality Duty (PSED)?</p> <p>4. Does the school have an Anti-bullying policy and procedures for dealing with incidents?</p>	<p>The school has a Safeguarding / Child Protection Policy and Procedures in place which is in accordance with the LSCB London Child Protection Procedures ( edition 5 )</p> <p>The school understands and co-operates with the Local Authority Designated Officer ( LADO ) functions in reporting allegations and following through to conclusion and outcome</p> <p>All written polices comply with national LSCB, DFES and L.A Guidance and are adopted by the Governing Body</p> <p>The school has updated their Equality Policy in accordance with the 2010 Equality Act.</p> <p>The school has a written Anti—Bullying Policy and Procedures that is reviewed annually</p>	<ul style="list-style-type: none"> <li>• Safeguarding statement for website to be updated each September term.</li> <li>• CP Policy and Procedures reviewed and updated June 2016 in line with Government Guidance, to be reviewed annually.</li> <li>• All staff have folders containing: <ul style="list-style-type: none"> <li>➤ KCSIE September 2016</li> <li>➤ CP Policy</li> <li>➤ Radicalisation Policy</li> <li>➤ What to do if you are worried a child is being abused summary</li> <li>➤ The Prevent Duty</li> <li>➤ PSED ( Public Sector Equality Duty )</li> <li>➤ Safeguarding in early years.</li> <li>➤ KCSIE summary</li> <li>➤ Key LADO contacts in Sutton</li> <li>➤ Supply staff, Volunteers and catering staff have been given a CP / Safeguarding folder</li> <li>➤ Information is disseminated to Governors through Governor Safeguarding annual reports, and meeting with Designated Governor for CP who is provided with CP / Safeguarding folder.</li> </ul> </li> <li>• All staff has been sent copies of above electronically.</li> <li>• Signed evidence on SCR that staff</li> </ul>	<p>Met</p> <p>Central records will processes have been completed</p> <p>Met</p> <p>School has signed evidence</p> <p>Met</p> <p>Staff, parents/carers accesses the information via school website and induction pack</p>

<p>5. Does the school have an eSafety Policy, including Acceptable Users?</p>	<p>The school has a written E-Safety Policy and Procedures in place that is reviewed annually and understood by all members of the school community</p>	<p>have received and read Part 1 of KCSIE</p> <ul style="list-style-type: none"> <li>• In-house Safeguarding training Quiz to support staff understanding of Part 1 of KCSIE</li> <li>• Training delivered FGM – 24.09.15</li> <li>• Training delivered Prevent – 29.02.16</li> <li>• Training log / register is kept and certificates of attendance given to staff for training attended.</li> </ul> <ul style="list-style-type: none"> <li>• E-Safety Policy in place and endorsed by Governors with date of review in line with government guidance.</li> <li>• All staff has been given the Acceptable Users guidance. School have signed evidence on the SCR</li> </ul> <p><b>Procedures:</b></p> <ul style="list-style-type: none"> <li>• All staff are provided with Green folders that contain all the relevant policies pertaining to safeguarding and Child Protection Procedures.</li> <li>• The above information can be located on the school website under the heading Safeguarding.</li> <li>• Staff have access to above information located in the O Drive</li> <li>• School refers to all the key documents KCSIE 2016, CSE , FGM and school’s anti-bullying policy.</li> <li>• Safeguarding procedures for staff leaflet is produced, circulated and updated annually.</li> </ul>	<p><b>Met</b></p> <p>School has an IT lead that monitors the use of computers within the school. An ICT Itinerary of all computers and iPads are kept.</p>
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<p>6. Does the CP policy contain current contact details for the LA Lead Officer and other agencies? Relevant contacts displayed in offices and staff room.</p>	<p>Policy includes contact details for LBS Children's services departments, Ofsted, NSPCC and Police</p>	<p>All policies make reference to contact details of key personnel and agencies that support the Safeguarding/CP in the LBS.</p>	<p>Met Yes</p>
<p>7. Does the setting have a whistle blowing policy and are all staff aware of the policy?</p>	<p>SLT ensures that all staff and volunteers are able to raise concerns about poor or unsafe practice in accordance with agreed whistle blowing policies. Policies are reviewed annually by SLT</p>	<p>Designated Person / Manager ensures that all staff and volunteers are able to raise concerns about poor or unsafe practice in accordance with agreed whistle blowing policies through training. (central record of training)</p>	<p>Met All staff has a Safeguarding folder which contains the whistle blowing policy.</p>

<p>8. Does the school have a procedure for dealing with allegations of abuse against members of staff and volunteers that comply with guidance from the DfE (KCSIE Sept 2016), London Child Protection Procedures 2015, LA and local agreed inter-agency procedures?</p> <p>9. A member of the Governing Body (usually the Chair of Governors) has been nominated to be responsible for liaising with the Local Authority Designated Officer (LADO) and partner agencies in the event of an allegation of abuse being made against a Head teacher.</p>	<p>The Governing Body, Head teacher and Safeguarding Lead understand the significance and make staff aware of the DFE Guidance: <i>Keeping Children Safe in Education 2016 – statutory guidance for schools and colleges</i></p> <p>The school has Child Protection Procedures for managing allegations against staff and volunteers and these comply with the Local Authority Procedures that are consistent with DFE Guidance and SSCB Safeguarding Procedures.</p>	<ul style="list-style-type: none"> <li>• Whole school training including Governors undertaken 13<sup>th</sup> march 2015</li> <li>• Safeguarding training Chair of Governors and Vice Chair 15 &amp; 16<sup>th</sup> November 2015</li> <li>• Designated Person training for Deputy / Interim Head 26<sup>th</sup> November 2015</li> <li>• Safer recruitment Training for SLT and Governors 27<sup>th</sup> July 2016</li> <li>• All CPD training recorded on SCR</li> <li>• Appropriate Governors Disciplinary and Complaints Committees in place.</li> <li>• Minutes of Governing Body &amp; Committee meetings taken by Clerk to Governors.</li> <li>• All staff informed where to find relevant information via staff meetings, in-house training, staff Information Booklet.</li> <li>• Staff Handbook given out to all staff and logged as read and received on the SCR.</li> <li>• Posters displayed in staff room, all staff are given and kept updated with the LADO contact list electronically.</li> <li>• Procedures are in place for dealing and managing allegations against staff, these are reported to the Head teacher Designated Lead. In cases of allegations against a Head-teacher this reported directly to the Chair of Governors who is the designated person to liaise with the LADO</li> </ul>	<p>Met</p> <p>All SLT and Safeguarding Governor undertook training on 27<sup>th</sup> July 2016</p> <p>Met</p>
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		Designated Lead holds all confidential records in a locked cabinet.	
10. Do staff have access to the Government guide to practitioners "What to do if you're worried a child is being abused" 2015?	Document is available to download from the LSCB website and Education Safeguarding Lead (LBS)	Document is available to access from the schools' website, each staff member and safeguarding Governor has a hard copy for their safeguarding folder.	Met  All staff have a safeguarding folder where information is contained and is also accessible in website and school system
11. Are children/young people and parents/carers regularly made aware of the school's child protection policy and procedures?  12. Are children and parents/carers regularly made aware of the school's Anti-bullying policy and procedures?	CP policies and procedures are introduced at induction times, newsletters and leaflet information for parents/carers and pupils.  Anti-Bullying policies and procedures are introduced at induction times and home school agreements as appropriate. Reviewed as necessary.	CP and Anti-bullying Policies are available on request to parents / carers and children.  All policies accessible on the school's web-site to the whole school community, in different formats and languages as appropriate.	Met  The CP/ Anti-bullying Policy is placed on the school's website <a href="http://WWW.wandlevalleyschool.org.uk">WWW.wandlevalleyschool.org.uk</a>  Met Senior member of staff collates information through SMART behaviour targets set for pupils who persistently bully
13. Does the school have due regard to 'Keeping Children Safe in Education Sept 2016 DfE  Is the whole school community aware that Safeguarding is not just about protecting children from deliberate harm as set out in the above document part	All staff have due regard to "Keeping Children Safe in Education 2016.  Regular quiz presented at staff inset's to measure staff understanding of KCSIE	Personal/health Care Policy for each child/young person where relevant.  Risk assessments held centrally at the school and LA informed of any visits/outdoor activities.	Met  .All plans and data are held centrally and can be accessed by the appropriate personnel

<p>2, it also includes issues such as :</p> <ul style="list-style-type: none"> <li>• pupil's health and safety</li> <li>• Personal, Spiritual, Moral, Social and Cultural education (SMSC).</li> <li>• bullying/cyberbullying</li> <li>• racist, homophobic, transphobic, sexist abuse</li> <li>• harassment and discrimination</li> <li>• use of physical intervention</li> <li>• meeting the needs of pupils with medical conditions</li> <li>• providing first aid</li> <li>• drug and substance misuse</li> <li>• educational visits</li> <li>• intimate care</li> <li>• eSafety</li> <li>• issues which may be specific to a local area or population, e.g. gang activity</li> <li>• school security</li> </ul>	<p>Policies available and easily accessible on school website.</p> <p>Record kept and updated of individual pupils with personal care needs.</p>	<p>Up to date First Aid certificate(s) held centrally in the school.</p> <p>The school has an effective and regularly monitored:</p> <ul style="list-style-type: none"> <li>• accident book,</li> <li>• log of racist incidents</li> <li>• log of serious incidents of bullying</li> <li>• system for recording all incidents of bullying, including cyber</li> <li>• system for recording follow-up activities and actions to measure impact of interventions</li> </ul> <p>Associated Policies available and accessible on the school website.</p>	<p>Met</p>
<p>14. Is the school using the Common Assessment Framework (CAF)/MASH/MALT/Early Help referral form?</p>	<p>All staff are aware of the CAF/MASH/MALT/Early Help referral forms.</p> <p>At least one member of staff has received CAF/MASH/MALT/Early Help referrals training.</p>	<p>Training certificates records are held centrally</p> <p>Staff training audits or CPD plans records held centrally.</p> <p>Staff inset days</p>	<p>Met</p>
<p>15. The school has ensured that all the staff they employ in specified early or later years childcare have had the appropriate checks. The DfE issued statutory guidance in February 2015, in relation to the 'disqualification by association' of teachers and other</p>	<p>Inspecting Safeguarding in Maintained schools and academies. Ofsted April 2015</p> <p>Applying to waiver disqualification: early years and childcare providers. Ofsted October 2014</p>	<p>All staff who work with and come into contact with children under 5 and under/up to 8 in childcare provision in line with government statutory compliance have completed a declaration form.</p> <p>All declarations are confidential and are</p>	<p>Met</p>

<p>school staff working in early or later years provision, or those who are directly concerned with the management of such provision.</p>		<p>dealt with appropriately/timely where a disclosure is evident. All forms are countersigned and kept in a secure place in the school.</p>	
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## 2. Safer Recruitment and Selection

<b>Safeguarding Requirements</b>	<b>Support materials and key criteria</b>	<b>Evidence of Compliance</b>	<b>Met / Unmet / Action</b>
<p>1. Does the school follow stringent recruitment and selection procedures which ensure all necessary measures are taken to employ staff, including volunteers to work with children?</p>	<p>Safeguarding Children and Safer Recruitment in Education (HM Government 2006). Chapter 3, Page 20.</p> <p>Please contact the Sutton and Merton Disclosing &amp; Barring Service (DBS) for any clarification or information based at Merton Civic offices.</p> <p>Since 12<sup>th</sup> October 2009, List 99 and the Protection of Children Act (POCA) list have been replaced by a single children's barring list (the Children's List), maintained by the Independent Safeguarding Authority (ISA).</p> <p>Keeping Children Safe in Education Sept 2016 DfE – part 3 references to safer recruitment and replaces</p>	<p>The school has clear procedures in line with the current guidance that is adhered to. This includes appropriate job and person specs, obtaining pertinent information from applicants, independent references, and face to face interviews verifying identity and qualification and Enhanced CRB checks.</p> <p><b>Single central record</b></p> <p>No member of staff or volunteer is allowed to take up post unless clearance has been received from their CRB and relevant checks such as references have been taken up. The data base held has all the relevant details pertaining to staff, which includes the teachers unique number, dates of birth, addresses, date</p>	<p>Met</p>



	HM Government Document 2006	<p>of employment started and qualifications as seen by the Bursar.</p> <p>The data base holds all information relating to staff employed by the school; this will include any volunteers or staff coming in for specific activities. Dates are entered when evidence is produced regarding their status to work.</p>	
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### 3. Designated Person

Safeguarding Requirements	Support materials and key criteria	Evidence of Compliance	Met / Unmet / Action
<p>1. A senior member of the school's leadership team has been designated to take lead responsibility for dealing with child protection issues, to access training for self and other members of staff, to provide advice and support for staff, to liaise with the LA and to work with other agencies (commonly known as Designated Safeguarding Teacher / Person). The Designated Person has sufficient time and resources to discharge his/her responsibilities</p>	<p>An LSCB course should be attended at least yearly.</p> <p>The DP must attend a refresher course once every 2 years or equivalent local arrangements</p> <p>All school personnel, including governors must attend Safeguarding/CP training on a regular basis.</p> <p>Certificates of attendance must be available at Ofsted inspection</p>	<p>The Head of Safeguarding and Inclusion is the Designated Person and member of the SLT</p> <p>The Head of Safeguarding and Inclusion Officer is part of the Secondary Designated Person Network that meets every 2-3 months. These breakfast sessions count as regular training and certificate of attendance.</p> <p>The Head of Safeguarding and Inclusion / Designated Person is a non-teaching role which allows the flexibility to attend CP Conferences and Core Group meetings.</p>	Met
<p>2. Is there a deputy DP in the school?</p>	<p>Head-Teacher and Deputy Head</p>	<p>All staff and Governors have been given "What to do" cards which informs them</p>	Met

		<p>who the designated officers are within the school.</p> <p>Posters are displayed in the front entrance, staff room, meeting room and waiting room area. The information is also contained within the schools CP Policy.</p>	
3. Has the LA been notified of the name of the designated person?	Any changes of the name of the DP, has to be communicated to the LA.	The Local Authority has been informed who the Designated Persons are within the school.	Met

#### 4. Curriculum

<b>Safeguarding Requirements</b>	<b>Support materials and key criteria</b>	<b>Evidence of Compliance</b>	<b>Met / Unmet / Action</b>
<p>1. Is the curriculum is flexible, relevant and used to promote safeguarding. That includes:</p> <ul style="list-style-type: none"> <li>• Safe environment</li> <li>• Protective behaviours</li> <li>• Personal Safety</li> <li>• E-safety</li> <li>• Bullying/cyber bullying</li> <li>• Racial awareness</li> <li>• Homophobic/transphobic awareness</li> </ul>	<p>All schools have a statutory duty to provide a curriculum that is broadly based, balanced, meets the needs of all pupils and:</p> <ul style="list-style-type: none"> <li>• Promotes the personal, spiritual, moral, cultural, mental and physical development of the pupils at the school and of society, and</li> </ul>	<p>There is planned programme of PSHE that includes opportunities for pupils to explore, discuss, debate and gain knowledge on a whole range of safeguarding topics as set out in 'KCSIE' Sept 2016 and all Equality expectations.</p> <p>The PSHE programme identifies opportunities for the promotion of British values and SMSC. This is evidenced through Lesson Observations / Learning walks by members of SLT</p>	<p>Met</p> <ul style="list-style-type: none"> <li>• Displays around the school</li> <li>• Common classroom code of conduct</li> <li>• Behavior Policy</li> <li>• Curriculum Policy</li> <li>• Sex &amp; relationships</li> </ul>

<ul style="list-style-type: none"> <li>• Domestic violence/abuse</li> <li>• Extremism/radicalisation</li> <li>• FGM</li> <li>• So-called Honour Based Violence</li> </ul> <p>2. Are child protection issues, sexual exploitation (age appropriate) included within sex education?</p> <p>3. Does the provision also include issues on Inappropriate Sexual Behaviours? (age appropriate)</p> <p>4. How does the school engage with these issues with families</p>	<ul style="list-style-type: none"> <li>• Prepares pupils at the school for the opportunities, responsibilities and experiences of later life.</li> <li>• Promotes British values throughout all aspects of the curriculum</li> <li>• SMSC is clearly defined in the overall provision and as a discrete subject.</li> </ul>	<p>Staff have access to training on delivering sensitive and difficult messages where identified and is logged on the central training record.</p> <p>There is evidence of the progress, knowledge, understanding and attainment of children and young people that is delivered in PSHE/Safeguarding and included in the SEF.</p> <p>There is a SRE Policy and scheme of work which reflects current government guidance and meets the identified needs of the school community and links to other associated policies.</p> <p>Records of Parents' evenings to raise awareness of issues relating to safeguarding, safety and SRE.</p>	<p>Policy</p> <ul style="list-style-type: none"> <li>• E-Safety Policy</li> <li>• Safeguarding leaflet information to all parents</li> <li>• Information accessible through schools website</li> <li>• Parent's Evenings</li> <li>• School News letter</li> <li>• Meetings with parents / carer's</li> <li>• Assemblies</li> </ul>
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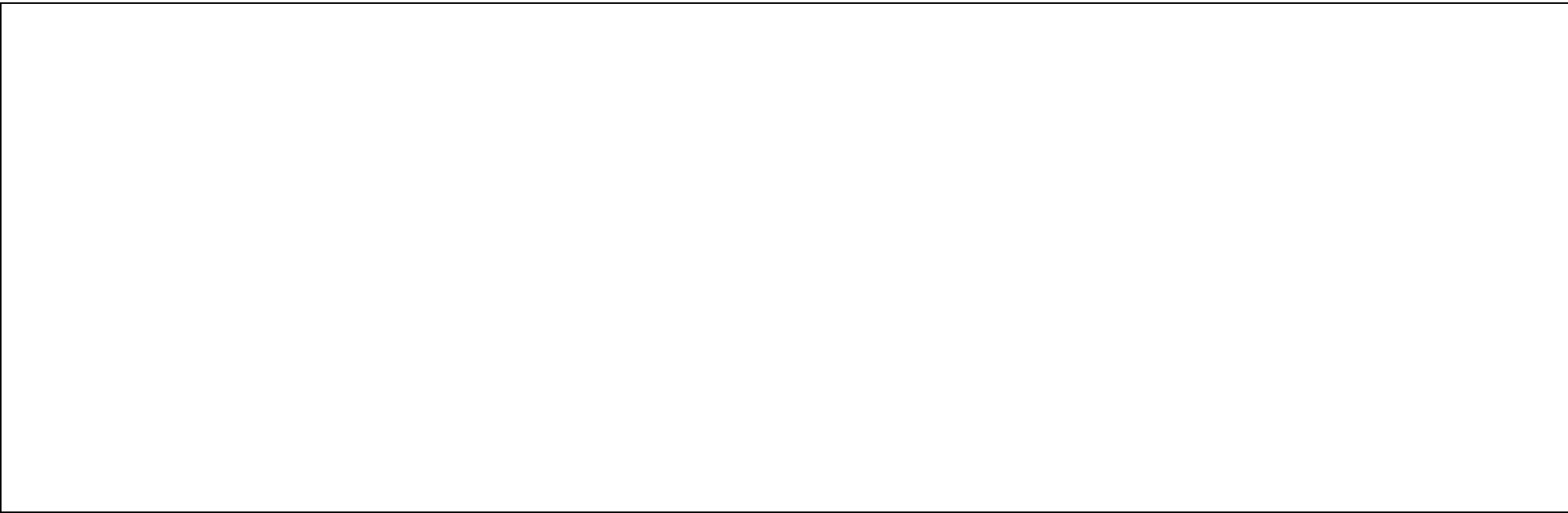
## 5. Governors

Safeguarding Requirements	Support materials and key criteria	Evidence of Compliance	Met / Unmet / Action
1. Has your Governing Body appointed a governor with responsibility for Child Protection / Safeguarding, including	Under current provisions ( <i>Safeguarding children and safer recruitment in education, HM</i> )	Jenny Shiers – safeguarding Governor  Tariro Madzima – Deputy	Met  All of our Governors have

<p>bullying?</p> <p>2. Who acts as a deputy?</p> <p>3. Do all governors and school staff know who the nominated governor is?</p> <p>4. Has the LA been notified of name of nominated governor and any changes?</p> <p>5. Are all governors aware of their duty to safeguard children and young people (KCSIE Sept 2016) and also to have due regard for the 2010 Equality Act and the Public Sector Equality Duty (PSED) in relation to those groups with protected characteristics (transgender, homosexual, LGBT etc)?</p> <p>6. Is there a governor responsible to ensure that there are appropriate filters and monitoring systems in place?</p>	<p><i>Government, 2006</i>) anyone working as a governor of a setting which involves regular work in the presence of, or care for, children, or training, supervising or being in sole charge of children must have an enhanced CRB/DBS check (if appointed after April 2002).</p> <p>Best practice would suggest that as governors are encouraged to be part of the setting workforce they should be DBS checked.</p> <p>KCSIE September 2016 2010 Equality Act Public Sector Equality Duty (PSED)</p> <p>KCSIE September 2016 paras 67,68,69</p>	<p>Safeguarding training, including awareness of groups with protected characteristics under the PSED for Governors is recorded and logged on the central training record</p> <p>There is a record of any changes to the Governor lead for CP to the LA Governor Support Manager</p> <p>School website/prospectus/staff handbook/Governing Body minutes.</p> <p>Note on CP Policy / staff notice boards. Inset training delivered in September term to update staff on the new changes to KCSIE</p> <p>Safeguarding Governor is responsible for monitoring, Designated Lead has met with Governor to discuss monitoring systems on 7<sup>th</sup> July 2016</p>	<p>had an Enhanced CRB check.</p> <p>The Local Authority has been notified.</p> <p>Governors and staff have undertaken Basic CP training on 11.07.16 and Safer Recruitment Training on 27.07.16</p> <p>Staff inset training quiz on KCSIE part 1 on 05.09.16</p>
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**SUMMARY of action(s) required with agreed dates for completion:**

- **Filters and monitoring to be included in next annual safeguarding report to Governors.**



We confirm that the information and evidence of safeguarding compliance is in place

**DP Signature:** R Rhule

**Date :** 03.08.16

**CP Governor Signature:**

**Date**

**Verified by Local Authority Education Safeguarding Lead:**

**Date**