**SG2: Annual Safeguarding Report to the Governing Body and Plymouth CAST**

**School: Date:**

**This report is for the period from: to:**

**Report Author:**

**NB The information in this report is confidential – names and specific circumstances cannot be discussed.**

**Safeguarding Management Team:**

*Give details of all personnel with management responsibility for safeguarding. There must always be cover for this role; in larger schools there may be a need for more than one alternate DSL.*

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Dates of Training** |
| **Headteacher** |  |  |
| **Designated Safeguarding Lead** |  |  |
| **Alternate Designated Safeguarding Lead(s)** |  |  |

**Named Governor for Safeguarding:**

**Date attended Safeguarding Training for Governors:**

**Whole-School Training**

*Provide a summary of safeguarding training undertaken by school staff. NB Teachers and other staff and regular volunteers should receive training regularly.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff** | **Number** | **Date** | **Name of course** | **Course Provider** |
| Teaching staff |  |  |  |  |
| Teaching assistants |  |  |  |  |
| Midday supervisors |  |  |  |  |
| Administrative staff |  |  |  |  |
| Caretaking and cleaning staff |  |  |  |  |
| Technicians |  |  |  |  |
| Volunteers |  |  |  |  |

**How is this training evidenced?** *(E.g. certification, attendance list, copies of materials provided, evaluation forms)*

**How was the training evaluated and what changes will be made as a result of the training?**

**Who is responsible for maintaining these records?**

**Where is the evidence of training stored?**

**What arrangements are in place for members of staff who have not received suitable training?**

**Induction:**

*Outline the procedures for providing a safeguarding induction to new staff/volunteers including school safeguarding policies and procedures e.g.:*

* *Outline of training provided*
* *School’s safeguarding policy*
* *Staff Code of Conduct*
* *Associated policies for example whistle-blowing, behaviour, attendance*
* *Quick reference guide/summary of procedures including details of the DSL*
* *Part 1 of ‘Keeping Children Safe in Education’, DfE (2016)*

|  |  |  |  |
| --- | --- | --- | --- |
| Staff | **Number** | **Safeguarding induction, including policies and procedures given (yes/no)** | **Safeguarding Children Training**  **arranged (yes/no -date if available)** |
| Teachers |  |  |  |
| Support Staff |  |  |  |
| Volunteers |  |  |  |

Who is responsible for providing the induction?

Is an induction checklist completed to evidence the dates that information was provided? Where is this stored?

What arrangements are in place for those who have not received suitable induction?

**Recruitment & Selection**

Outline how the school is working within safer recruitment guidelines.

*Confirm that, as a minimum:*

* *Safer Recruitment checklist is used*
* *All adverts and related documentation contain a safeguarding*

*statement.*

* *All person specifications have a safeguarding element.*
* *All job descriptions have a safeguarding responsibility.*
* *Applications are scrutinised for missing information and*

*inconsistencies and concerns are followed up.*

* *All interviews include at least one safeguarding question.*
* *Successful candidates’ qualifications are verified and their identity*

*checked.*

* *Reference requests require specific safeguarding information,*

*including the person’s suitability to work with children/young people.*

* *References are requested from the current/most recent employer.*
* *Missing information or vague information is always followed up with the referee.*

**How is this information collated and evidence?**

**Who is responsible for maintaining these records?**

**The Single Central Record (SCR)**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Is a single central record (SCR) in place for all staff (including supply staff)? |  |  |
| Are all members of the proprietor body included on the SCR? (For independent schools, free schools and academies) |  |  |
| Does the SCR indicate that identity checks have been carried out and by whom? |  |  |
| Is there evidence on the SCR that all staff have been checked against the Barred List (previously List 99)? |  |  |
| Does the SCR record the date when enhanced DBS and/or Barred List checks was carried out and who carried out the check? |  |  |
| Does the SCR record qualifications – where the qualification is a requirement of the job? |  |  |
| Does the SCR record evidence that a prohibition from teaching check has been carried out on all teaching staff? |  |  |
| Does the SCR record evidence a check of ‘right to work’ in the United Kingdom and suitability checks as appropriate? |  |  |

**Please outline the procedures for maintaining and checking the SCR:**

**Who is responsible for maintaining the SCR?**

**Date the SCR was last checked by a senior member of staff:**

**Safer Recruitment Training**

*List all staff and governors trained in safer recruitment. The School Staffing (England) Regulations 2009 make it mandatory for at least one person involved in the interview process to be trained in safer recruitment techniques.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Date of training** | **Governor Services or**  **On-line?** |
| Headteacher |  |  |  |
| Governor |  |  |  |
|  |  |  |  |

**How is this training evidenced?** *(e.g. certification)*

**Where is the evidence of training stored?**

**Related Policies & Procedures**

| **Policies and/or Procedures for Safeguarding** | **Confirm in Place**  Y/N | **Date of Last Review** | **Next Review Date** |
| --- | --- | --- | --- |
| Safeguarding incorporating Child Protection (including management of allegations) |  |  |  |
| Attendance |  |  |  |
| Anti-bullying |  |  |  |
| Behaviour |  |  |  |
| Drugs and Substance Misuse |  |  |  |
| E-Safety (including Acceptable Use of ICT) |  |  |  |
| Extended School/Before and After School Activities |  |  |  |
| First Aid (including management of medical conditions, intimate care) |  |  |  |
| Health and Safety (including school security) |  |  |  |
| PSHE Curriculum |  |  |  |
| Recruitment and Selection |  |  |  |
| Sex Education |  |  |  |
| Staff Handbook/Code of Conduct |  |  |  |
| Use of Force and Restraint (physical intervention) |  |  |  |
| Whistle-blowing |  |  |  |
| Work Placements (if applicable) |  |  |  |

**Please describe the school’s policy review cycle? Who is responsible for ensuring that these policies are reviewed within statutory timescales (as applicable)?**

**Has the school completed the Plymouth CAST self-assessment?** *If this has not been provided to the GB, attach a copy to this report.*

**Please describe how this was shared or completed with the named governor for safeguarding?**

Date for review:

**Curriculum**

**Please outline how the school supports pupils to identify, assess and manage risk appropriately to keep themselves:**

*NB this section should provide an overview of the contribution made to pupil safety through the curriculum. You may wish to supply evidence of any provision mapping undertaken and detail specific events or activities e.g. anti-bullying, road safety, resilience to radicalisation and extremism.*

**Perceptions of Safety**

**Please outline how you have tested pupil, parental and staff perception of safety at the school.**

*You should provide a summary and analysis of the results any surveys undertaken and the resultant action plan.*

**Prevent Duty**

*Please refer to* [*The Prevent duty: Departmental advice for schools and childcare providers’*](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)*, DfE (2015) for further guidance.*

**Does the have clear procedures in place for protecting children at risk of radicalisation?**

*These procedures may be set out in existing safeguarding policies; it is not necessary for schools and childcare settings to have distinct policies on implementing the Prevent duty.*

**Has the DSL undertaken Prevent awareness training (Workshop to Raise Awareness of Prevent) in order to provide advice and support to other members of staff on protecting children from the risk of radicalisation?**

**Have all staff received appropriate training or guidance and have the ability to identify children who may be vulnerable to radicalisation, and know what to do when they are identified?**

**How is this training evidenced?** *(E.g. certification, attendance list, copies of materials provided, evaluation forms)*

**Are suitable filtering systems in place to ensure that children are safe from terrorist and extremist material when accessing the internet in school?**

**Other comments on safeguarding issues and actions to be taken:**

*(You may wish to refer your school’s completed self-evaluation tool to inform your comments and consider local arrangements and issues that you may be dealing with.)*

**Signed: ………………………………………….. Date: …………………….**

**Job title: …………………………………………**

**Date of next safeguarding report to the Governing Body: ………………….**