School Name …………………………….……….......

This report applies to the Academic Year: September 2015 to July 2016.

Schools Annual Safeguarding Report

**Revised and Re-issued:
June 2016**

OXFORDSHIRE
COUNTY COUNCIL

Schools Annual Safeguarding Report

It is a statutory responsibility on senior staff and governors to ensure that an educational establishment has effective safeguarding procedures in place.

It is the statutory responsibility of the local Safeguarding Children's Board (OSCB) to monitor these arrangements.

The purpose of the school's annual safeguarding report is to enable the designated member of staff with responsibility for safeguarding to provide both senior team and governors with a simple standardised report for consideration at relevant governing body meetings.

The expectation should be that this report is completed annually and submitted for consideration to a governor meeting each academic year and when agreed a copy emailed or posted to the local authority to comply with the monitoring arrangements.

To accompany this annual report a safeguarding audit tool has also been developed. It is recommended that this audit be undertaken prior to completion of the annual report and used to inform some of the required information. The safeguarding audit is available through the schools safeguarding website http://schools.oxfordshire.gov.uk/cms/content/safeguarding

Please note an annual report must be returned to the address or email below.

The Safeguarding Board has a duty under section 10 and 11 of the Childrens Act to monitor Schools safeguarding arrangements. Schools and Colleges irrespective of status (including Academies and Free-Schools) are obliged to comply with the Safeguarding Boards requests for information about safeguarding arrangements.

Please ensure that all reports are seen and signed off by the Governing Body before return.

> **A copy of this completed document should be appended to the minutes of the Governing Body meeting where the Safeguarding Report is given. Ideally completed reports should be returned by the end of the academic year but certainly no later than the end of term 2 in the following academic year.**

Please return the completed form to:

Louisa Sexton (louisa.sexton@oxfordshire.gov.uk) OR
Mariam Moghaddassi (mariam.moghaddassi@oxfordshire.gov.uk)
Administrative Support Officer
Safeguarding Team
3rd Floor, County Hall
New Road
Oxford
OX1 1ND

Schools Annual Safeguarding Report for Head Teachers and Governors

School Name: **Date:**

Section 175/157 of the Education Act 2002 introduced a duty on Local Authorities and governing bodies of maintained schools to ensure that they safeguard and promote the welfare of children.

A	Policy & Procedures	Yes	No
1.	Does your school have a Child Protection/ Safeguarding Policy which is compliant with OSCB and the Department for Education expectations? Does it include specific reference to: • Allegations • Child Sexual Exploitation (CSE), • Female Genital Mutilation (FGM), • Prevent (preventing radicalisation/ extremism) • Honour Based Violence • Forced Marriage • Sexting • Peer on Peer • Online Safety • Whistleblowing • Special Educational Needs (SEN)		
2.	Has the policy been reviewed, updated and signed off by the Governing Body/ Proprietor in the last 12 months?		
3.	Is your Child Protection/ Safeguarding Policy made available for parents and others to access through your website?		
4.	Do you use the Child Protection/ Safeguarding policy template recommended by Oxfordshire County Council?		
5a	Are all staff and volunteers aware of the procedures for dealing with: 'Allegations of Abuse Against Staff and Volunteers'?		
5b	• If so, have you had any allegations/incidents that fall within the remit of these procedures in the last year?		
5c	• If yes, have all appropriate allegations/incidents been reported to the Designated Officer for the Local Authority (LADO)		
6.			

Policies and/or procedures for Safeguarding (not all required under statute)	Date reviewed
Allegations against Staff Members (maybe part of your safeguarding policy)	
Anti-bullying (including E-safety)	
Behaviour Management / Attendance	
Child Protection / Safeguarding	
Code of Conduct for staff (including an acceptable users policy)	
Drugs and Substance Misuse	
Equality	
First Aid (including management of medical conditions, intimate care)	
Health and Safety (including school security)	
Safe Recruitment	

	Policies and other documents relating to safeguarding: **Action plan:**		
B	**Recruitment**	**Yes**	**No**
7.	Does your school have an appropriate recruitment and vetting procedure in place?		
8.	Does your school carry out all appropriate checks and take up **all** references before an appointment, including: • Proof of identity • DBS Check (with Barred List) • Prohibition Order Checks • Overseas Checks • Disqualification Disclosure (where appropriate) • European Economic Authority (EEA) Checks • Section 128 Checks		
9.	Does your school record all recruitment and identity checks and keep these records on file?		
10.	Has the management of the school received confirmation from any and all visiting agencies/ organisations that staff who will engage in regulated activity have been through the same appropriate recruitment checks?		
11.	Does your school maintain an up-to-date single central record of all recruitment checks?		
12.	Do all Governors hold an enhanced DBS Check (with or without Barred List)?		
	Action plan:		
C	**Induction**	**Yes**	**No**
13.	Have all staff (including supply staff) and volunteers received a comprehensive induction which includes reading and understanding the following: • Keeping Children Safe in Education (Part 1) • Code of Conduct • Child Protection/ Safeguarding Policy • Whistleblowing Policy • Allegations Policy • Training		
14.	Have all new staff undergone **Generalist Level Safeguarding Training**, which meets the standards of the OSCB, as part of their induction? (Mandatory requirement)		

15.	Have all your school adult volunteers (including Governors who are in regulated activity with children) had an induction which includes a focus on safeguarding?		
16.	Have all staff and volunteers been made aware of who the designated lead is and understand their role?		

D	**Training**	**Yes**	**No**
17.	Has the Head Teacher, an appropriate Governor and other relevant staff completed appropriate **Safer Recruitment** Training? What date was the training completed and who provided this training? Date: Provider:		
18.	Has the Safer Recruitment Training been Refreshed (required every 5 years)		
19.	Has your Designated Lead for Child Protection undergone Specialist Level Safeguarding Training in the last 2 years? What date was this training completed and who provided this training? Date completed: Training provided by:		
20.	Has your Designated Lead for Child Protection undergone additional training on the following: • Prevent • CSE • FGM		
21.	Does your Designated Lead for Child Protection access regular updates in regards to safeguarding, either through Designated Lead Forums, newsletters, guidance or training?		
22.	If your school employs its own Nurse(s), are they all trained to Specialist/Designated Level? (please note if not applicable)		
23.	Have all staff and volunteers undergone Generalist Safeguarding Training, repeated every 3 years?		
24.	Is all of your staff safeguarding training recorded and regularly monitored?		
25.	Do your staff receive regular updates in relation to safeguarding (via Newsletters, Staff meetings, Bulletins and any alternative methods)?		
26.	Does your school have a Lead Trainer to deliver Generalist Level Training to staff and volunteers? If so, who completed this training? What date did they complete this training?		
	Action plan:		

D	Information Storage and Sharing	Yes	No
27.	Do previously involved agencies, e.g. schools and nurseries, share adequate and appropriate safeguarding information about a new pupil with your setting?		
28.	Does the information arrive quickly?		
29.	If the information is incomplete or slow, do you follow this up immediately?		
30.	Do you advise parents/carers & young people (e.g. in prospectus, letter or school website) about information sharing with other schools and agencies?		
31.	Is your school website up-to-date and accessible for everyone to use?		
32.	Are children's child protection records e.g. Common Assessment, Child in Need or Child Protection) stored securely at your school/setting?		
33.	a) Can only appropriate staff members access the child protection records? b) Does the school DSL liaise regularly with the School Nurse(s)? (please note if not applicable) c) Is information shared between School Nurse and DSL appropriately?		
34.	Are the child protection records in a clear chronological order, including initial concerns, actions taken, outcomes and additional support provided?		
35.	Do all files have a front page chronology?		
	Action plan:		
E	Common Assessment Framework (CAF)	Yes	No
36.	Are pupils with additional needs at your school **assessed at an early stage?**		
37.	Do you use the common assessment framework process?		
38.	Is each Common Assessment: • Completed with the young person, parents and carers involvement?		
39.	• Discussed and completed with other involved agencies?		

		Yes	No
40.	• Where appropriate, followed up with a multi-agency meeting involving the young person, parents and carers?		
41.	• Supported by your staff taking on the **Lead Professional** role where appropriate?		
42.	How many Common Assessments has your school completed in the last 12 months?		
	Action plan:		
F	**Child Protection**	**Yes**	**No**
43.	Is your designated staff member (DSM) a member of your senior management team?		
44.	Has the designated staff member attended the specialist training provided by the OSCB in the last 2 years? (Mandatory requirement).		
45.	What are the (full) names and job roles of your designated staff member and any deputies?		
46.	Do all your staff have access to the **Oxfordshire Safeguarding Children Board's website and Child Protection Procedures?**		
47.	Do all your staff discuss **all** child protection concerns with the designated member of staff for child protection immediately?		
48.	Are all child protection concerns immediately referred to Children's Services, via the MASH (Multi-Agency Safeguarding Hub)		
	Action plan:		
F	**Looked After Children**	**Yes**	**No**
49.	How does your school equip staff to ensure they have the skills, knowledge and understanding necessary to keep Looked After Children safe?		

50.	Does your school have a designated lead for Looked After Children? If so, who is this?		
51.	a) Is your designated lead for Looked After Children aware of who the Headteacher is for the Virtual School? b) Do they liaise regularly with them to support the looked after children in your school?		
H	**Missing Pupils and Children Missing Education**	**Yes**	**No**
52.	Are staff aware and implementing the statutory guidance in relation to Children Missing Education and missing pupils?		
53.	Does your school have a procedure in place to record and report students who are deemed as missing?		
54.	Do your staff understand, and where applicable have carried out, return interviews with students who have gone missing?		
I	**Anti-Bullying and E-Safety**	**Yes**	**No**
55.	Has the school management completed the Anti-bullying self-assessment (docx format, 155Kb) and Anti-bullying self-assessment action plan (doc format, 90Kb) recommended by OCC and the OSCB?		
56.	If YES, what was the top area that the school have chosen to develop over the coming year?		
57.	In the past year, what have pupils and parents told the school about the effectiveness of the Anti-Bullying Policy? (e.g. surveys, consultation, school council involvement, etc.)		
J	**General Safeguarding Issues**	**Yes**	**No**
58.	How are general safeguarding issues addressed in your **curriculum**? I.e. safe use of the internet, fundamental British values, sex and relationship education, online safety, e-safety, building resilience and anti-bullying. **Please provide examples.**		
59.	Is Child Protection/ Safeguarding children a regular staff meeting agenda item?		

60.	Does your **governing body** discuss the safeguarding of children on a regular basis?		
61.	What other safeguarding ideas, systems, or practices do you use at your school? **Please provide examples.**		
62.	a) Have you considered the security both school site and buildings? How do you manage public access to both? **Please provide examples.** b) Has your Governing Body/ SLT undertaken a site risk assessment?		
63.	If your school has gates, are they kept closed when pupils are on site?		
64.	Are you satisfied that reasonable steps are taken to prevent unsuitable adults accessing classrooms or play areas? **Please provide examples.**		
65.	Does your school/college hire or lease any of the school facilities to any other organisation delivering services to children?		
66.	If yes, Do you know that the organisation hiring/leasing your facilities follows the basic safeguarding expectations? **(please provide examples of when you see evidence of these safeguarding arrangements)**		
67.	If so, how? **(please provide examples)**		
68.	Are these requirements made clear through your hire or lease contracting arrangements?		
69.	Does your school/college hire or lease any facilities to either a supplementary schools (such as a Madrassah or Polish Schools or similar) or to any sort of Language School (short or long term)?		
70.	If yes, • What type of school is it? • Who is the contact for this school? • Have you checked their safeguarding arrangements?		

71.	If your school undertakes exchange visits, do you undertake appropriate safeguarding checks on host families including DBS checks?		
	The 'Safeguarding Annual Report' completed by: **Signature:** **Date:**		
	Please complete this report and present it to your appropriate Governing Body meeting during the summer term, and ask them to complete the response on the next page. **Once this is completed, please copy the full report and response and send to:** Louisa Sexton (louisa.sexton@oxfordshire.gov.uk) OR Mariam Moghaddassi (mariam.moghaddassi@oxfordshire.gov.uk) Administrative Officer Safeguarding Team 3rd Floor, County Hall, New Road, Oxford, OX1 1ND Or Email: lado.safeguardingchildren@oxfordshire.gov.uk.		
	This Report is a requirement of the Children Act 2004. For further information visit: http://directorates and Services/ Children, Young, People and Families/Our Services/Safeguarding and Quality Assurance/Safeguarding Children and Safer Recruitment in Education, 2006		

Governing Body Response to Safeguarding Annual Report

Section 175/157 of the Education Act 2002 introduced a duty on Local Authorities and **governing bodies** to ensure that they safeguard and promote the welfare of children.

	Yes	No
What is the name of your nominated Child Protection/Safeguarding Governor:		
Is the **Child Protection/Safeguarding Governor** familiar with Local Authority/ OSCB guidance and policy relating to child protection/ safeguarding issues?		
Has the Child Protection/Safeguarding Governor: Attended **Safeguarding Training** provided by the Local Authority?		
Does the Child Protection/Safeguarding Governor: • Ensure that the governing body puts in place suitable safeguarding policy & procedures? And reviews these procedures regularly		
• Encourage other members of the governing body to develop their understanding of safeguarding responsibilities and assist the school to perform its statutory duties?		
• Ensure that the Governing Body remedy any weaknesses or deficiencies in the school safeguarding practices which are brought to their attention?		
• Meet regularly (at least termly) with the Child Protection Liaison Teacher/Officer to monitor the effectiveness of the school safeguarding policies?		
Governing body understands its responsibility in regards to external groups that access the school site, these groups are monitored to ensure the correct safeguarding, child protection and safer recruitments procedures are all in place?		
There are written conformation/agreements in place with these external groups and agencies guaranteeing that all the above safeguarding measures are in place and are reviewed annually?		
Has the school made staff aware of the Child Protection/Safeguarding Governor's role?		
Does the school operate **Safer Recruitment** procedures?		
Is the school aware of and operating the expectations around Allegations of Abuse Against Staff and Volunteers'?		
Are the Chair and Vice Chair aware that they take responsibility for liaising with the Local Authority and partner agencies in the event of any allegations of abuse made against the Head Teacher?		
How will the Governing body remedy any weaknesses or deficiencies that are included in the attached Safeguarding Annual Report?		
On what date did the majority of the School staff undertake the Generalist Safeguarding Training (requirement to undertake every 3 years)		
When is the whole School Generalist Safeguarding Training due to be renewed?		
Action plan:		

Signed:	
Print name:	
Position	
Date of Governing Body Meeting:	

Any other comments?