Safeguarding Checklist for schools and colleges 175/156

School/College:	Academic Year
Audit triangulated: - Ella Sealey (SiE)	2023-2024
Completed by: DSL-Cath Legg	Shared with Governing Body/Alternative on: Shared with SLT on 2/11/2023

Requirement

This document is to support education providers to fulfil their statutory safeguarding requirements under section 175 of the 2002 Education Act. It is based upon the statutory safeguarding guidance for schools: Keeping Children Safe in Education (DfE 2023). The Multi-Agency Safeguarding Arrangements require annual assurance in relation to the discharge of safeguarding responsibilities across education providers. In order to provide assurance, it is expected that education providers complete this template or an equivalent alternative and submit as requested by the safeguarding in education team.

Guidance notes

This document should be completed during a meeting in collaboration with the nominated governor for safeguarding, head teacher and the designated safeguarding lead.   It is an opportunity for leadership and management to assess and ensure that the school has effective safeguarding arrangement in place and/or identify area(s) which require further development.

A RAG rating should be applied to all rows as below, actions with clear timescales and identified responsibility should be agreed. The nominated safeguarding governor should then ensure these actions are completed in the agreed timescales.

Focusing **RED**	Indicates that this safeguarding requirement is not in place and needs to be developed as a matter of urgency in order for statutory requirements to be met and the safeguarding to be effective. Gaps in this area are likely to be problematic at any inspection.
Developing **AMBER**	Indicates that processes are in place, but they need to be reviewed or further improved.
Embedded/Enhanced **GREEN**	Indicates that the establishment meets the standard fully with all requirements in place and up to date, at least to the required minimum.

Keeping Children Safe in Education 2023

Part 1: Safeguarding information for all staff

Criteria	How do you know this?	Green Amber Red	Actions/owners/timeframe
All staff understand and discharge their safeguarding responsibilities, including understanding the policy and processes of the school/college.	All staff read an Annual policy update and any amendments through the year. A log of this is kept by Hilary/Gemma and Cath has a log as part of the Safeguarding Training/updates staff records. Process reminders in ebulletin and face to face training. New Safeguarding board in cloakroom and IT room with policy and processes. Check question on Quizzes through the year. Policies read by staff: Keeping Children Safe in Education – DfE document Part One and Annex A		Annually and as any updates dictate via SMARTLOG and policy records. - Business Manager/HR Officer. Ensure all new staff read policy bundle, first half term of new academic year. Ongoing-Quizzes, training sessions, boards and Ebulletin-DSL Recap of Key points or polices via INSET- DSL 2/9/2023-ongoing via bulletin. Policy read through and signed declaration-All staff. Follow up on policy read through/signing- HR Officer All staff in September of the academic year.

	□ School's ICT and Acceptable Use Policy □ Whistleblowing Policy □ Safeguarding Policy (contains role of DSL and Deputies) BPS Code of Conduct □ Confidentiality Policy □ Social Media Policy □ Policy & Procedure for Handling Complaints of Bullying & Harassment for All Employees in schools □ Education Violence and Aggression Policy & relevant Risk Assessment to your role □ Health & Safety Policy □ Declaration of Business Interest Form INSET delivered by DSL for all staff.		

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	Staff encouraged to refer to as needed. Paper copies available in staff room as well as direct email		
All staff have read at least Part 1 of KCSIE (2023) as appropriate to their role.	All staff read KCSIE and relevant updates in September (or as part of induction for new staff). Record kept by Business Manager and DSL. Key updates from KCSIE and recording shared as part of Sept 2023 INSET, all staff to have attended or read the briefing. DSL has list of staff to record this. Reminders in ebulletin and face to face training. Check question on Quizzes through the year.		Part of Induction for new staff Continue checking knowledge via termly quizzes-DSL. Staff that are outstanding are followed up-DSL/Business Manager/HR Officer. KCSIE all staff completion by Nov 2023.-DSL to follow up.
All staff understand and have appropriate training in Prevent and know how to respond to concerns of extremism.	Forms part of SMARTLOG Annual Online training. New staff will cover in SMARTLOG but will also have the face to face in house training in the summer.		New updates on the PREVENT Duty shared by PREVENT in Education team. Any new/refreshed programme will be shared with staff via bulletin for key points and in face-to-face training-DSL. Forms part of SMARTLOG annual training for new and existing staff.
All staff understand their place within the multi-agency safeguarding arrangements.	Key messages in induction, training, quizzes, face to face conversations, bulletins and		Information to be delivered by DSL. All staff to read.

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	INSET. "Safeguarding is everyone's responsibility". Posters around the school of key staff to contact, key phone numbers and what to do if.... Multiagency flow chart on Safeguarding board and shared in ebulletin. Quizzes to check staff's understanding and relevant support then in place if required		Knowledge check via quiz-DSL to deliver and all staff to complete. DSL-follow up after induction circa 3 months.
Learning from local reviews is shared with staff and practice reflection is undertaken.	Updates from DSO Network meetings are shared via bulletins in timely manner or face to face training. Any updates from additional sources shared via bulletins/direct emails/F2F training as required. To include local and National updates. DSL recently attended Gang mapping and has been sharing information through bulletins in Oct/Nov 2023.		DSL to share updates across all formats ongoing.
The school/college has signed up to Operation Encompass and parents are aware.	The school is signed up to Operation Encompass.		Text to remind/alert new and current parents and direct them to Operation Encompass on the website-DSL.

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	Cath Legg is SPOC for Operation Encompass Tab on Website.		DSL to share in Bulletin in academic year and on safeguarding board.
All staff are aware that children may not be ready or know how to tell someone they are being abused. Processes are in place to capture the child's voice.	Through training staff are made aware that their observations and recordings are a snapshot and piece of a puzzle. Children are able to choose the adults they wish to speak to, support as necessary for the adult following this is in place if required. Where a child wants to share a concern or worry, we speak with them about who they want to talk to. The Voice can be captured by a variety of means such as Three Houses, I wish…and If I had a magic wand type works.		All staff Reminders through training and bulletin-DSL
The school's Early Help offer is mapped and understood by all staff.	Early Help Offer has been mapped in Autumn 2022. Available on website, staff have been directed to the area on the website. New staff to be directed towards offer.		Early Help Offer to be reviewed and revised by DSL during academic year 203/24 Revisions to be shared with staff via bulletin/direct email. Revisions to be shared with parents via website and electronic communications.

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Staff can identify children who would benefit from early intervention or family partnership.	Key staff-SLT, DSL and Family Worker are responsible for discussion of referral pathways. Staff as part of sharing a concern will speak about and discuss potential intervention. Staff are encouraged to share a niggle and concern and a profile of concerns may be requested logged on CPOMS to gain a fuller picture.		Induction-staff are encouraged to share concerns around children verbally with Safeguarding Team. -Ongoing-DSL Reminders given through ongoing face to face training and bulletin. Regular supervision with DSL to ensure interventions remain on track and escalation if required-Co-Headteachers
The DSL arrangements are in line with current legislation (KCSIE 2023)	DSL is part of the Senior Leadership Team. DSL role specific training completed on 3/5/2022. Co-Headteachers are Deputy DSLs. All have the same level of training. DSL is due May 2024, DDSL's completed refresher training on 12/1/2023		DSL to source and book refresher training before May 2024. Deputy DSL's will require refresher training in January 2025.
Safeguarding is covered within a staff member's induction (which includes information regarding online monitoring and filtering systems) and includes the early help support from school.	DSL completes Safeguarding induction, and it includes how to share a concern. This includes what additional support may be offered via our early help. Includes CPOMS recording.		-Additional training around online safety (filtering and monitoring) to be delivered to all TA's and teachers by end of 2023. Mop up in first term of 2024.DSL to deliver.

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	DSL addresses any practice needs individually immediately as required. DSL has created a Safeguarding Induction checklist and first used 5/12/2022. Filtering and Monitoring updates from KCSIE 2023 covered in INSET on 4/9/2023 (all new staff attended)		
All staff have safeguarding training appropriate to their role.	All other staff complete online safeguarding SMARTLOG annually. Cleaners have face to face safeguarding training. All staff are sent the bulletin and have access to the Safeguarding boards, posters and shelf.		DSL to monitor SMARTLOG completion. DSL to deliver annual training to cleaning staff. DSL to deliver Filtering and Monitoring training academic year 2023/24. DSL to ensure up to date information on boards, posters and shelf. DSL to ensure urgent updates are shared in a timely manner. Knowledge check through quizzes. Induction review and re-review for new staff-DSL

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Staff know how to refer if necessary. This includes referrals to the LADO.	Information on Safeguarding board and posters in key locations i.e., toilets. Low Level policy has been shared with current and new staff. Whistleblowing policy part of annual document read.		LADO process flow chart to be shared via bulletin. Quiz check question 2023/24-DSL
Staff are aware of indicators of abuse and neglect, including criminal exploitation and CSE.	SMARTLOG Training. Definitions of abuse on board in IT room, KCSIE and Safeguarding Policy. Ebulletin 18/9/23. Majority of staff were able to correctly describe CCE and CSE and define County Lines correctly in March 23 Quiz		DSL-Continue to share definition and indicators of abuse via face-to-face training and bulletin.
Staff understand extra familial risk/contextual safeguarding and how to respond to this.	Local updates around issues relating to Luton shared as and when they occur. Information shared in bulletin 7/1/23 AND Bulletins in Oct/Nov 2023 following Gang mapping event attended by DSL.		Quiz check question-Nov 23 Further definitions and examples to be shared via bulletin-DSL
Staff are aware of risks posed by technology and how the school mitigates and responds to such	Updated KCSIE 2023 shared with all staff at INSET 4/9/2023 with examples of online harm.		DSL to deliver in school specific training around online/filtering and monitoring.

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issues. Online safety measures are in place on site.	Online harm/risk themes run through all training delivered face to face including PREVENT training. Area under continued development and in light of KCSIE more specific training to be provided.	<td style="background-color:yellow"></td>	Teachers 13/12/2023 and TA's 19/12/2023. Quiz check question-DSL SLT have highlighted issues within the LGfL monitoring and blocking and are looking at fine tuning and additional measures. DSL creating an incident form to track incidents brough to attention of SLT/DSL by staff.
Staff are aware of FGM and the mandatory reporting duties.	Clarity on specific process required following under 50% knowing correct Teacher reporting procedure. All did say they would share as Safeguarding concern.	<td style="background-color:yellow"></td>	Information to be reshared and Quiz check question-DSL
All staff understand that children can abuse other children (child on child) and that even if this is not reported, it does not mean that it is not happening.	4/9/2023-INSET reminders that anyone can be abused or be an abuser including children and "thinking the unthinkable" and being professionally curious. Messages reinforced via bulletins through the year and in face-to-face training and annual online training.	<td style="background-color:lightgreen"></td>	DSL to continue reinforcing the understating through the variety of means available.
Staff understand information shared in the most recent Ofsted review looking at Child on Child abuse.	Quiz 1 2022/23 100% Staff could identify key features in quiz question.	<td style="background-color:yellow"></td>	Any relevant learning and update to be shared DSL.

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			Knowledge check via quizzes ongoing.
	Several new staff members and a continually evolving theme that requires development. Forms part of Induction process in how we identify abuse. 16/10/2023-Information shared in bulletin.		
The school provides an appropriate curriculum offer that supports children to identify and respond to child-on-child abuse.	We have a Values based curriculum that promotes the ethos of the school. We have a weekly Value, themes cover friendship difficulties, helping hand safety network, acceptable of differences, healthy relationships, what to do if you are worried. Recently awarded Values mark. There is also scope for teachers to focus on any current issues that may be occurring within their class. Beginning in reception children are taught about stranger danger and the PANTS rule. Moving through the key stages (and taken directly from the medium-term plans) the children are		Values Co-Ordinator shares curriculum, reviews and develops as appropriate. SLT to consider specific teaching around any specific events that may occur.

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	taught how to ask for and give/not give permission regarding physical contact and how to respond if physical contact makes them uncomfortable or unsafe. That their body belongs to them and should not be hurt or touched without their permission; what to do and who to tell if they feel uncomfortable. How to ask for help or advice and respond to pressure, inappropriate contact or concerns about personal safety. They are taught about what to do if they feel unsafe or worried for themselves or others; and the importance of keeping on asking for support until they are heard, how to recognise and respond to pressure to do something that makes them feel unsafe or uncomfortable (including online). These themes encompass concerns whether person is adult or child.		
Appropriate referrals are made in relation to contextual safeguarding,	New Multi-Agency (MA) form received. No referrals by MA at this point, this academic year.		DSL to ensure use of MA form where required.

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including the submission of multi-agency forms, where appropriate			
All staff understand that poor attendance can be a safeguarding concern. Appropriate safeguarding arrangements are in place to respond to children who are absent from education and/for prolonged periods of time.	KCSIE Sept 23 information around Child absent from education with examples shared. Theme explored in face-to-face training with teachers and TA's including PREVENT training.		Continued sharing of information-DSL. Quiz check question-DSL All staff to notice and share concerns around attendance. Assistant Head Teacher leading new Attendance Strategy.
All staff understand that poor attendance may be an indicator of sexual abuse, child sexual exploitation (CSE) or child criminal exploitation (CCE).	Covered in INSET on 4/9/2023 and in bulletin w/c 11/09/2023.		Continued sharing of information through training opportunities and bulletin-DSL. Quiz check question-DSL All staff to notice and share concerns around attendance.
The voice of the child is listened to and responded to.	Children are always asked who they are happy talking to and to identify staff in school they can share their thoughts with. On occasions where a specific piece of work is required by Cath or Naz this is explained to them. Their voice is captured through a variety of means using strategies like the Three Houses or Magic Wand scenario. Where a child has additional needs the most appropriate member of staff is		All staff to promote ethos of finding the best person. Where the "Voice of the child" is needed for assessments, the best person will be identified in line with their wishes and/or learning/development/communication needs. Teachers to respond to Epraise button

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	identified and the best method to capture the voice is considered. Where a child shares their thoughts/feelings etc this is recorded on CPOMS, and pictures/files can be uploaded as a record as well. Epraise has a reporting button "I wish my teacher knew". This message goes directly to the teacher for them to respond to.		
Staff understand and challenge inappropriate behaviours that could be viewed as 'banter/having a laugh'.	Annual online training covers "banter". Face to face training and via bulletin. Some new staff so ensuring message and understanding is consistent.		DSL to continue drip feeding change in understanding and knowledge via multi-delivery methods.
The school has a child-on-child policy and staff understand and apply this.	School has a Child on Child Policy, following LA model. It is shared annually with staff as part of policy read requirements. Elements are shared and covered through year via face-to-face training and bulletins. Some new staff so ensuring message and understanding is consistent.		Updated policy to be ratified and shared with staff as part of annual policy requirements. Quiz check question-DSL

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	CPOMS does have Child on Child category, and this is being used when recording.		
There is an attitude of 'it could happen here'.	Regular message shared in training, induction, face to face and via ebulletin and Quiz.		DSL and SLT to reinforce message throughout the year through training, bulletin and interactions with staff.
Recording keeping is robust, accurate, timely and appropriate. Staff are provided with outcomes or summaries to concerns recorded. Concern, action and outcome is clearly recorded.	CPOMS User Guide given to all staff that highlights clarity and timely recording. Reminder for existing staff but also due to a significant number of new staff, situation ongoing. Feedback from CPOMS User Guide Oct 2022, (verbally from some staff) was that it was a useful guide and reminder to help them record in a more effective way. Recording forms part of Safeguarding induction with Cath, review after 3 months or sooner should need arise. Internal CPOMS Audit three times a year to track actions and outcomes using File Audit Category. Case Supervision tab and notes recorded directly on to child's file.		DSL and SLT-Monitor CPOMS logs and respond to individuals where guidance or clarity is needed. DSL-CPOMs Audit- 3 times an academic year. DSL to present examples f poor and good recording as learning through academic year.

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	Individual feedback given on strengthening recording where required. Staff fedback to verbally and linked in via CPOMS to relevant information. Number of new staff-amber to reflect maintaining practice		
The school/college complete regular spot checks of their internal recording system to be assured that recording is robust.	DSL completes file audit 3 times a year Supervision and file audit categories on CPOMS that are used to indicate a file has been audited or raised at supervision.		DSL to implement a random spot check of files either class or staff member, once a month and keep a record of checks on audit category on CPOMS and spreadsheet.
Processes are in place for staff to challenge recording.	Staff are encouraged to discuss recording and often have discussions around what and how to record-such as use of wording, terminology etc. Staff encouraged to use to complaints or whistleblowing procedures. Professional Challenge form created March 2023 considering all forms of challenge around decision making and recording. 3 challenges made.		DSL to continue implementing the message of challenge via variety of communication methods.

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	Within induction and training it is made clear that staff can ask questions around decisions and recording of all safeguarding staff. Some new staff so ensuring message and understanding is consistent.		
The processes to report concerns about staff members are clear and understood by all.	Pathway forms part of induction and review induction. LADO Flowchart shared in bulletin 25/11/2022 and will be reshared each academic year. Flowchart on safeguarding board and numbers on safeguarding posters at key locations in school. Low Level Policy in Personnel Handbook in the staff room, safeguarding shelf and on One drive. There have been 7 reports through the Low-Level Concerns and 4 LADO (advice/involvement)		DSL-quiz check questions Reviewed policies to be sent to all staff to read and sign for-Business/HR Manager.
Whistle blowing is understood and strong across the school/college.	Whistleblowing and Low-Level concerns policies shared as part of annual policy read. Information shared via bulletin.		DSL-quiz check questions Policy annual read-documents have been ratified by Governors and Business Manger to share Nov 23.

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Criteria	How do you know this?	Green Amber Red	Actions/owners/timeframe
	There have been 7 reports through the Low-Level Concerns and 4 LADO (advice/involvement)		
Safeguarding case supervision is in place, is recorded and links to any recording system currently in place	Supervision half-termly\n\nRecorded directly on to child's file including any actions under Supervision category. Should concerns increase or case not progress then discussions happen sooner.		Co-Headteachers to undertake supervision with DSL. Outcomes to be recorded on files under Supervision category. Professional challenge forms to be used if challenge is required of recording and/or service actions.

Part 2: The Management of Safeguarding – responsibility of Governing Body, Proprietors & Management Committees

Criteria	How do you know this?	Green Amber Red	Actions/owners/timeframe
There is a whole school/college approach to safeguarding.	The ethos of Safeguarding being everyone's responsibility is delivered through training, induction, Safeguarding page on website, safeguarding board in IT room and toilet, posters on toilet doors and key locations in school, ebulletin messages regularly and in person conversations.\n\nTraining Plan in place for academic year during which message is promoted.		All staff to promote the ethos.\n\nDSL and SLT to continue to promote the message.

The child's wishes/feelings are taken into account when deciding what action to take or services to provide.	The school has an ethos that children can talk to any member of staff they feel comfortable with, this does not have to be a member of their immediate staff i.e., it could be a former teacher or TA. Where there is ongoing work or support the child is asked to identify a person, they feel most comfortable talking to. This member of staff is then supported should they need to be to complete a piece of work for another service i.e. Three Houses. We bear in mind the communication and additional needs of our children and find the person that may understand their needs the best to help them express themselves to their fullest so we can hear their wishes and feelings.		Safeguarding Team-Support children to identify their key person to talk to. Staff to be supported when undertaking any Voice of the Child work if not Safeguarding Team members. All staff to uphold ethos.
Safeguarding and related policies/procedures are in place and understood.	Staff are required to read annually policies below which are reviewed in a timeframe usually annually. There are a lot of policies and staff can refer back to electronic or paper copies as the need arise. •School's ICT and Acceptable Use Policy •Whistleblowing Policy •Behaviour Policy •Safeguarding Policy •Peer on Peer (in process of adoption of Child on Child)		Knowledge check via Quiz-DSL Outstanding for this academic year. Policies have been ratified by Governors and will be sent to staff and action completed in Nov 23-Business Manager and all staff.

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	•BPS Code of Conduct •Confidentiality Policy •Social Media Policy •Policy & Procedure for Handling Complaints of Bullying & Harassment for All Employees in schools •Education Violence and Aggression Policy & relevant Risk Assessment to your role •Health & Safety Policy Staff encouraged to re-read if required. Paper copies available in the staff room. Knowledge check via Quiz		
Governors and trustees receive appropriate safeguarding and child protection training at induction and then at regular intervals.	Governors should complete SMARTLOG annual training. Some Governors are school based, and their equivalents are accepted.		DSL to ensure in co-ordination with Chair of Governors that training is completed.
Governor oversight is in place to measure the effectiveness of school filters and monitoring systems.	Highlighted as an area to develop. DSL has met with Network Manager to start developing and understanding of current systems in places and effectiveness. DSL has shared areas of concerns with SLT.		Governor to be appointed with focus on Filtering/Monitoring-Governing Body Nov/Dec 23.
CP files/safer recruitment/emergency	Two emergency contact numbers are required for children.	.	Safer Recruitment training

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contact numbers are overseen.	CPOMS files audited x3 academic year and recorded on files. Where there are paper files, these are kept in a locked filing cabinet in Family Room. Transfer of files either in person, via electronic transfer on CPOMS/pdf via Egress or recorded delivery. Contacts for professionals working with individual children are recorded on the CPOMS files.		DSL to ensure Safeguarding emergency contacts for teams are accessible within school following build completions and moving of personnel and rooms-Nov 2023.
The DSL is a member of the senior leadership team (SLT).	DSL is a member of SLT		
The school/college contributes to multi-agency working as set out in Working Together 2018.	The School actively participates and seeks to engage multiagency partner across all support levels within school. A member of staff attends all multiagency meetings the school is invited to and contributes relevant information and responds to any requests for information in a timely manner.		DSL SLT Family Worker and other relevant staff. Information and contributions as required.
The school/college understands their role within local safeguarding arrangements.	Information is shared in a timely manner following government guidance. Decision and outcome recorded on CPOMS. The importance in sharing information for external agency assessments is paramount, where it does not put a child at risk of significant harm this is also shared with a parent (unless directed by Social Care not to).		School staff to continue to work with agencies-DSL/SENCO/SLT/Family Worker or other staff as required.

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	A member of staff attends all multiagency meetings the school is invited to and contributes relevant information and responds to any requests for information in a timely manner.		
The importance of information sharing is understood, and principles applied.	Information is shared in a timely manner following government guidance. Decision and outcome recorded on CPOMS. The importance in sharing information for external agency assessments is paramount, where it does not put a child at risk of significant harm this is also shared with a parent (unless directed by Social Care not to). School follows current LA and Government guidance on information sharing. GDPR Training-Basic Awareness. Key identified staff.		
Processes are in place for the effective transfer of safeguarding files.	Once a child is confirmed as attending a new setting, DSL calls the school to speak to the DSL is if there are concerns. Where CPOMS is used transfers are generated, this also logs the destination or transferring school. Where CPOMS is not used DSL creates a PDF and sends electronically via Egress. If the child still has a paper record or a printed CPOMS is required, this is sent via recorded delivery or hand delivered depending on the school.		Office to ensure new Starters and Leavers are sent to DSL. DSL to continue liaising with receiving or transferring schools.

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	Receipt can be verbal, written or electronic. More in-depth conversations with receiving or transferring schools recorded on CPOMS.		
All staff receive an appropriate safeguarding induction.	DSL meets with new staff for the initial safeguarding and then again within 3 months. This covers the immediate response around a concern/mark or injury to a child and importance of reporting immediately. Feedback on CPOMS logs and any reporting/recording guidance is given individually on a timely basis outside of the induction framework.		DSL to continue induction process and checklist/ Quiz questions check for basics of Induction knowledge.
Effective safeguarding case supervision is in place.	Supervision half-termly Recorded directly on to child's file including any actions under Supervision category. Should concerns increase or case not progress then discussions happen sooner.		Co-Headteachers to undertake supervision with DSL. Outcomes to be recorded on files under Supervision category. Professional challenge forms to be used if challenge is required of recording and/or service actions.
There is a training offer for all staff in place, including annual updates.	Annual Training Plan for Whole School Staff. Bespoke scenarios to role and themes at Bramingham created. CSPR local to area shared as part of Training. Annual PREVENT Refresher in summer term. INSET 4/9/2023 for all staff on KCSIE 2023 update and Safeguarding refresher of key messages. Teacher and TA training sessions 3x a year.		DSL to continue developing training plan to cover wide range of themes. DSL to continue sharing local and national updates as required,

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	School subscribed to The Safeguarding Network. Cath will share monthly topics for staff to access and share on the board. Information shared in bulletin forms part of training. Information available on safeguarding board and shelf in staff room and information posters. Local and National updates shared as and when they are available or following a DSO Network meeting.		
Children are taught about online safety, while avoiding over blocking and filtering.	The school has a computing progression skills grid that shows the progressing in online safety under the heading of 'Education for a connected world. Online safety is taught in every unit and the unit overviews for each unit show the links between the content of the lessons and the national curriculum and Education for a Connected World framework [http://(ncce.io/efacw)](ncce.io/efacw) or https://www.gov.uk/government/publications/education-for-a-connected-world. These references have been provided to show where aspects relating to online safety, or digital citizenship, are covered within the Teach Computing Curriculum. Not all of the objectives in the Education for a Connected World framework are covered in the Teach Computing Curriculum, as some are better suited to personal, social, health, and economic (PSHE) education; spiritual, moral, social, and cultural (SMSC) development; and citizenship (cross curricular teaching). The coverage required for the computing national curriculum is provided.		Computing lead-curriculum oversight. All staff to deliver teaching.

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	The computer scheme we are using is the NCCE https://teachcomputing.org/		
The DSL takes lead responsibility for online safety and understanding the filtering and monitoring systems in place.	DSL has met with the Network manager to gain a better understanding of Sophos, LGfL and Microsoft filtering and monitoring. Issues have been highlighted around the iPad filtering and monitoring as a gap in current service provision. SLT and Network Manager are investigating addressing this with IT provider.		SLT to make decisions around responsible Governor, reporting and monitoring. SLT to identify appropriate service to "plug" gap in monitoring to ensure a more rapidly responsive and robust system. DSL to create incident record form and tracking around themes to better improve in school systems. Timescale is immediate and ongoing.
There are processes in place to manage concerns or allegations against staff including 'low level' concerns.	Pathway forms part of induction and review induction. LADO Flowchart shared in bulletin 25/11/2022 and will be reshared. Flowchart on safeguarding board and numbers on safeguarding posters at key locations in school. Low Level Policy in Personnel Handbook in the staff room, safeguarding shelf and on One drive. There have been 7 Low Level and 4 LADO.		All staff to read policy and share concerns as required. Updated policies to be shared- Business Manager/HR Officer

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	Whistleblowing and Low-Level concerns policies shared as part of annual policy read. Information shared via bulletin.		
Child on child abuse and the school/colleges response to this is well understood and applied.	CPOMS Category For Child on Child with subcategories. Since it went live there have been 91 logs recorded. In the early stages some incorrect use but understanding is developed through conversations and training. An area of continual development due to new staff and development/change in thinking of established staff. One safety plan in place-shared with key staff. Proforma in current use needs adjustment.		Refinement of Safety Plan proforma-SLT Ensure Child on Child subcategories remain appropriate and amend as needed DSL
Staff have an awareness of LQBTQ+ and safe spaces are in place for children to share concerns with an adult.	All children are encouraged to speak to an adult they feel comfortable with. As yet we have had no disclosures from children, should this be the case we would respond to the needs on an individual basis and listen to their needs and thoughts.		All staff to be able to challenge stereotypes-training/bulletin-SLT.
Reasonable force is understood and managed appropriately.	One staff member Sherwood Trained. Whole school training planned for 3rd January 2024on de-escalation techniques. Our ethos is to diffuse verbally, give time and space. Parents are always informed, and recording takes place. There is always a discussion with SLT on how incidences are managed.		Whole school training 3rd January 2024. Key staff to model de-escalation techniques. ECT Teachers as part of their mentoring will have behaviour management support as part of

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	TA training on managing behaviour on 1st, 8th and 15th March and 12th July 2023.		their mentoring-Various ECT Mentors
All staff understand the basis of the Equality Act 2010 in regard to safeguarding children.	Staff make reasonable adjustments and remove barriers to learning.		Through appraisals, training, ECT mentoring, bulletin and ongoing staff development.
If the site is let/rented, there are assurance measures in place. This includes requesting safeguarding policies and procedures for external agencies using the school site.	Safeguarding Policies and Risk assessments for each letting. Inventry signing in process.		HR Manager to continue checks.
Responses to children missing education are robust and well understood.	We follow LBC CME policy/guidance. Advice sought on case by case as often complex with EWO and ELE Team and SENAT where required. CME form submitted as required and logged on CPOMS. New Attendance Strategy being led by Assistant Head. Co-Headteachers liaise with EWO to refine and develop attendance procedures. INSET 4/9/2023 KCSIE all staff. CME and Children absent from education information shared. EWO has regular termly checks of attendance and registers. DSL has taken the lead on contacting relevant CME departments in outside LA's due to delayed response from Luton CME Officer, May 2023.		Assistant Head Teacher leading on new Attendance Strategy. Liaising with EWO, Attendance Officer, Family Worker and DSL

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The approach to Elective Home Education is understood and applied.	We liaise with the EWO and EHE team where we have requests for EHE. School liaises closely with parents to identify any measures in school that could be in place to resolve a reason for Home Educating. The necessary documents are completed if parents request EHE. Where the child has an EHCP the school will liaise with SENAT.		DSL/SENCO/Family Worker to liaise as appropriate.
There are systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral systems.	Staff raise concerns/observations verbally with SLT and/or Family Workers and record on CPOMS. Parents are spoken to, and support work offered in school if appropriate. Where specialist help is required, the next step is to speak to our CAMH School Liaison for advice and referral guidance. Discussion with parental consent. Advice can be sought by referring to a concern for Child X. Regular meetings with CAMH School Liaison Team. CAMH School Team (Tanita Satchwell) delivered training on The Four A's (Autism, Anxiety, ADHD and Anger) 27th June 2023 to Teachers and on 1st February to TA's. Currently, bereavement referrals are through CAMH. CAMH Schools Liaison have also held a drop in for parents to seek advice. Date for this term 14/11/2023. DSL is Mental Health First Aider and has completed Designated Mental Health Lead training July 2022 and First Responder training in the Summer term 2023. DSL or Family Worker also attend Designated Mental		All staff to share their concerns. DSL to deliver Mental Health awareness training trough the training day cycle. DSL/Family Worker to refer where appropriate to CHUMS/CAMH or other services with parental involvement as appropriate. DSL to liaise with CAMH Schools Team to continue parental support/drop in/information session-termly.

Luton

	Health Network meetings termly, relevant info to be shared with staff as needed. In House support via Family Worker around emotional wellbeing, self-esteem and mental health. Short intervention or longer pieces of work depending on needs of children. DSL has delivered Mental Health training around self-harm (theme pertinent to school) to Teachers on TA'S 7th and 14th June 2023. Referrals to additional support services i.e., CHUMS for bereavement support or Young Carers. Staff can access support via Employee Assistance Programme.		
Staff understand the importance of the early identification of SEND and take appropriate action including obtaining advice and referral where necessary.	CAMH School Team (Tanita Satchwell) delivered training on The Four A's (Autism, Anxiety, ADHD and Anger) 27/6/2023 to Teachers and on 1/2/2023 to TA's. TA's Introduction to Autism 27/2/2023, 8/3/2023-Good Autism Practice and SEND focus 3/10/23 and 10/10/23. Teachers-SEND as a curriculum leader 23/5/2023 and SEND Focus 4/10/23. SEND Nugget in bulletin. In school process to raise children of concern with SENCO.		SEND Nugget to continue-SENCO. Training to continue through the academic year-SENCO or other relevant staff/professionals.

Luton

Staff have the skills, knowledge and understanding to keep Looked After Children and previously Looked After Children safe.	Several new staff have joined the school so in response, all staff will complete ACE's training either for the first time or as a refresher. CAMH School Team (Tanita Satchwell) delivered training on The Four A's (Autism, Anxiety, ADHD and Anger) 27/6/2023 to Teachers and on 1/2/2023 to TA's.		New staff to complete ACE's online training-Academic year 2023/24.
There is an appointed Designated Teacher.	SENCO/Co-Headteacher is DT for LAC. Assisted by Assistant Head Teacher.		

Part 3: Safer recruitment

Criteria	How do you know this?	Green Amber Red	Actions/owners/timeframe
There are robust recruitment procedures in place and this process is followed at all times.	Follow LBC Policy and Procedures including advertising all posts, shortlisting, interview and scoring. All ID and References checks, and appropriate declaration applied for prior to interview. Start delayed until all relevant checks completed or risk assessment completed. 2 references and written risk assessment in emergency situation i.e., TA recruitment for SEND child.		Business Manager/HR Officer/Co-Headteachers.

Luton

	Online checks as per KCSIE are recorded by HR Officer on the SCR.		
Appropriate staff are trained in safer recruitment as set out in KCSIE (2023).	Co-Headteachers, Business Manager, HR Officer and Deputy Head all Safer recruitment trained.		Business Manager oversight for training requirements/updates. Safer recruitment trained staff to be present for all interviews/recruitment. Refresher booked Deputy Head and due to be booked for Co-Head Teachers.
The recruitment process clearly set out the commitment to safeguarding.	Statement in advert, questions at interview around safeguarding.		Business Manager/HR Officer.
Independent schools/academies/free schools undertake Section 128 checks for any person taking up a management position	N/A	N/A	N/A
Checks are made to ensure any teaching applicants are not subject to a prohibition order.	As part of reference and checks prior to interview and employment.		Business Manager/HR Officer
Appropriate staff are aware that curriculum vitae (CV) should only be accepted alongside a full application form and is not sufficient on its own to support safer recruitment.	CVs are not accepted for school-based positions. Application form only. Stated on adverts.		HR Officer
If providing childcare, checks are carried out to ensure individuals are not disqualified.	N/A	N/A	N/A

Luton

Online checks are completed for shortlisted candidates as part of due diligence.	HR Officer completes online checks. Candidates Are informed in interview offer letter. Recorded in mynewterm process and SCR		HR Officer as part of recruitment process.
Regulated and unregulated activity is understood.	Appropriate checks for level of position. Where unclear advice sought from HR Traded Services		Business Manager/HR Officer
The single central record is in place as set out in KCSIE (2023).	Use LA Template. Queries and support from HR when needed. Online search has been added. Admin for DBS checks done by Business Manager/HR Officer		Business Manager/HR Officer
The single central record is regularly audited, and personnel files are up to date.	Audit process in place. Every file completed, and on system by HR Officer then passed to Business Manager audit file. DSL has co-audited files with Business Manager.		Business Manager/HR Officer audit new files, where there is missing information, this is followed up i.e., risk assessment and DBS with one reference. Second reference followed up but steps in place to secure employment.

Luton

	Safeguarding Gov Summer term 2023 checked sample of files. OFSTED visit in April 2023 reviewed as part of visit, no concerns. Graded Good		
Multi-Academy Trusts The single central record can be separated by academy without delay, if requested.	N/A	N/A	N/A
Documents are kept in line with retention guidance.	Securely stored on secure drive. Backed up weekly. Paper copies in locked cupboards. Government guidance on differing retention dates followed. Business Manager/HR Officer. refer to this where needed. Where an allegation is founded, records kept until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer than review. Note allegations that are found to be malicious should be removed from personnel files. If found, they are to be kept on the file and a copy provided to the person concern.		Business Manager/HR Officer.

Luton

	Secure shredding company has been sourced for confidential out of date documents.		
Appropriate checks are in place where applicants have lived or worked outside the UK.	Sought and recorded on SCR, checks prior to employment.		Business Manager/HR Officer
Agency/Third party staff checking arrangements are in place.	DBS numbers and ID check assurance from agency on safer recruitment. Qualification details and photo ID from agency to check against record. ID seen and recorded on SCR.		Business Manager/HR Officer.
Arrangements are in place for: Contractors Trainee/student teachers Visitors Volunteers Work experience	As above for Contractor/Agency. Trainees/Students- Written confirmation of course, liaise with college to risk assess and check insurance. Most trainees are DBS by college and original DBS seen prior to start. All trainees are interviewed, and ID seen at interview. Complete induction and risk assessment. Interview and application form process. DBS for long term placements. All read Volunteer policy and agreement.		Business Manager/HR Officer.

Luton

	Volunteers complete and application form and interview process as above. If appropriate DBS also sought. All read the Safeguarding policy and KCSIE. Since September all regular volunteers also complete SMARTLOG Safeguarding training.		
Appropriate clearance has been obtained for governors as set out in statutory guidance.	All governors have S128, ID and DBS entered on SCR. All complete pecuniary interests etc. Agenda item at every meeting.		Business Manager/HR Officer
Sec 128 checks are in place for school governors.	All governors have S128, ID and DBS entered on SCR. All complete pecuniary interests etc.		Business Manager/HR Officer
If using an Alternative Learning Provision, assurance is obtained that appropriate recruitment processes have been followed and adhered to.	No current provision used.		As required-Co-headteachers and DSL.
Risk assessments and due diligence checks are completed on a regular basis for any Alternative Provision the school may be using.	N/A		No ALPs currently used. DSL/Co-Headteachers to address as the need arises.

Luton

If a Private Fostering arrangement comes to the attention of the school/college, processes are in place to notify the local authority.	School to follow LBC procedures and check for guidance/advice if required. Contact MASH for advice/guidance/record a Private Fostering Agreement. No current children on roll who are Privately Fostered.		As required-Co-headteachers and DSL.
There is a culture of ongoing vigilance.	The school fosters a "It could happen here" ethos across all areas of safeguarding concerns inc adults and children.		DSL to promote messages. All staff to incorporate into practice. Via face to face, bulletin, induction and day to day practice
The duty to refer to the Disclosure & Barring Service / Teaching Regulation Agency is understood and applied	DBS numbers recorded, sight of original number. School to follow LBC procedures.		Co-Headteachers/Business Manager/HR Officer as required.

Part 4: Management of Allegations

Criteria	How do you know this?	Green Amber Red	Actions/owners/timeframe
There are procedures for dealing with concerns/allegations against those working in or on behalf of the	School has a Whistle Blowing policy and Low-Level concerns policy.		SLT and DSL to ensure procedures are updated as necessary and these are shared with staff.

Luton

school/college – including low level concerns.	LADO Flow chart shared in bulletin and on Safeguarding board in IT room (also in policies)		
There is a low-level concerns procedure in place that allows for staff to confidentially share information.	Low Level concerns procedure in place. In staff personnel handbook in staff room. 7 Low Level concerns shared.		Low Level concerns policy to be updated as required-SLT and Governors. Quiz check question-DSL
Transferable risk is understood and considered.	Staff are required to read and accept our Staff Code of Conduct and Social Media Policy and Internet Acceptable Use and Mobile Phone policy. Breaches of this would trigger the disciplinary process		DSL/SLT to ensure messages delivered throughout academic year face to face or electronically.
Procedures are in place to liaise with the local authority designated officer (LADO) in line with guidance.	LADO Flow chart on safeguarding board. Contact details in staff room and in allegations/whistleblowing policy. DSL has referred to the LADO in relation to a concern regarding a childminder and pupil at Bramingham.		DSL to ensure procedures are up to date and shared-ongoing.
The school/college liaise with the LADO regarding any allegation made relating to an organisation/external agency using the school's premises for the	No allegations have been made regarding an out of school activity.		Co-Headteachers to liaise with LADO as required.

Luton

purpose of running activities for children.			
Input is provided to staff around the role of the designated officer and roles within this process are well understood by all staff.	Flow chart on safeguarding board and in bulletin 2/1/2/2022. Whistleblowing policy part of annual check. Whistleblowing policy part of annual check.		DSL-Induction/bulletin/board/quiz and training. All staff-Policy reading
The local authority arrangements for the management of allegations are understood.	Policy is available to staff and is followed and advice from HR and LADO sought. Flowchart included in policy, information poster, visitors leaflet and on safeguarding board and bulletin		DSL to reinforce information through variety of means.
Staff know how to raise concerns and who with, including those related to SLT/Governance arrangements.	Whistleblowing policy part of annual check. Reminders covered in training and bulletin. Posters (and Visitor's leaflet) on who to speak to regarding concerns in key locations around school.		All staff to read policies. DSL to reinforce via training. Staff to raise concerns-ongoing.
There is confidence that all staff are able to identify harmful behaviours	Messages in training are "think the unthinkable" and having a "it		All staff to "think the unthinkable".

Luton

from adults which may pose a risk to children.	could happen here" ethos across all areas of safeguarding. Significant changes in staffing over the past few months	<td style="background:yellow"></td>	Cath to revisit this theme over training and via the ebulletin. Scenario based training around harmful adult behaviours-DSL to organise.
Record keeping is appropriate, confidential and stored for the appropriate length of time.	In line with LBC Policy and guidance. Personnel records are retained for 6 years after their employment ceases. They are securely stored in locked cupboards in the office and the foyer. Where allegation is made and founded, records are kept 10 years from the date or the person's normal retirement age whichever is longer.		Business Manager/HR Officer
Welfare support is in place to meet the Duty of Care to employees.	Occupational health referrals via sickness absence procedure. Liaison and referrals with other teams where needed. Employee Assistance procedure in place.		
Onward referrals are made as appropriate	Staff can self-refer to the Employee assistance programme.		HR Officer or Business Manager.

Luton

	Occupation Health referrals in relation to sickness absence this year has been 4.		
The whistle blowing policy is well understood and applied. Staff know who they can whistle blow to.	7 Low Level concerns and 4 LADO level concerns have been shared.		Update policy to be shared with staff- Business Manager.