**SG3: Governor Checklist for Safeguarding**

**School Name: Completed by: Date:**

**Roles and responsibilities**

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| **Task** | **Timescale** | **Complete?** | **Action (if applicable)** |
| Appoint a senior member of staff to be the designated safeguarding lead  | As necessary |  |  |
| Nominate a member of the governing body (usually the chair) to liaise with the local authority (LA) and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the headteacher | Annually  |  |  |
| Appoint a designated teacher to promote the educational achievement of looked after children (LAC). Ensure this person has appropriate training  | As necessary  |  |  |

**Training**

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| **Task** | **Timescale** | **Complete?** | **Action (if applicable)** |
| Ensure that the designated safeguarding lead has updated his/her child protection training | Every two years |  |  |
| Ensure that the headteacher and all staff members have child protection training | In line with advice from your local safeguarding children board (LSCB) |  |  |
| Ensure that at least one person on any appointment panel has undertaken safer recruitment training | As necessary |  |  |
| Make sure all governing body members have training about safeguarding | In line with advice from your LSCB |  |  |
| Make sure the designated safeguarding lead (as a minimum) has Prevent awareness training | In line with advice from your LSCB |  |  |

**Policies and procedures**

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| **Task** | **Timescale** | **Complete?** | **Action (if applicable)** |
| Ensure that an effective child protection policy is in place and available publicly  | Review annually  |  |  |
| Ensure that a statement of procedures is in place for dealing with allegations of abuse against staff and volunteers | Review annually |  |  |
| Ensure there are procedures in place to handle allegations against other children | Review annually |  |  |
| Ensure that a procedure is in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns (or would have been if they had not resigned) | Review annually |  |  |
| Ensure that a staff behaviour policy (code of conduct) is in place | Review annually |  |  |
| Ensure written recruitment and selection policies and procedures are in place | Review annually |  |  |
| Ensure there are clear procedures in place for protecting children at risk of radicalisation (this can be included in your child protection policy) | Review annually |  |  |
| Ensure staff are aware that they must report known cases of female genital mutilation (FGM) to the police | Ongoing |  |  |

**Safer recruitment and safeguarding**

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| **Task** | **Timescale** | **Complete?** | **Action (if applicable)** |
| Check that the single central record (SCR) is up-to-date with the DSL | This is a live document, and so should be updated immediately. Governors could check this termly or when new staff join the school  |  |  |
| Ensure that the school is meeting its duties with respect to the childcare disqualification requirements (early years/primary) | Ongoing |  |  |

**Teaching and learning**

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| **Task** | **Timescale** | **Complete?** | **Action (if applicable)** |
| Consider how children may be taught about safeguarding as part of a broad and balanced curriculum referring to E-Safety curriculum in school and refer to pupil questionnaires based on how they feel in school  | Governing body is free to determine how often this is reviewed |  |  |