Safeguarding Children in Education

Safeguarding Audit Tool
Schools and Colleges Compliance Checklist

Section 175 of the Education Act (2002) requires local authorities and governing bodies of maintained schools and further education institutions to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. In addition, those bodies must have regard to any guidance issued by the Secretary of State in considering what arrangements they need to make for that purpose of the section.

The DfE Statutory Guidance," Keeping Children Safe in Education" makes specific reference to the accountability and duties of governing bodies with regard to the above.

The Local Children Safeguarding Board for Hammersmith and Fulham, Kensington and Chelsea and Westminster conducts annual Safeguarding audits under **Section 11 of the Children Act (2004)** which deals with the duty to make arrangements to safeguard and promote the welfare of children in the local area by seeking assurance that agencies have effective and robust arrangements in place. The section 11 duty complements the duty placed by section 175 of the Education Act 2002 on local authorities and the governing bodies of schools and further education institutions.

This checklist is in place to assist schools to assure themselves, and the Safeguarding Children Board, that they are compliant with Safeguarding requirements. It has been sent directly to all schools and to governing bodies.

It should be completed electronically by the school Designated Safeguarding Lead and signed off by the headteacher before submitting. For any advice or support please contact Hilary Shaw, Tri Borough Safeguarding and Child Protection, Schools and Education – hilary.shaw@rbkc.gov.uk 07817 365 519

Name of School	**Queensmill School**
Type of School	**Special (EY, Primary, Secondary, Post 16/19)**
Name of person completing	**Joanna Dziopa**
Position	**Deputy Head, Deputy DSL**
Date of completion	**30.04.2018**
Date of next audit	

Copy to: Hilary Shaw, Tri-borough Safeguarding and Child Protection hilary.shaw@rbkc.gov.uk
School's Local Authority Lead Adviser

Education Act 2002: Section 175					
	Standard/Criteria	**Evidence**	**Standard Met Y/N**	**Staff Names Dates of review/training**	**ACTIONS REQUIRED**
1	School has Child Protection Policy which is LSCB compliant	Policy is LSCB compliant and reviewed annually Parents, staff and governors are aware of the school's CP policy Policy is published on the school website	Y	**Next review: Jan 2019** Policy is published on the school website Parents, staff and governors are aware of the school's CP policy	
2	School has named designated safeguarding lead for **Child Protection** and **for Looked After Children**	The names are known to all staff and have been submitted to the Local Authority		**CP Lead: Freddie Adu** **CP Deputy: Joanna Dziopa** **LAC Lead: Freddie Adu** **LAC Deputy: Joanna Dziopa**	
3	All staff teaching **and** non teaching have access to and have read and understood KCSIE (Part 1) and appendix A	Record of regular reminders for staff and discussions at staff meetings	Y	Reminders during SCP training for all staff led by Head teacher, January 2018 Induction Training including SCP training Safeguard Online training – all staff to read KCSIE (Part 1) and appendix A KCSIE posters displayed in all classes and main areas in the school	
3	Designated safeguarding staff have received training within the last two years	Training record Attendance certificate	Y	1. Headteacher and Bursar attended updated 'Safer Recruitment' training – 8th March 2016. 2. Headteacher and Deputy Head attended Level 1 'Train the Trainer' Child protection Workshop – 14th September 2016 3. SCP training for all staff led by Headteacher, January 2017 and delivered again again in January 2018. 4. Senior Admin Officer and Finance Officer attended Safer Recruitment June 2017 5. Business Manager attended	

				refresher Safer Recruitment Training October 2017 6. Business Manager and Finance Officer attended Single Central Register update training July 2017 7. Senior Admin Officer , Receptionist and Safeguarding Governor to attend Single Central Record training November 2017 8. Headteacher and Safeguarding deputy attended Safeguarding Training for DSLs 31/01/18 9. Safeguarding Deputy attended LGfl DigiSafe Conference- Safeguarding: online and beyond 09/03.18 10. Safeguarding deputy attended safeguarding networking forum- 01/02/18 and 26/04/18 11. Safeguarding Lead and deputies completed advanced Prevent Training with LA Prevent Lead on 27.3.2018 12. Safeguarding deputies to attend Safeguarding Training for Designated Safeguarding Leads – 11/06/18	
4	School has a nominated child protection governor	Name known to all staff and governors and submitted annually to LA	Y	Lara Vanlynden, SCP Designated governor.	
5	School supports or facilitates appropriate child protection training for all staff which is refreshed every year	School has a record or database of CP training delivered to all staff	Y	The Head provides SCP training annually to all staff in January. SCP is also covered in induction training of all new staff. All staff complete online SCP training on Safeguard	
6	School supports attendance at child protection training available through the Continuous Professional Development Training Programme and the LSCB multi-disciplinary Safeguarding training	Staff training records	Y	Staff training records	

7	School includes Safeguarding within all staff induction programmes	Staff induction programme School training records Individual staff training records	Y	Staff Induction Folder Induction training SCP training Online SCP training on Safeguard	
8	School maintains an up to date Single Central Record (SCR) of all staff	Single Central Record (SCR)	Y	This is saved on admin server, the spreadsheet is encrypted. Headteacher and Safeguarding governor meet termly to update and sign-off SCR	
9	School has a Whistleblowing Policy	Included as part of the Safeguarding/Child Protection Policy or a stand-alone Policy	Y	Whistleblowing Policy	
10	School has an up to date contact list for Safeguarding contacts in Children's Services including the LADO (Local Authority Designated Officer)		Y		

Freddie Adu
Head Teacher

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Date: 09.05.2018