



**Safeguarding Report to the Governing Board**

**School: St Wenn**

**Date: 16/02/2021**

**This report is for the period from: September 2019**

**to: February 2021**

**This report is inclusive of COVID19 LOCKDOWN.**

**Please see: Child Protection and Safeguarding Addendum January 2021; COVID Risk Assessment– assessed on August 17<sup>th</sup> 2020, revised on August 25<sup>th</sup> 2020, reviewed January 2021. Also Livestreaming Risk Assessment January 2021 and Remote Learning Policy reviewed January 2021.**

**Changes have included increased robust monitoring of e-safety particularly focusing on remote learning.**

**Report Author: Sally Berry**

**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.*

		<b>Multi-Agency training</b>
<b>Headteacher/ Designated Safeguarding Lead</b>	Sally Berry	04/02/2020 Safeguarding update & County Lines 24/02/2020 DSL update Helen Trelease 07/03/2020 Safer Recruitment Helen Trelease 03/04/2020 Child Protection 27/04/2020 Safeguarding quiz – COVID safeguarding remotely
<b>Deputy Designated Safeguarding Lead</b>  <b>Teaching Assistant/wellbeing Champion</b>	Mandy Curtis	08/08/19 Mindfulness for Children - New Skills Academy 28/01/2020 Annual Health & Safety Awareness 04/02/2020 S/guarding annual update - Independent 14/04/2020 Child Sexual Exploitation – High Speed webinar 15/04/2020 CPOMS 27/04/2020 Safeguarding quiz – COVID safeguarding remotely 29/04/2020 County Lines webinar 08/07/2020 MACP Focus: Domestic Violence level 3 Reconstruct 10/08/2020 Equality and Diversity - OFQUAL 24/10/2020 Prevent E-Learning - Home Office



**Named Governor for Safeguarding: Kate Messenger (new to role- appointed 17.09.20)**  
**Date attended Safeguarding Training for Governors: Safeguarding – Governor responsibilities training booked for 08.03.21. Safer Recruitment online training booked for March 2021.**

**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	Name	Name of course
Teaching staff  <b>NOTE: ANNUAL SAFEGUARDING UPDATE FOR ALL STAFF AND VOLUNTEERS BOOKED FOR MARCH 2021</b>	Clare Foley	18/10/2019 Prevent online training 28/01/2020 Annual Health & Safety 04/02/2020 Annual Safeguarding update – Helen Trelease 27/04/2020 COVID 19 – Child Protection Sept 2020 KCSIE update 2020
	Kevin Beer	01/10/2019 Prevent online training Oct 2019 Paediatric first aid 28/01/2020 Annual Health & Safety 04/02/2020 Annual Safeguarding update – Helen Trelease 27/04/2020 COVID 19 – Child Protection Sept 2020 KCSIE update 2020
	Sarah Lush-Williams	18/10/2019 Prevent online training 28/01/2020 Annual Health & Safety 04/02/2020 Annual Safeguarding update – Helen Trelease 27/04/2020 COVID 19 – Child Protection
	Sam Bartlett	Sept 2020 KCSIE update 2020 02/10/2019 Prevent online training 28/01/2020 Annual Health & Safety 04/02/2020 Annual Safeguarding update – Helen Trelease 27/04/2020 COVID 19 – Child Protection Sept 2020 KCSIE update 2020
	Alex Watson	Maternity leave – returned September 2020
	Lauren Wheeler	18/10/2019 Prevent online training 28/01/2020 Annual Health & Safety



	Ben Warwick (Music and keyboard)	04/02/2020 Annual Safeguarding update – Helen Trelease 19/02/2020 Online safety 20/04 2020 CPOMS 27/04/2020 County Lines 27/04/2020 COVID 19 – Child Protection Sept 2020 KCSIE update 2020  21/11/2019 Prevent online training 04/01/2021 Safeguarding Level 2 04/02/2020 Annual Safeguarding update – Helen Trelease																																																																														
Teaching assistants	Mandy Curtis	As above (DDSL)																																																																														
	Stephen Fletcher (Cook) Health and Food Hygiene 2019	<table border="1"> <thead> <tr> <th>Train/g</th> <th>WM</th> <th>SS</th> <th>JB</th> <th>JW</th> <th>KM</th> </tr> </thead> <tbody> <tr> <td>Annual s/g update</td> <td></td> <td></td> <td>Feb 20</td> <td>Feb 20</td> <td></td> </tr> <tr> <td>KCSIE</td> <td></td> <td>April 20</td> <td></td> <td></td> <td></td> </tr> <tr> <td>KCSIE 2020 update</td> <td>Sept 20</td> <td>Sept 20</td> <td>Sept 20</td> <td>Sept 20</td> <td></td> </tr> <tr> <td>CP</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CSE</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>FGM</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pvent</td> <td>Oct 19</td> <td>Oct 19</td> <td>Nov 19</td> <td>Nov 19</td> <td></td> </tr> <tr> <td>GDPR</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Eq&amp;Di</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>I Sec</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>E-safe</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LGBT</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Train/g	WM	SS	JB	JW	KM	Annual s/g update			Feb 20	Feb 20		KCSIE		April 20				KCSIE 2020 update	Sept 20	Sept 20	Sept 20	Sept 20		CP						CSE						FGM						Pvent	Oct 19	Oct 19	Nov 19	Nov 19		GDPR						Eq&Di						I Sec						E-safe						LGBT					
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Midday supervisors	Tracey Hicks  Katrina Walford  Coreena Brooks	24/10/2019 Prevent 04/02/2020 Safeguarding update – Helen Trelease 24/10/2019 Prevent 04/02/2020 Safeguarding update – Helen Trelease  New, temporary member of staff																																																																														
Administrative staff	Sue Bowden	18/11/2019 Prevent online training																																																																														
Caretaking and cleaning staff	Lorraine Mitchel	New member of staff – October 2020																																																																														



Technicians	DNS -external	
Volunteers	Liz Howes Kathryn Fortune	

How is this training evidenced?

Training is evidenced through certification, signed attendance list and CPD folders with section for evaluation of impact.

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

Training was evaluated through our CPD folders and feedback from staff at the time. Staff are increasingly informed, vigilant and curious. They feel empowered by clearer understanding of the challenges of safeguarding and, as a consequence, our school is a safer place. This is not an exhaustive list but examples.

Who is responsible for maintaining these records?

Sally Berry – Headteacher/DSL

Where is the evidence of training stored?

CPD folders (electronic) and hard copy of certificates in office secured filing cabinet.

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

Annual safeguarding for all staff, requirement for new members of staff to complete on-line training in Child Protection, e-safety, Prevent, CSE and FGM

### **Safeguarding Updates:**

How are all staff provided with regular safeguarding updates? Where is the evidence that this information is provided?

Email and Staff meeting minutes which are available to all staff. Hard copies held in the staff room.

In addition to training, how do the Designated Safeguarding Leads ensure that they access regular safeguarding updates in order to keep their knowledge and skills up to date? How is this evidenced?

Through Headteacher' magazines, CAPH newsletter and School Messenger. Through actions at staff meetings and INSET days.

### **Induction:**

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

- **Policies and procedures regarding safeguarding response to COVID19**
- Outline of training provided - yes



- School's safeguarding policy - **yes**
- Staff Code of Conduct – **yes**
- Behaviour policy - **yes**
- Information on the school's safeguarding response to children missing education – **yes**
- Associated policies for example whistle-blowing, behaviour, attendance - **yes**
- Quick reference guide/summary of procedures including details of the DSL - **yes**
- Part 1 and Annex A of 'Keeping Children Safe in Education', DfE (2020) –**yes**

All the above information is discussed as part of the Induction process for all staff and volunteers. All policies are available in the staff room where information regarding DSL/DDSL/MARU/LADO and response to children missing education are also available. Further induction briefing covers: Fire procedures, First Aid and confidentiality. All staff, Governors and volunteers complete Acceptable User Policy. Governors also sign to confirm that they have read Part 2 of 'Keeping Children Safe in Education', DfE (2020)

Staff	Number	Safeguarding induction, including policies and procedures given (yes/no)	Safeguarding/Child Protection Training arranged (yes/no -date if available)
Teachers	7	Yes	Yes – March 2021
Support Staff	5	Yes	Yes – March 2021
Volunteers	2	Yes	Yes - March 2021

Who is responsible for providing the induction? **Headteacher/DSL**

Is an induction checklist completed to evidence the dates that information was provided? Where is this stored? **Yes. In individual staff folders**

What arrangements are in place for those who have not received suitable induction? **Induction Review checklist. Individual staff folders are checked and a cover list included at the front of each to monitor and record this.**

What safeguarding information is supplied to volunteers, contractors and supply staff? How is this information provided? How is the provision of this information evidenced? **Volunteers receive induction which they sign off and this record is kept in Volunteers folders in the filing cabinet in HT's office. Supply staff receive safeguarding leaflet, information regarding whereabouts of safeguarding policies and general information. Teachers prepare folders for supply staff including 'communication passports' with information about individual children where appropriate.**

### **Recruitment & Selection:**

Outline how the school is working within safer recruitment guidelines.

*Confirm that, as a minimum:*



- Safer Recruitment checklist is used - **yes**
- All adverts and related documentation contain a safeguarding statement.- **Yes**
- All person specifications have a safeguarding element.- **yes**
- All job descriptions have a safeguarding responsibility. **Yes**
- Applications are scrutinised for missing information and inconsistencies and concerns are followed up. **Yes**
- All interviews include at least one safeguarding question. **Yes**
- Successful candidates' qualifications are verified and their identity checked. **Yes**
- Reference requests require specific safeguarding information, including the person's suitability to work with children/young people. **Yes**
- References are requested from the current/most recent employer. **Yes**
- Missing information or vague information is always followed up with the referee. **Yes**

How is this information collated and evidence? **Checklist used and evidence in personal HR folders**

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

#### **The Single Central Record (SCR):**

	<b>Yes</b>	<b>No</b>
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)	N/A	
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 teachers and those staff in 'teaching activity' who have been appointed since 1 September 2013??	/	
Does the SCR record evidence a check of 'right to work' in the United Kingdom and suitability checks as appropriate?	/	
Does the SCR evidence that checks in respect of Section 128 directions been undertaken for persons taking part in the management of an independent school including an academy or free school, those staff in departmental headship and maintained school governors?	/	



Does the SCR evidence that further checks on people who have lived or worked outside the UK including recording checks for those EEA teacher sanctions & restrictions?	/	
<b>For supply staff-</b> Does the SCR evidence that the school has gained written confirmation from the employment business supplying the member of supply staff that all relevant checks have been undertaken and the appropriate certificates have been obtained?	Evidence is available for us to view. This has been seen by HT.	
<b>For colleges-</b> Does the SCR evidence whether the person's position involves 'relevant activity', i.e. regularly caring for, training, supervising or being solely in charge of persons aged under 18	N/A	

Please outline the procedures for maintaining and checking the SCR: **Maintained by the school secretary and monitored annually by Chair of Governors. Monitored by county annually.**

Who is responsible for maintaining the SCR? School secretary overseen by Headteacher and CofG

Date the SCR was last checked by a senior member of staff: **March 2020. This is due to be checked March 2021**

#### **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.*

<b>Role</b>	<b>Name</b>	<b>Date of training</b>	<b>Governor Services or On-line?</b>
Headteacher	Sally Berry	07/03/2020	Helen Trelease
Governor – no longer in role as safeguarding governor	Dr Cubitt	March 2019	Governor Service
Newly appointed safeguarding Governor	Kate Messenger	Booked for March 2021	Online – National College
Vice Chair	Naomi Mathers	June 2018	Governor Service
Governor	Elizabeth Lawrenson	June 2018	Governor Service

How is this training evidenced? (e.g. certification) **Copies of materials provided and CPD folder**



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

**Related Policies & Procedures:**

<b>Policies and/or Procedures for Safeguarding</b>	<b>Confirm in Place Y/N</b>	<b>Date of Last Review</b>	<b>Next Review Date</b>
Safeguarding incorporating Child Protection (including management of allegations)	Y	Sept 2020	July 2021
Code of Conduct	Y	Aug 2020	July 2021
Attendance	Y	Sept 2020	July 2021
Anti-bullying	Y	Sept 2020	July 2021
Wellbeing and Behaviour	Y	Sept 2020	July 2021
Drugs and Substance Misuse	Pending		
Online Safety (including Acceptable Use of ICT)	Y	July 2020	July 2021
Educational visits including overnight stays	Pending		
First Aid (including management of medical conditions, intimate care)	Y	Oct 2020	July 2021
Health and Safety (including school security)	H&S Y	Sept 2020	July 2021
Sex & Relationships Education	Y	Feb 2020	July 2021
Safer Recruitment	Y	Oct 2020	July 2021
Equality and Diversity	Y	Sept 2020	July 2021
Whistle-blowing	Y	July 2020	July 2021
Work Placements (if applicable)	N/A		

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

Has the school completed the [self-review tool for safeguarding & child protection](#)? *If this has not been provided to the GB, attach a copy to this report. Full audit booked with Helen Trelease March 2021*

Please describe how this was shared or completed with the named governor for safeguarding? *Governor was present at audit carried out March 2019*

Date for review: *March 2020 – deferred due to COVID*



### **Online Safety:**

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

Please describe the whole school approach to online safety including the policy of the use of mobile technology within school: **Please see policies + Remote learning and Livestreaming Risk Assessments**

In line with the requirement for staff to undergo regular safeguarding training, when did staff receive online safety training? **Spring 2019. Training booked for March 2020 but deferred due to COVID**

**Focus of safeguarding training with Helen Trelease booked March 2<sup>nd</sup> 2021**

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

### **Prevent Duty:**

Please refer to [The Prevent duty: Departmental advice for schools and childcare providers](#), DfE (2015) for further guidance.

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

*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.*

Have the DSLs undertaken Prevent awareness training in order to provide advice and support to other members of staff on protecting children from the risk of radicalisation? **Yes – online training and as part of safeguarding training March 2021.**

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? **Training will be covered in annual safeguarding training - booked for March 2021**

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

### **Peer on Peer Abuse:**

Please refer to *Sexual violence and sexual harassment between children in schools and colleges*, DfE (May 2018) for further guidance and Part 5 of *Keeping Children Safe in Education* (2018).



Does the school have clear procedures in how to deal with incidents of peer on peer abuse, including assessing risk and intervening appropriately? **Yes. Please see policy (Managing Allegations against Students)**

Does the school have clear procedures for supporting pupils who have been the 'victims' and 'perpetrators' of peer on peer abuse? Please describe these procedures and where they can be located. **Yes. Please see policy (Managing Allegations against Students)**

Have staff undertaken training in this area in order to provide advice and support to other members of staff in identifying peer on peer abuse and how to record and follow up incidents? Please provide dates of training. **Training will be covered in annual safeguarding training - booked for March 2021**

#### **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. online safety, anti-bullying, road safety, resilience to radicalisation and extremism.* **The curriculum is under review at present but our current position is that in KS2 online safety, anti-bullying, resilience to radicalisation and extremism are taught explicitly with the PSHCE curriculum. KS1 are taught PSHCE including road safety weekly. All children are taught online safety at the start of and within all computing lessons. We have termed 'Prevent lockdown' practice (currently on hold due to COVID restrictions and COVID lockdown) and this is used as an opportunity to address issues of radicalisation and extremism.**

#### **Pupil Voice and Perceptions of Safety:**

Please describe the processes for gaining pupil voice at the school. How do you evidence that views have been listened to and the acted upon?

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.*

**We undertake surveys of parents, staff and pupils annually. We also discuss how safe children feel within school council meetings, and Governors meet children to ask them how safe they feel in school.**

**Parent and Pupil surveys have not taken place from Spring 2020 due to lockdowns. These are planned in after return to school.**

#### **Child Protection Records:**

Please describe the systems in place for recording and responding to safeguarding concerns about children and the processes for reviewing these arrangements. **All staff are taken through induction where the process is explained. They report to DSL (or in her absence DDSL) verbally and/or complete a concern form which can be found in the staff office. They**



are also aware that they can contact MARU themselves if they are unable to contact DSL or DDSL. All reports are filed and if there is more than one report DSL records a chronology

**Referrals and Multi-Agency work:**

*NB In this section you should provide an overview of safeguarding activity and referrals. It is not appropriate to include names or details of individual cases.*

<b>Intervention/support:</b>	<b>Number:</b>
Records of concern completed by staff	2
Operation Encompass Notifications	None
Family Support Assessments Completed	None
Pupils in receipt of support via a Family Support Plan (FSP)	None
FSP Meetings Attended	None
Referrals made to Children’s Social Care Services	1 EHCP request
Outcomes of referrals known	One pending as above
Child Protection Invitations	None
Child protection meetings attended	None
Reports submitted to Child Protection Conferences	None
Core groups attended	None
Pupils in receipt of a CP Plan	None
Pupils in receipt of Child in Need plan	None
LAC pupils on roll	None 1 PLAC
Allegations made against staff	None
Referrals to the LADO	None
Person Vulnerable to Radicalisation (VTR) Referrals	None

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

- Safeguarding training for all staff and volunteers March 2021
- Self evaluation/audit Helen Trelease March 2021
- Safer recruitment training – new safeguarding governor March 2021
- Carry out parent, pupil and staff questionnaires on return to school
- Regularly monitor impact statements for self and school on CPD records
- Complete review of outstanding policies

**Signed: Sally Berry**

**Date: February 16th 2021**



**Job title: Headteacher**