chscp

Safeguarding Self-Assessment Framework

Name: Sean Flood

Email Address: seanjflood@yahoo.co.uk

Job Title: Headteacher

Cohort: Maintained

School / College Name: Our Lady and St Joseph

Where is your school / college located?

○ City of London

● Hackney

Date Document Generated: 2020-10-08 10:03:42

This audit has been approved by both the Headteacher and Chair of Governers and will be shared with the whole Governing Body.

● Please check to confirm

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Leadership & Key Roles

1.1 Our school / college leaders prioritise safeguarding children & young people, have a firm commitment to inter-agency working and understand the different roles and responsibilities of other organisations.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Head is and experienced DSL and a Lead Inspector for Ofsted with a specialism in Safeguarding

1.2 We have a named person(s) responsible for safeguarding at senior management level in our school / college.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Head and 5 others in a Safeguarding team

1.3 We have a named Governor / Trustee responsible for safeguarding in our school / college.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Used to chair but he died of Covid on May 11th. New one in post October 14th.

1.4 Both a Designated Safeguarding Lead (DSL) AND a Deputy DSL have been appointed. Cover arrangements are in place.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

One DSL and currently 3 deputy DSLs more to be trained.

1.5 The role and responsibilities of all the key safeguarding roles in our school / college are set out within job descriptions and/or supporting documents.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Safeguarding and KCSIE 2020 in all documentation

1.6 Our safeguarding roles have access to specialist advice, information, supervision and support. This includes a recorded system for monitoring and supervising the DSL and Deputy DSL.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence (please describe current arrangements)

Yes C-Poms in place and used regularly

1.7 There is an annual report on safeguarding children prepared and submitted to the relevant governing body / committee for our school / college.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

There is a Termly detailed report provided.

1.8 Our school / college takes into account the need to safeguard children when planning a new service or considering how to improve a service.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Safeguarding always considered during and post lockdown recently.

1.9 We use and encourage innovation to raise awareness and promote the importance of safeguarding children.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Subscribe to Andrew Hall and get latest updates via OFSTED.

1.10 We have arrangements in place to ensure that organisations we commission / contract have regard to the requirements of the CHSCP's minimum standards for commissioning.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**   ○ **Not Applicable**

Evidence

Hackney Education, Andrew Hall Safeguarding and OFSTED.

1.11 Where we hire / allow the use of our facilities by other organisations working with children, we check the safeguarding arrangments of those organisations.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Risk assessments and DBS always provided before people start

Induction & Training

2.1 We provide an induction to new starters that includes information on safeguarding children.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Detailed training and updates all singed for every staff member.

2.2 The induction process refers to contextual safeguarding, how to respond to extra-familial risks (such as those from friendship circles, neighbourhoods, schools and when online) and where to go for further information / advice.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

A wide range of resources used.

2.3 We deliver induction within the first 3 months of employment.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Always for the last 20 years or so.

2.4 We have a clear plan for training our staff and volunteers based on a regular review of training needs.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

In our Safeguarding Policy October 2020

2.5 All Governors / Trustees of the school / college have received safeguarding training.

○ **Fully Met**   ◉ **Partially Met**   ○ **Not Met**

Evidence

Some new governors need updating.

2.6 All of our staff and volunteers at ALL levels are provided with safeguarding training.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence (please include dates of most recent training and how it is quality assured if delivered by an external agency).

September 1st 2020. Delivered in house.

2.7 Safeguarding training includes information on the signs & symptoms of abuse, local thresholds, information sharing and escalation.

◉ Fully Met   ○ Partially Met   ○ Not Met

Evidence

Quality training materials provided for all staff.

2.8 Staff and volunteers receive training on contextual safeguarding and the risks that can arise for children and young people in extra-familial contexts (such as through their friendship circles, neighbourhoods, schools and when online).

◉ Fully Met   ○ Partially Met   ○ Not Met

Evidence

All in place and up to date.

2.9 Those in key safeguarding roles have additional / more specialist safeguarding training.

○ Fully Met   ◉ Partially Met   ○ Not Met

Evidence

Hackney keep cancelling courses for DSLs so going private

2.10 Training on safe recruitment practice is provided for those responsible for recruiting and selecting staff and volunteers.

◉ Fully Met   ○ Partially Met   ○ Not Met

Evidence

Head interviews all applicants

2.11 An accessible and up to date record is kept of all staff and volunteers who have completed induction and safeguarding training.

○ Fully Met   ◉ Partially Met   ○ Not Met

Evidence

Need to check it is up to date

Safeguarding Policy

3.1 We have a comprehensive Safeguarding / Child Protection Policy.

⦿ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Updated October 2020

3.2 Our policy includes a clear statement on the importance of safeguarding children and their right to be protected.

⦿ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

See above

3.3 Our policy include reference to relevant, up to date definitions, legislation and guidance.

⦿ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

All up to date

3.4 Our policy is jargon free and written in a way that is easily understood.

⦿ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Read policy and is on our website for all to see.

3.5 Our policy is approved by the relevant committee / governing body / senior leadership team.

○ **Fully Met**   ⦿ **Partially Met**   ○ **Not Met**

Evidence (please include the date last ratified)

Approved October 14th 2020

3.6 Our policy is reviewed at a minimum of every two years (or whenever there is a change in the school / college or in relevant legislation).

⦿ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Read the policy

3.7 Our policy / procedures provide step-by-step guidance on what action to take if there are concerns about a child. These include how to handle a disclosure (including non-recent abuse) and how to report and record concerns.

◉ **Fully Met**　　○ **Partially Met**　　○ **Not Met**

Evidence

Read the policy and also guidance

3.8 Our policy / procedures provide step-by-step guidance on what action to take if there are concerns about someone working or volunteering with children and how to report and record these concerns.

◉ **Fully Met**　　○ **Partially Met**　　○ **Not Met**

Evidence

Read the policy and also guidance

3.9 Our safeguarding policy / procedures include reference to contextual safeguarding, what this is and what action to take if there are concerns about an individual or groups of children / young people.

◉ **Fully Met**　　○ **Partially Met**　　○ **Not Met**

Evidence

Read the policy and also guidance

3.10 Our policy references the more detailed policies and procedures that are in place to keep children safe and respond to child protection concerns.

◉ **Fully Met**　　○ **Partially Met**　　○ **Not Met**

Evidence

Read the policy and also guidance

Policies, Procedures & Guidance

4.1 Are the following areas covered in your policies, procedures and guidance?

	Covered	Not Covered	N/A		Covered	Not Covered	N/A
Access & Egress to the school / college	☑	☐	☐	Mental Health & Behaviour	☑	☐	☐
Away trips, tournaments and tours	☑	☐	☐	Online Abuse (including filtering and monitoring if providing internet connectivity)	☑	☐	☐
Bullying & Behaviour Management	☑	☐	☐	Partnership & cooperation with parents / carers	☑	☐	☐
Complaints	☑	☐	☐	Personal / imitate care needs of children	☑	☐	☐
Confidentiality	☑	☐	☐	PSHE	☑	☐	☐
Disciplinary procedures	☑	☐	☐	Providing medication to children	☑	☐	☐
Escalation, including whistleblowing	☑	☐	☐	Record keeping & retention	☑	☐	☐
Health & Safety	☑	☐	☐	Safe Recruitment & Selection	☑	☐	☐
Information Sharing	☑	☐	☐	Supervision of children	☑	☐	☐
Injuries & accidents	☑	☐	☐	Taking, storing and sharing photographs & images	☑	☐	☐
Inter-agency cooperation with key safeguarding agencies	☑	☐	☐	Receipt / transfer of school records	☑	☐	☐
Monitoring and recording children subject to CP concerns	☑	☐	☐	SRE (Sex and Relationships Education)	☑	☐	☐
Safe use and management of facilities (i.e changing room / signage / health & safety)	☑	☐	☐	Attendance / absence	☑	☐	☐
Lettings / Hiring facilities	☑	☐	☐	Violence Against Women and Girls (VAWG)	☑	☐	☐

Practice

5.1 Staff and volunteers are aware of their responsibilities if they are concerned about a child or young person and know the procedures to follow.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Everyone knows who to report any concerns to

5.2 There is a clear understanding across all staff and volunteers about their responsibility to share information relevant to safeguarding children.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Everyone knows who to report any concerns to

5.3 Staff / volunteers are able to identify children who would benefit from additional help and support.

○ **Fully Met**   ◉ **Partially Met**   ○ **Not Met**

Evidence

Staff are aware of how to get support and who to talk to.

5.4 The DSL / Deputy DSL (and other key safeguarding roles) are confident to consult with Children's Social Care about any concerns they might have in respect of individual children or groups of children and know how to refer to Children's Social Care if necessary.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Experienced DSL and team.

5.5 Key staff know what action to take if a referral leads to no further involvement by Children's Social Care, including the process for escalating concerns if such a decision is made.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Done the many times over a long career

5.6 Following allegations being made against a member of staff or volunteer, immediate consideration is given and action taken to safeguarding children as appropriate (i.e. suspension / restricted working)

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Always

5.7 Parents / carers are proactively given the opportunity to disclose any information about themselves (health or otherwise) that might be relevant to the care of their child or relevant when responding to an emergency. This takes place when a child is first registered and as part of annual updates to records. The arrangements for the safe storage of such information is robust and clearly explained to parents / carers.

(●) **Fully Met**   (○) **Partially Met**   (○) **Not Met**

Evidence

As and when applicable plus all on our website

5.8 The school / college provides early help services for pupils.

(○) **Fully Met**   (●) **Partially Met**   (○) **Not Met**

Services Offered

Nuture Groups	○
Restorative Approaches	○
PHSE Lessons	⊘
Pastoral Support	⊘
Conselling Services	⊘
Other	⊘

Evidence

Always more could be done. School currently part of new WAMHS project.

5.9 The curriculum provides opportunities for pupils to learn about keeping safe.

○ **Fully Met**　　◉ **Partially Met**　　○ **Not Met**

	Theme Covered		Theme Covered
Abuse and Neglect	○	Peer-on-peer abuse	◉
Consent in Relationships	○	Radicalisation	◉
Criminal exploitation	◉	Forced Marriage	○
CSE	○	Online Safety	◉
Domestic Violence	○	Road Safety	◉
FGM	○	Safe use of social media including addiction	◉
Fire Safety	◉	Sexual violence and sexual harassment within peer groups and between intimate partners	○
Mental Health	◉		
Safe Contact	◉	Water Safety	◉
Sexting	◉		
The impact on mental health and relationships of pornography	○		

Safe Recruitment & Support

6.1 Our recruitment process includes:

	Fully met	Partially met	Not met
A self-declaration by applicants about previous convictions.	●	○	○
The provision of at least 2 references.	●	○	○
Face to face interviews.	●	○	○
Seeing evidence of identity and any relevant qualifications.	●	○	○
Checks on anomalies or discrepancies.	●	○	○
All staff / volunteers being subject to DBS checks where required.	●	○	○
Repeat DBS checks being carried out every 2 years in line with the CHSCP minimum standards.	●	○	○
A process to risk assess concerns arising from self-declaration forms and criminal checks.	●	○	○
The results of recruitment checks being securely stored.	●	○	○
All Job Descriptions providing clarity of role AND including a statement detailing the post holder's responsibilities towards safeguarding children.	●	○	○
Interview questions include attitudes and values in relation to unconscious bias and anti-discriminatory practice.	●	○	○
Regular review and reflection on recruitment and selection processes to ensure they are equitable. Attempts are made to ensure that the staff and leadership make up is reflective of the wider community, and the school leadership is aware of the impact of an imbalance in this area on issues such as exclusion, safeguarding and well-being.	●	○	○

6.2 The school /college has a single central record detailing personal information, qualifications, results of DBS checks, references and eligibility to work of both permanent and supply staff.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Audited regularly and signed by he'd and chair.

6.3 Arrangements are in place to support staff and volunteers after they have experienced a traumatic incident at work.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Yes mainly injuries in last few years or bereavement

6.4 Arrangements are in place to support staff and volunteers when an allegation of abuse or complaint is made against them.

○ **Fully Met**   ◉ **Partially Met**   ○ **Not Met**

Evidence

Probably need to update

Ethics, Behaviour & Equality

7.1 There is a code of Ethics / Behaviour either separate of integrated into our Code of Conduct.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Yes

7.2 All of our staff / volunteers sign up to a code promising to uphold the highest standards of personal and professional conduct with regards to safeguarding children.

○ **Fully Met**   ◉ **Partially Met**   ○ **Not Met**

Evidence

Need to check how up to date all this is.

7.3 The school / college promotes a culture that ensures children are listened to and respected.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Always have done.

7.4 We have guidance about the unacceptability of discrimination and inappropriate behaviour.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

In our DNA

7.5 We have guidance about the additional vulnerability of some children caused through issues such as their gender, ethnicity, sexual orientation, religious beliefs and their special education needs and disabilities.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Fully aware

Communication

8.1 Parents are actively included in school / college life. We also seek the views of children and their parents / carers about safeguarding and how arrangements might be improved.

◉ **Fully Met**   ◯ **Partially Met**   ◯ **Not Met**

Evidence

All guidance on our website and head does FAQs etc

8.2 We regularly make children and young people aware of their right to be protected, consulted and treated with respect.

◉ **Fully Met**   ◯ **Partially Met**   ◯ **Not Met**

Evidence

Happens regularly in class

8.3 Children and young people are made aware of how to report any safeguarding concerns and the actions that will be taken in response.

◉ **Fully Met**   ◯ **Partially Met**   ◯ **Not Met**

Evidence

Probably needs reinforcing post lockdown.

8.4 Our DSL / Deputy DSL are known throughout our school / college AND their details are widely publicised.

◉ **Fully Met**   ◯ **Partially Met**   ◯ **Not Met**

Evidence

Posters up with photos everywhere updated September 2020

8.5 We display information about safeguarding. This includes contact details for Children's Services, the police and emergency medical help.

◉ **Fully Met**   ◯ **Partially Met**   ◯ **Not Met**

Evidence

On 3 notice boards

8.6 Our policies and procedures are easy to access, publicised and actively promoted to ALL key stakeholders including: staff, volunteers, children and their parents / carers.

◉ **Fully Met**   ◯ **Partially Met**   ◯ **Not Met**

Evidence

On websites etc

8.7 We use a range of mechanisms to ensure the widest possible distribution of information relating to safeguarding children.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

Yes see above

8.8 The information we provide is age appropriate and available in different formats if required, for example, for those with particular communication needs.

◉ **Fully Met**   ○ **Partially Met**   ○ **Not Met**

Evidence

All in place

ACTIONS - Leadership & Key Roles

Action

Lead

By When

Action

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By When

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Lead

By When

Action

Lead

By When

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ACTIONS - Induction & Training

Action
Check trying new govs

Lead
Head

By When
10/14/2020

Action
Check training records

Lead
Head

By When
10/09/2020

Action
Updated DSL training for others

Lead
Head

By When
11/30/2020

Action

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ACTIONS - Safeguarding Policy

Action

Govs to approve new Safeguarding policies

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10/14/2020

Action

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ACTIONS - Policies, Procedures & Guidance

Action
Need to update SRE policy

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Head and RE lead

By When
11/30/2020

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ACTIONS - Practice

Action
Need to check age appropriate training

Lead
Head and SLT

By When
11/30/2020

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ACTIONS - Safe Recruitment & Support

Action

Look at systems to support if allegations are made

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11/02/2020

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ACTIONS - Ethnics, Behaviour & Equality

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11/02/2020

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