

Safeguarding Review - Our Lady of the Assumption Primary School

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Headteacher

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Conducted on

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Summary

Question	Response	Details
Is the school compliant with all Statutory safeguarding duties?	Yes	
Strengths		<p>Safeguarding at Our Lady of the Assumption Primary School, Coventry is excellent.</p> <p>This is a school that takes safeguarding its children very seriously, and has put robust systems in place. The school monitors its procedures and continuously evaluates them, so that they are updated for both the school's context and nationally.</p> <p>This is a school that knows its children, families and the community well. The school works hard to support families and has developed a strong, effective and trusting relationship with them.</p> <p>The school has a strong and well-communicated ethos. There is a strong vision for the school and its children, which is consistently shared and is well-understood.</p> <p>There is a very low-level of absence illustrating how valued the school is amongst its pupils and parents.</p> <p>The school is very good at evaluating and reflecting on its practice and making improvements on the basis of evidence, known as 'closing the circle'.</p> <p>The school's record keeping system is very thorough and ensures that information and shared appropriately in a very timely way. Designated Safeguarding Leads communicate well using a commercial e-recording system which tracks all issues and builds an effective chronology which can be easily shared with other agencies where appropriate.</p> <p>Support for children is effective, in particular for children with social, emotional and mental health needs, and with SEND. Many children in the school have speech and language needs and the signing system, Makaton, is used throughout the school to support children's language development.</p> <p>Risk assessments are very thorough, and when taking children out of school, more adults than the minimum go along to provide additional supervision.</p> <p>The school has recently dealt with a significant safeguarding issue and the strengths detailed above ensured that there was an effective management of the concern.</p>

Question	Response	Details
Areas for further development		<p>Ensure that the school's Safeguarding and Child Protection Policy covers all necessary aspects.</p> <p>Ensure that all gaps on the single central record have been completed.</p> <p>Consider how the government guidance 'Sexual Violence and Sexual Harassment between children in schools and colleges is to be implemented.</p> <p>Further develop opportunities to help parents develop a greater understanding of how to keep their children safe online.</p>

Leadership and Management

Question	Response	Details
Is a Designated Safeguarding Lead who is a member of the Senior Leadership Team?	Fully Evidenced	
Name of the Designated Safeguarding Lead on SLT	Kate Connelly (HT)	
List other DSLs here	Lorraine Stanton, (Deputy DSL), Geraldine Lucas (Additional DSL)	
There is a link governor for Safeguarding.	Fully Evidenced	
Name of the link governor	Tony Kiely	
Governors understand their statutory safeguarding duties	Fully Evidenced	
Governors are aware of their statutory 'Prevent Duty'?	Fully Evidenced	Prevent training coming up soon, and governors will be involved.
There is a regular safeguarding report to governors (at least annually).	Fully Evidenced	
There is a systematic approach to monitoring and improving safeguarding practice in the school.	Fully Evidenced	
Staff and volunteers in the school feel well-supported in their safeguarding and child protection work in the school	Fully Evidenced	
School evaluations and development plans refer to safeguarding and child protection	Fully Evidenced	
Safeguarding is taken into account when planning new school initiatives	Fully Evidenced	

Statutory Compliance

Question	Response	Details
There is a Child Protection Policy that explains how to recognise the signs and symptoms of abuse, and clearly explains what staff should do if they have concerns.	Fully Evidenced	
Is the school's Child Protection policy available on the website?	Fully Evidenced	
Is the school's Child Protection policy reviewed annually?	Fully Evidenced	
The school has an effective complaints system in place	Fully Evidenced	
The school has a whistle-blowing policy that is easily available to all staff.	Fully Evidenced	
The school ensures that when they commission suppliers or external providers that safeguarding and child protection is referred to in the contract.	Fully Evidenced	
How does the school demonstrate that their safeguarding policies have a positive impact on pupils.	Fully Evidenced	
Does the school have any pupil-friendly information or strategies to help them raise concerns?	Fully Evidenced	

Attendance

Question	Response	Details
Attendance		
Is attendance monitored regularly?	Fully Evidenced	
Are missing pupils followed up in a timely way?	Fully Evidenced	
Does the school track in-school absences on a consistent basis?	Fully Evidenced	
Is the schools approach to improving attendance effective?	Fully Evidenced	
Does the school have appropriate safeguarding procedures for children who go missing from education, particularly on repeat occasions?	Fully Evidenced	
On admission, does the school record the name of the school the pupil previously attended and the date they left there? (Required from September 2016) [* other than the typical start time at the beginning of the school's youngest year group]	Fully Evidenced	
On leaving*, does the school record the name of the school the pupil is moving to and the date they are due to start? (Required from September 2016) [* other than the typical leaving time at the end of the school's oldest year group]	Fully Evidenced	

Building Capacity

Question	Response	Details
The Designated Safeguarding Lead understands the need to build safeguarding capacity in the school community to keep child and young people safe from harm.	Fully Evidenced	
All staff and volunteers understand their safeguarding duty and are able to identify the what to do if they have a concern.	Fully Evidenced	
There is a clear flowchart that explains the safeguarding and child protection procedures in the school.	Fully Evidenced	
There is an ongoing record of all the safeguarding and child protection training that staff and volunteers have had.	Fully Evidenced	
Staff and volunteers have an induction into the school that includes safeguarding and child protection issues. Staff and volunteers understand what to do if they have concerns.	Fully Evidenced	
Training		
Are there regular opportunities to discuss safeguarding in the various meetings and briefings that take place in the school?	Fully Evidenced	
Does the school's safeguarding policy set out the training that staff undertaking different roles can expect.	Fully Evidenced	
The Designated Safeguarding Lead(s) have completed relevant training within the last two years.	Fully Evidenced	
Do all staff and volunteers working in the school have regular safeguarding and child protecting training?	Fully Evidenced	
When was the last whole school safeguarding and child protection training?	November 2017 for the majority of staff. Lunchtime supervisors had training in January 2018. Governors attended either one.	
Are governors included in whole school safeguarding and child protection training.	Fully Evidenced	

Question	Response	Details
Can the school evidence the impact of safeguarding and child protection training?	Fully Evidenced	Staff raise issues. Quiz twice a year to check knowledge and these are followed up with people who score low. Pre-training quiz, then followed up with another one later.
Have staff had training about Child Sexual Exploitation?	Fully Evidenced	
Have staff had training about Female Genital Mutilation?	Fully Evidenced	
Have staff had training about Sexual Violence and Sexual Harassment abuse?	Not Evidenced	This is relatively new guidance (December 2017) and has not yet been shared with staff.
Have staff had training about the school's duty to prevent terrorism?	Fully Evidenced	
Safer Recruitment training is available to those staff and governors who are responsible for recruitment	Fully Evidenced	
Documents		
Have staff been asked to read of 'Keeping Children Safe in Education (2016) [Part One/Annex A]?	Fully Evidenced	
Have staff been given a copy of the school's Child Protection policy?	Fully Evidenced	
Have staff been given a copy of the staff 'Code of Conduct'?	Fully Evidenced	Including social media guidance
Have staff been made aware of the document 'What to do if you're worried a child is being abused'?	Fully Evidenced	
Have staff been made aware of the document 'Guidance for Safer Working Practices (2015)'?	Fully Evidenced	

Safer Recruitment

Question	Response	Details
Job descriptions and person specifications refer to safeguarding expectations.	Fully Evidenced	
The school has a safeguarding statement on documentation produced for the recruitment process, including on advertising materials.	Fully Evidenced	
At least two people are involved in the shortlisting process.	Fully Evidenced	
At least two people are involved in interviewing applicants to all posts.	Fully Evidenced	
Each interview contains questions to test out understanding of safeguarding and child protection issues.	Fully Evidenced	
The school can demonstrate that every recruitment process has at least one person who has completed safer recruitment training.	Fully Evidenced	
The school carries out Disclosure and Barring Service checks.	Fully Evidenced	
The school makes use of the DBS Update service (not statutory).	Fully Evidenced	Not currently used
The school can demonstrate that each agency who provides staff to the school has safer recruitment procedures in place?	Fully Evidenced	
The school follows a safer recruitment policy that meets statutory expectations.	Fully Evidenced	

Single Central Record

Question	Response	Details
The Single Central Record should record: what has been seen, when it was seen and by whom it was seen.		
Statutory Information		
The Single Central Record must have columns for each of these elements.		
Name of person	Fully Evidenced	
Address	Fully Evidenced	
Date of Birth	Fully Evidenced	
Evidence of Identity (photographic)	Fully Evidenced	
Qualifications required	Fully Evidenced	
Qualifications evidenced and date checked	Fully Evidenced	
DBS Enhanced Check and date received (Good practice to record number, but not statutory to do so)	Fully Evidenced	
Barred list check (only if in Regulated Activity) and the date received.	Fully Evidenced	In this school, volunteers are deemed to be in 'regulated activity', so there should be a record of the barred list having been checked.
Prohibition List check (QTS/non-QTS) and the date completed	Fully Evidenced	
Prohibition from management (s128) check [Independent schools, academies and free schools]		Not required
EEA Restrictions Check	Fully Evidenced	
Overseas check required (Yes/No)	Fully Evidenced	
Overseas check undertaken. Evidence seen and date.	Fully Evidenced	

Question	Response	Details
Right to Work in UK. Evidence seen and date checked.	Fully Evidenced	
Useful to record		
The SCR must include staff appointed after April 2006. Enhanced DBS or Barred List checks were not needed for people appointed prior to May 2002. Including a start date in the SCR helps identify anyone appointed after 2006 or prior to 2002, who are exempt from retrospective checks. Nevertheless, it is advisable for schools to have carried out vetting checks on these staff.		
Start date	Fully Evidenced	
People to include.		
Typically, schools will have a separate tab for each of these groups.		
Teachers	Fully Evidenced	
Support staff	Fully Evidenced	
Admin staff	Fully Evidenced	
Premises staff	Fully Evidenced	
Governors/Proprietors/Trustees	Fully Evidenced	
Volunteers (Regulated Activity)	Fully Evidenced	In this school, volunteers are deemed to be in 'regulated activity', so there should be a record of the barred list having been checked.
Volunteers (non-Regulated Activity)		
Agency staff	Fully Evidenced	
Contractors/Instructors/Coaches/Tutors	Fully Evidenced	
Student teachers on the school's payroll		None in school.
Other checks to make on the Single Central Record		
Is the SCR complete with no gaps?	Partly Evidenced	There are some gaps which should be completed.

Question	Response	Details
Is everyone listed on the SCR, including new staff?	Fully Evidenced	
Does the SCR contain only those people currently associated with the school? (People who have left the school can be either archived to a separate tab or deleted)	Fully Evidenced	
Is the SCR reviewed and signed-off by the headteacher (or another person) at least termly?	Fully Evidenced	
How does the Governing Body ensure that the SCR is compliant with statutory guidance?	Chair of Governors reviews the SCR.	
Agency Staff Checks		
Is the name of the agency who supplied the person recorded? (Useful, but not statutory)	Yes	
Is written confirmation received from the agency to show they have completed the relevant checks?	Yes	
Date the confirmation of checks was received from the agency	Yes	
Whether a DBS certificate was provided by the agency worker?	Yes	
Date the DBS certificate was seen by the school	Yes	
Confirmation by the school that the agency worker is the same person on whom the agency have performed the check	Yes	
Statutory Compliance		
Is the Single Central Record compliant with statutory guidance?	Fully Evidenced	

Managing Allegations

Question	Response	Details
Staff know how to raise concerns about the conduct of other adults in the school	Fully Evidenced	
There are clear procedures for managing allegations against staff	Fully Evidenced	
Procedures are clear about when and how to contact the local authority Designated Officer.	Fully Evidenced	
Has the headteacher received training in the implementation of procedures for managing allegations against staff?	Fully Evidenced	
Does the identified governor know how to contact the local authority Designated Officer regarding allegations about the headteacher?	Fully Evidenced	
Is support available to staff who are subject to allegations?	Fully Evidenced	
Confidential records are kept regarding allegations against staff or volunteers and the actions that were taken.	Fully Evidenced	
There is a policy for dealing with allegations against other pupils	Fully Evidenced	
Where physical intervention strategies are used, are all incidents are 'reviewed, recorded and monitored' and 'the views of the learner are sought and understood'	Partly Evidenced	Views of learner not included.

Multi-agency Working

Question	Response	Details
Early Help		
How does the school identify pupils in need of Early Help?	The school has a very thorough approach to identifying and supporting children in need of early help. Staff meet regularly to discuss children with all kinds of additional needs, including follow up and monitoring. There are strong processes in place to escalate concerns to other agencies where appropriate. The weekly leadership meeting gives oversight to children who are 'Looked After', have SEND or those children where there are safeguarding and child protection concerns.	
Multi-agency Working		
The school can demonstrate its commitment to multi-agency working.	Fully Evidenced	
Key staff understand the roles and responsibilities of other agencies.	Fully Evidenced	
Relevant staff understand the local authority thresholds and are able to make effective and timely referrals.	Fully Evidenced	
Relevant staff know what to do when referrals do not fulfil the threshold for action by children's social care.	Fully Evidenced	
Relevant staff know how to escalate concerns when there are professional disagreements.	Fully Evidenced	
The school ensures that there is representation at multi-agency meetings to discuss pupils' needs.	Fully Evidenced	
Relevant staff attend multi-agency training.	Fully Evidenced	
Private Fostering		
The DSL understands what constitutes private fostering and knows how to refer such arrangements to the local authority.	Fully Evidenced	
The DSL is aware of the children who are living in Private Fostering arrangements.		Non-currently

Information Sharing

Question	Response	Details
Information Sharing		
There is a clear policy for the handling of confidential or sensitive data.	Fully Evidenced	
All staff understand their duty to share information in order to safeguard and promote the welfare of children.	Fully Evidenced	
All staff are confident about what they can and can not do with regard to the sharing of information.	Fully Evidenced	
All staff are aware of who they can talk to if they have questions about information sharing.	Fully Evidenced	
Key staff know the importance of gaining consent to share information, but also know when they can share even though consent has not been sought or given.	Fully Evidenced	
Record-keeping		
Child Protection records are kept securely, away from other pupil records.	Fully Evidenced	CPOMS In use
Does each pupil case file have a front sheet that sets out the administrative details, key contacts, and record any changes to this information?	Fully Evidenced	
Does each pupil case file have a chronology sheet that records the actions that have been taken and identifies the person who has completed the action?	Fully Evidenced	
Are pupil case files kept in a way that prevents the information being lost, misfiled or not kept in chronological order?	Fully Evidenced	
Are records transferred securely to the new school, and is a receipt obtained to indicate the new school has received them.	Fully Evidenced	

Site Safety

Question	Response	Details
Pupil Behaviour		
Is the behaviour of pupils around the school quiet and purposeful?	Fully Evidenced	
Does the behaviour of pupils at break and lunchtime indicate that the potential for bullying is addressed?	Fully Evidenced	
Is there adequate supervision of pupils at breaks and lunchtime?	Fully Evidenced	
Do pupils arrive and leave the school appropriately?	Fully Evidenced	
Entry and Exit		
Does access to the site ensure that vehicles and pedestrians are safely separated?	Fully Evidenced	
Are there effective arrangements in place to prevent people accessing the schools site without being observed?	Fully Evidenced	
Are there effective arrangements to prevent children leaving the site without being observed?	Fully Evidenced	
Visitors		
Is it clear on arrival at the school where reception is?	Fully Evidenced	
Are visitors received into school securely?	Fully Evidenced	
Is the identity of visitors checked?	Fully Evidenced	
Is the name of the visitor recorded and who they have come to see?	Fully Evidenced	
Are visitors supervised throughout their visit?	Fully Evidenced	
Visitors wear ID badges.	Fully Evidenced	

Question	Response	Details
Site Safety		
Are all areas around the site safe from hazards?	Fully Evidenced	
Are corridors and staircases free of hazards?	Fully Evidenced	
Is there a robust Health and Safety policy?	Fully Evidenced	
Are there regular Fire Drills?	Fully Evidenced	
When was the last Fire Drill?	Fully Evidenced	March 2018. Evaluated afterwards. Feedback to staff. Drills are stress tested.
CCTV		
Where there are CCTV cameras in toilet areas, are they sited appropriately?		None
First Aid		
There are effective First Aid arrangements in place.	Fully Evidenced	
There are named First Aiders, at least one of whom is always available.	Fully Evidenced	
First Aid boxes have relevant equipment and are regularly checked to ensure that the contents are within date and have not expired.	Fully Evidenced	Checked by one person
Children with medical needs have a Care Plan and all staff are made aware of these.	Fully Evidenced	
Risk Assessments		
Staff understand when risk assessments are needed and there is a pro-forma available for them to use.	Fully Evidenced	
Risk assessments are signed off by relevant line-managers, the headteacher, and where necessary, the governing body.	Fully Evidenced	
There is a process in place to ensure pupil safety off-site and on work-placements.	Fully Evidenced	

Question	Response	Details
Arrangements are in place to ensure the safeguarding and child protection of pupils attending Alternative Provisions.	Fully Evidenced	Currently one children in hospital school (three days in school) - email liaison.

Curriculum

Question	Response	Details
Are safeguarding issues addressed in the curriculum?	Yes	
Is there progression throughout the school, to ensure that pupils are supported in managing new risks as they get older?	Yes	

ICT

Question	Response	Details
Is filtering in place to remove unsuitable content?	Fully Evidenced	
Who manages the filtering systems in school and what tools are in use?	Smoothwall and Impero	
Is filtering in place to block unsuitable content in any relevant community languages?	Fully Evidenced	
Is filtering in place to protect pupils from extremist messages?	Fully Evidenced	
What happens when unsuitable content is found?	Reported to headteacher	
Are monitoring systems in place at the school?	Fully Evidenced	
What happens to the monitoring reports?	Reported to headteacher	
Is there an acceptable use policy for staff?	Fully Evidenced	
Is there an acceptable use policy for pupils?	Fully Evidenced	
Are staff provided with laptops or other devices?	Yes	
Are staff devices monitored for inappropriate use?	Yes	
How is staff use of school devices monitored to prevent unacceptable use?	They are checked over when they come in for repair or upgrading.	
Do staff understand the risks involved in taking or accessing pupil data off-site?	Fully Evidenced	
Are pupils able to bring their own device?	Yes	
How does the school help parents to understand eSafety issues.	The school gives parents information about how to keep their children safe online, and encourages them to attend meetings to hear about how to do this. The school feels that the message is not being heard as strongly as it could be and is hoping to find ways to better support parents.	
What does the school do to help pupils use the Internet safely.	There are many opportunities for children to learn how to keep themselves safe online throughout the school, in assemblies and in curriculum time.	

Pupil's Views

Question	Response	Details
The views of pupils are regularly sought and the school is appropriately responsive to their views.		The views of pupils were not sought in this review.
Do pupils feel that they are listened to?		
Do pupils report that they are happy at school?		
Do pupils feel that behaviour in the school helps them feel safe and free from bullying?		
Do pupils feel safe in the school? (Are there any areas they would avoid?)		
Do pupils feel safe on the journey to and from school? (Are there any areas they avoid?)		
Do pupils feel that the school helps them understand the relevant local, national and international risks; and these opportunities are age-appropriate.		
Do pupils feel that they know where to go if they are concerned, anxious or worried? Do they feel that they are treated seriously?		
Do pupils appear to have a good knowledge of risks and how to deal with them?		
When asked to rate the school for safeguarding, what do pupils say? (0 is lowest, 10 the highest)	10	
What improvements did pupils say should be made (and increase the rating by at least one point)?	NB The 10 score above is a default setting and should be ignored.	

Sexual Violence and Sexual Harassment (see guidance from DfE, December 2017)

Question	Response	Details
Is sexual violence and sexual harassment included in the child protection policy?		This is relatively new guidance (December 2017) and has not yet been shared with staff, or included within the school's policies.
Are risk assessments available for use in incidents of sexual violence and sexual harassment?		
Is information about sexual violence and sexual harassment included in the pupil's curriculum, at an age-appropriate level?		
Is information available to pupils about how to report concerns about sexual violence and sexual harassment?		
Is information available about local services that can help if pupils are worried about sexual violence or sexual harassment, for example in the CP policy or student handbook, for example, posters, phone numbers or websites?		
Has the school identified any 'at risk' groups, regarding sexual violence or sexual harassment, for example, girls, LGBT+ pupils or those with SEND?		
Is the school recording all incidents of sexual violence and sexual harassment?		

Preventing Extremism

Question	Response	Details
Has a member of the Senior Leadership Team been identified to lead the school's work on the Prevent Duty?	Fully Evidenced	
Has the school identified the risks of extremism for their pupils?	Fully Evidenced	
Has the DSL received training about the Prevent Duty?	Fully Evidenced	
Are British Values integral to the work of the school?	Fully Evidenced	
How is it made clear to staff what they should do if they are concerned a pupil is developing extremist views?	Fully Evidenced	
Does the DSL know how to make a referral about a pupil about whom there are extremist concerns?	Fully Evidenced	
Does the school have effective policies for the booking and supervision of visiting speakers?	Fully Evidenced	