Cognus Limited



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

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 and provides evidence of the 'Golden Thread' of Safeguarding for Ofsted.

Name of School: The John Fisher School

Name of Designated Person for Safeguarding Children: D Mawer

Name of governor responsible for Child Protection: Mrs Pat Cook J.P.

Date: 15.10.19

UPDATED September 2019

1. Policy and Procedures				
Safeguarding/Child Protection requirements for the 'GOLDEN THREAD'	Support materials and key criteria/documents	'EXAMPLES' of Evidence of Compliance	Met / Unmet / Action	
 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 2018 and these are known by all staff, supply staff, governors and volunteers. The school is aware of the intended changes to LSCB's and the format for safeguarding children and young people in LA from 2019 as set out in 'Working Together to Safeguard Children September 2018' Also in accord with Sutton LA agreed inter-agency procedures for dealing with allegations of abuse against members of staff and volunteers. Does the school make reference 	Cognus template/other for a school Child Protection Policy An E-Safety policy template, including a Staff Acceptable Use Policy is available from the E safety Education Adviser All written policies comply with national, Sutton LSCB, DfE and LA Guidance for safeguarding and equality and are adopted by the governing body of the school. CP Policy School Code of Conduct Teachers Standards E-Safety Policy Acceptable Users Policy Anti-bullying Policy	 Safeguarding statement on front page of schools' website and links to school's CP Policy. Safeguarding team poster around the school and in the front entrance. CP Policy and Procedures with a review date in line with government guidance. Evidence that all staff have received a copy of the schools' CP policy. Evidence that all staff have read and understood part1 and Appendix A of KCSIE September 2019 and recorded on SCR and a mechanism for reviewing staff's knowledge and understanding. Clear induction policy for new staff evidenced as part of training programme. Evidence of regular 	 Yes: CP/Safeguarding Policy in place Met: SPD session in half term 1. Whole Staff CPD delivered by S. Welding 07/05/2018. A hard copy of the CP/Safeguarding policy is held centrally in the school Office (electronic copy on School web- site). Dates recorded on SCR (JR). A dedicated Safeguarding section is now on the website. All staff have received and 'wet- ink/read receipt signed attendance and acknowledgement at Induction at the beginning of term. Regular Questionnaires and quizzes confirm staff understanding. In the handbook which was signed for in September 2019. PSED (Public Sector Equality Duty). Updated Staff Handbook and presentation delivered to all staff SPD. Central CPD records of attendance identify which courses have been attended by staff (ADE i/c). Incorporated within the school's 	
to 'Keeping Children Safe in Education September 2019 DfE in all their documentation relating to Safeguarding and refer to new safeguarding risks for children and	 Behaviour Policy Whistleblowing Policy Equality Policy Procedures for dealing with 	Safeguarding/CP updates/training for all staff, including FGM, CSE and Prevent and so-called Honour Based Violence and the new areas described in KCSIE September	Behaviour Policy. 5. Incorporated within the School's Child protection and Safeguarding Policy and staff handbook	

 young people (County Lines, Children in the Court System, Children with family members in Prison, Domestic Abuse, Homelessness & CME) 3. Does the school take into account the 2010 Equality Act and the Public Sector Equality Duty (PSED)? 4. Does the school have an Anti- bullying policy and procedures for dealing with incidents? 5. Does the school have an E-Safety Policy, including Acceptable Users? 	allegations against staff • Multi-agency Safeguarding Good practice for HR Practitioners 2017 available on LSCB website for reference <u>www.suttonlscb.gov.u</u> <u>k</u>	 All staff are aware of and understand their duty to promote equality and are familiar with the 2010 Equality Act/PSED documents. Anti-bullying Policy and Procedures with a review date in line with government guidance. Staff awareness training for Anti- bullying included in the central record as part of Safeguarding training. E-Safety Policy with a review date in line with government guidance Acceptable Users Policy 	Parents/carers and students have signed an E-safety (internet use) contract (journals). Staff have to acknowledge 'Acceptable use' policy. Please refer to new GDPR section o website.
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.	Policy includes contact details for Children's Services departments, Ofsted, NSPCC and Police	All policies make reference to contact details of key personnel and agencies that support the Safeguarding/CP in the Local Authority Children's Services.	6. Yes. Details circulated to all staff when updates received. Safeguarding noticeboards in key areas (Staffroom, Inclusion area, KS Administrators, DoLs) and details in key staff offices (updated regularly).
7. Does the setting have a Whistle Blowing Policy and are all staff aware of the policy?	LA Policy template can be adapted to include information specific to the school and available at:	• 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)	7. Yes: Whistleblowing Policy in place.

 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 2018), London Child Protection Procedures, LA and local agreed inter-agency procedures? 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. 	LA training for Management of Allegations The Local Authority Designated Officer (LADO) Consultation about whether a concern should be treated as an allegation is available from the LADO. The LADO also must be informed of any allegation or concern regarding a child's welfare relating to a member of staff or volunteer including when it involves the member of staff's home life.	•	Evidence that LA procedures are accessed Record of LA 'Management of Allegations' training undertaken by Headteacher and Chair of Governors Appropriate Governors Disciplinary and Complaints Committees in place Minutes of Governing Body & committee meetings Records of cases being reported to Independent Safeguarding Authority (ISA) and relevant professional bodies where there are grounds for believing a person may be unsuitable to work with children. Evidence that staff aware of duties of Head & Governors and of procedures (e.g. induction pack, staff handbook, staff room posters) and that contact details of the LADO are accessible.	 8. Yes (no reported allegations 2018/19). Incorporated in Child Protection and Safeguarding policy and Sutton LA support details updated/circulated to key staff. All governors (except staff) are – on notice that they may be called to sit on a disciplinary or complaints panel. Three will be constituted to a panel when required. This way we can be sure that no panel member is tainted by prior knowledge or interest e.g. a parent of a student in class of staff member would not sit even if they had no prior knowledge. 9. Yes.
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 Sutton LSCB website and Education Safeguarding Lead (Cognus)	•	Document is available to access from the schools' website.	10. Yes. Publications circulated to all staff (section 1 of KCSIE circulated in September) and in hard copies around the school and also available on central Z drive in Safeguarding folder.
 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 and mid- term entrants. Reviewed as necessary. Anti-Bullying policies and procedures are introduced at induction times and mid- term entrants. Reviewed as	•	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.	 11. Yes. All Policy documents available to parents/carers via the school website. Related policies area also on staff Z drive. 12. Accessible Yes. Not in different formats or languages. School will be raising awareness about bullying during anti bullying week.

	necessary.			
13. Does the school have due regard to 'Keeping Children Safe in Education Sept 2019 DfE	Are there records kept of individual children with personal/health care needs?	•	Personal/health Care Policy for each child/young person where relevant.	13. Yes (Induction, SPD1 &2, Pastoral briefings, bulletins, staff handbook, KS administrators, Inco, DoLs, Sims) Care Plans in place for each child where relevant and held in the school
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 2, it also includes issues such as :	Are there clear risk assessment procedures including outdoor and off-site visits?	•	Risk assessments held centrally at the school and LA informed of any visits/outdoor activities.	office. Sutton H&S annual checks (I04.11.19) and audits. School Office first aiders certificates
 pupil's health and safety Personal, Spiritual, Moral, Social and Cultural education (SMSC). 	Does the school have a nominated first aider/deputy on site at all times and an accident book that records the	•	Up to date First Aid certificate(s) held centrally in the school.	held centrally in the school office. Other staff details part of Health & Safety Policy.
 bullying/cyberbullying racist, homophobic, transphobic, sexist abuse 	date time and nature of the accident?	•	The school has an effective and regularly monitored:	Incidents and subsequent follow ups are logged in SIMS and in DoLs/Inco files. Accident forms available to all staff.
 harassment and discrimination use of physical intervention meeting the needs of pupils with medical conditions providing first aid drug and substance misuse educational visits 	the accident book to say that they Informed the parents/carers of their child's injury?	0 0 0 0	accident book, log of racist incidents log of serious incidents of bullying system for recording all incidents of bullying, including cyber	Serious accidents which require an ambulance or hospitalisation are reported to Sutton HSE. Weekly Staff briefing takes place. Pastoral/Behaviour system (Behaviour levels identified and support available)
 educational visits intimate care E-Safety issues which may be specific to a local area or population, e.g. 	Does the school record all serious incidents and violent behaviour?	0	system for recording follow-up activities and actions to measure impact of interventions	in place. Beh & Ach assemblies. Manager's reports on accidents with follow-up. First aid book reviewed and key information presented at GB
 a local area of population, e.g. gang activity school security 	Does the school record all incidents of bullying?	•	Associated Policies available and accessible on the school website.	meetings. Restorative justice, Inco, outside agency support. Drug and substance misuse
	Does the school monitor the patterns and trends of bullying identified in the data and act accordingly?			workshops undertaken. The Headteacher wrote to parents/carers about odourless drugs in September 2019. Mighty Men of Valour accredited level

14. Is the school using an assessment framework for example: Early Help Referral/MASH, FGM, CSE	All staff are aware of the MASH /Early Help, FGM, CSE referral forms. At least one member of staff has received MASH /Early Help, FGM, CSE referrals training.	 Training certificates records are held centrally Staff training audits or CPD plans records held centrally. 	 2 course in mentoring for Yr9 and 10 students takes place. Digital Leaders are in school and presented at G.B meeting. Yes. AH trained in CAF/MASH/MALT referrals. Key staff aware of CAF/MASH/MALT (DoLs, DPs). SLT Briefing on EH took place in September 2019 by Kat Edwards.
 15. PRIMARY ONLY 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 new statutory guidance in September 2018 in relation to the 'Disqualification by Association' of teachers and other school staff working in early or later years provision, or those who are directly concerned with the management of such provision. 	Keeping Children Safe in Education (DfE, 2018) "For staff who work in childcare provision or who are directly concerned with the management of such provision, the school needs to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009". Applying to waiver disqualification: early years and childcare providers. Ofsted October 2014	Record the date that staff were informed of the changes. Information is included in the Safeguarding and Child Protection Policy; and in the Safer Recruitment Policy System for recording which staff are covered by Disqualification under the Childcare Act 2006 (including volunteers and people on work placements). A system for relevant staff to self-declare that they are not Disqualified under the Childcare Act 2006. An Enhanced DBS Certificate will confirm this for new staff School has considered using the DBS Update Service to supplement any employee self-declaration for existing staff. A system for reminding all staff about the expectation to inform the school where their relationships and associations, both within and outside of the workplace (including online), may have implications	

for the safeguarding of children in the school. Also if their circumstances change they must inform the school. (Clear process of recording: Staff Code of Conduct and/or in staff contracts.) A robust recording system.	
Review process of any historic data collected and methodology for destroying any information which is no longer required. (GDPR compliant)	

Comments/Summary of actions from Policies and Procedures: Actions tbc:

- Record of LSCB or LA 'Management of Allegations' training undertaken by Headteacher and Chair of Governors
- Appropriate Governors Disciplinary Committee and Complaints procedures in place.
- Policies accessible on the school's web-site to the whole school community.

2. Safer Recruitment and Selection				
Safeguarding/Child Protection requirements for the 'GOLDEN THREAD'	Support materials and key criteria/documents	'EXAMPLES' of Evidence of Compliance	Met / Unmet / Action	
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?	Safeguarding Children and Safer Recruitment in Education (HM Government 2006). Chapter 3, Page 20. Please contact your local Disclosing & Barring Service (DBS) for any clarification or information. Since 12 th 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). Keeping Children Safe in Education Sept 2019 DfE – part 3 references to safer recruitment and replaces HM Government Document 2006 Multi-agency Safeguarding Good practice for HR Practitioners 2017 available on LSCB website for reference <u>www.suttonlscb.gov.uk</u>	 Recruitment Policy and copy of procedures in school. Record of NCSL/CWDC safer recruitment training undertaken by at least one governor and head teacher. (online or through local provision) Photographic/Identity checks, references, qualification checks, DBS checks, right to work in England checks and Prohibition Orders. Single central record of all checks undertaken, including names, dates, nature of the checks and reference numbers. Records are kept for all staff visiting the school including staff such as supply teachers, educational psychologists, 	Yes. At least one member of the interview panel reviews shortlisted candidates and sits on the interview panel. Headteacher: May 2019– 5yrs Some Senior leaders have had training (ADE, JEV, DMA, NOW) and at least two Governors (EJ & AMcG).	

		nurses, sports coaches, inspectors etc. and should be DBS checked by their 'providing' organisation.	
Comments:			
Additional staff to be trained in Sa	ifer recruitment (ASM, HPA). 3. Designated Person Roles	and Responsibilities	
Safeguarding/Child Protection requirements for the 'GOLDEN THREAD'	Support materials and key criteria/documents	'EXAMPLES' of Evidence of Compliance	Met / Unmet / Action

tracking pupils/students on CP/CIN	Annual report to governors		school.	
to ensure there are up to date		•	All staff in the school	
records and monitoring of each	Termly interim reports available		know the DDSL and	
case.			deputy DSL in the	
			school through staff	
			handbooks, staff	
			training and picture	
			displays/notice	
			boards.	
		•	Job Description	
		•	Robust tracking	
			system in place	
		•	Regular meetings with	
			key personnel in the	
			school, e.g. pastoral	
			care, SEN, LAC	
		•	Regular attendance at	
			local training provision	
			for DSL's	
		•	Record of attendance	Yes (AH, JDA, MKW).
2. Is there a deputy DP in the	Deputy Head, SENCO or Head of Year.		of training	
school?	Deputy needs to attend all the same training	•	Ensure all staff know	
	as the Lead.		how to contact the	
			deputy if Designated	
			Person is not	
			available. Notice on	
			staff boards, staff	
			handbooks	Vac
3. Has the LA been notified of the	Any changes of the name of the DCL has to		Those is a second of	Yes
	Any changes of the name of the DSL, has to be communicated to the LA.	•	There is a record of	
name of the designated person?	be communicated to the LA.		changes to the DSL	
			post and is shared	
Commonte/Summary of actions fr	om Designated Person Roles and Responsib	ilitio	with the LA.	
Comments/Summary of actions in	on Designated Person Roles and Responsit	mine	:3.	
EEN to underge DD training to is	in DB toom			
EEN to undergo DP training to jo				

	4. Curriculum Provision					
Safeguarding/Child Protection requirements for the 'GOLDEN THREAD'	Support materials and key criteria/documents	'EXAMPLES' of Evidence of Compliance	Met / Unmet / Action			
 Is the curriculum is flexible, relevant and used to promote safeguarding. That includes: Safe environment Protective behaviours Personal Safety E-safety Bullying/cyber bullying Racial awareness Homophobic/transphobic awareness Domestic violence/abuse Extremism/radicalisation (Prevent) FGM So-called Honour Based Violence County Lines Are child protection issues, sexual exploitation (age appropriate) included within sex education? Does the provision also include issues on Inappropriate Sexual Behaviours? (age appropriate) How does the school engage with these issues with families 	 All schools have a statutory duty to provide a curriculum that is broadly based, balanced, meets the needs of all pupils and: Promotes the personal, spiritual, moral, cultural, mental and physical development of the pupils at the school and of society, and Prepares pupils at the school for the opportunities, responsibilities and experiences of later life. Promotes British values throughout all aspects of the curriculum SMSC is clearly defined in the overall provision and as a discrete subject. The school is aware of the new 'statutory status of RSE and Health Education from September 2020 and have an action plan for implementation 	 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 2019 and all Equality expectations. The PSHE programme identifies opportunities for the promotion of British values and SMSC. Staff have access to training on delivering sensitive and difficult messages where identified and is logged on the central training record. There is evidence of the progress, knowledge, understanding and attainment of children and young people in PSHE/Safeguarding. 	 Yes. See PSHE PoS/SoW and school calendar for key events (British Values review days attended by members of the GB in 2017/18). Plasma presentations for students. Review underway of online safety with PSHE & ICT: Oct 2019. Diversity SPD scheduled for January 2020. Yes Yes Information days, expectations evenings. RSE parent/carer sessions. DMA (DSL) CPD 30.10.18 on RSE. Break-out sessions on Expectations evenings. 			

5. Governors					
Safeguarding/Child Protection requirements for the 'GOLDEN THREAD'	Support materials and key criteria/documents	'EXAMPLES' of Evidence of Compliance	Met / Unmet / Action		
 Has your Governing Body appointed a governor with responsibility for Child Protection / Safeguarding, including bullying? Who acts as a deputy? Do all governors and school staff know who the nominated governor is? Has the LA been notified of name of nominated governor and any changes? Are all governors aware of their duty to safeguard children and young people (KCSIE Sept 2019) 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)? Is there a governor responsible to ensure that there are appropriate filters and monitoring systems in place? Regular moderation of a % staff files against the SCR annually 	Under current provisions (Safeguarding children and safer recruitment in education, HM Government, 2011) 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 DBS check (if appointed after April 2002). Best practice would suggest that as governors are encouraged to be part of the setting workforce they should be DBS checked. KCSIE September 2019 2010 Equality Act Public Sector Equality Duty (PSED) KCSIE September 2019 part 2	 All governors have a DBS and are registered on the schools' single central record. Safeguarding training, including awareness of groups with protected characteristics under the PSED for Governors is recorded and logged on the central training record There is a record of any changes to the Governor lead for CP to the LA Governor Support Manager School website/prospectus/staff handbook/Governing Body minutes. Note on CP Policy / staff notice boards. Filters and monitoring systems are included in annual safeguarding report to full governing body Evidence of regular monitoring of staf files against SCR criteria. 	 Yes – Mrs P Cook. ES Yes Mrs P Cook to inform Yes Yes Yes Yes – dates have been recorded on SCR. 		