

Safeguarding Policy Appendix 3 – Termly safeguarding report to school committee

Termly Safeguarding report to school committee

School:

Year:

When completing this report, please note:

- A **'safeguarding concern'** is one that has been referred to the Designated Safeguarding Lead **by a member of staff**. It differs from a pastoral concern as it directly relates to protecting any students under the age of 18 from maltreatment; preventing the impairment of their mental and physical health or development; ensuring that they grow up in circumstances consistent with the provision of safe and effective care; and may require the DSL to take action to ensure the best outcomes for the student.
- A **new** safeguarding concern will refer to a situation in which such an intervention takes place for a child who previously did not have a safeguarding file, OR in which a previously unknown issue has arisen for a child who did have a safeguarding file, which prompted a further high-level intervention.
- Mental Health, Counselling and Medical Centre Staff should keep a list of children who receive regular support over the course of each term. Medical Centre staff should only report numbers of students they are providing regular support to for **safeguarding reasons or for highly complex or undiagnosed medical needs** (not routine injuries or clearly known medical conditions such as asthma, diabetes).
- The Charity Commission requires charities to report serious incidents. A **'serious incident'** is an adverse event, whether actual or alleged, which results in or risks significant: harm to your charity's beneficiaries, staff, volunteers or others who come into contact with your charity through its work; or loss of your charity's money or assets; or damage to your charity's property; or harm to your charity's work or reputation. If a serious incident occurs in schools, the report will be made by the Head and Chair of the School Committee to the Chair, Deputy Chair of the Trust and CEO. A judgement will then be made on whether a Serious Incident Report needs to be reported to the Charity Commission.

When reporting on incidents of specific safeguarding issues, please note:

- **Child-on-child sexual violence and sexual harassment** includes online, sexual comments, activity without consent, upskirting, youth produced sexual imagery;
- **Mental Health** includes suicidal ideation, suicide attempt, anxiety, depression;
- **Domestic and Honour based abuse** includes FGM and forced marriage;
- **Child exploitation** includes CCE, CSE, County Lines and Radicalisation.

Overall summary and analysis

Strengths and developments in Safeguarding this term

Concerns or emerging themes across Safeguarding this term

Areas for development/planned actions for next term:

Report completed by.....

Signed.....Date.....

Safeguarding development and training record

	Comment		
	Autumn Term	Spring Term	Summer Term
Safeguarding policy and procedures <ul style="list-style-type: none"> Reviewed in line with KCSIE / WTSC / other relevant documents Reviewed in line with safeguarding development plans (if appropriate) Shared with staff Ratified by School Committee 			
Designated Safeguarding Lead (DSL) and Deputy DSL Training. <ul style="list-style-type: none"> Training attended Updates shared Job description reviewed 			
Staff training <ul style="list-style-type: none"> In line with KCSIE Induction of all new staff and volunteers Safer recruitment training 			

Statutory recording and reporting

		Autumn Term	Spring Term	Summer Term
No. of Unauthorised absences				
No. of referrals to Child Missing In Education				
Total no. of Children in Public Care / Looked after / Privately fostered				
No. of exclusions	Number of fixed-term			
	Number of permanent			
	Comment (optional)			
No. of referrals to LADO (<i>allegation against a member of staff</i>)				

No. of Low Level concerns (<i>allegations/concerns that do not meet the harm threshold</i>)			
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Record of safeguarding cases and inter-agency working

	Autumn Term	Spring Term	Summer Term
No. of new safeguarding concerns referred by staff to DSL			
No. of new safeguarding concerns referred by DSL to the IFD or Early Help Team			
No. of children currently receiving support from a school-based professional (including school nurse, counsellor, mental health lead etc.			
No. of children currently known to be receiving support from external agencies including Health Service, CAMH, CHUMs etc. who have not been recorded in previous terms' reports.			
No. of children on 'Early Help Plan' who have not been recorded in previous terms' reports.			
No. of children on 'Child In Need Plan' who have not been recorded in previous terms' reports.			
No. of children on 'Child Protection Plan' who have not been recorded in previous terms' reports.			

Reported incidents of specific safeguarding issues

		Autumn Term	Spring Term		Summer Term	
			Ongoing	New incident	Ongoing	New incident
Child-on-child Abuse	Cyberbullying					
	Homophobic Incident					
	Racist Incident					
	Physical Bullying					
	Sexual harassment and violence					
	Verbal Bullying					
Self-Harm	No. of reported incidents					
	No. of children severely self-harming					

Eating Disorders	No. of reported incidents					
	No. of children receiving further intervention					
Mental Health	No. of reported incidents					
	No. of children receiving further intervention					
Domestic and Honour based abuse						
Child exploitation						

Serious Incident Reports

	Autumn Term	Spring Term	Summer Term
No. of Serious Incidents raised during this period <i>(not all Serious Incidents will be reported to the Charity Commission).</i>			
No. of serious incidents reported to the Charity Commission by the Trust.			

Safeguarding Policy Appendix 3 – Annual safeguarding report to school committee

Annual Safeguarding report to school committee

School:

Year:

When completing this report, please note:

- A **'safeguarding concern'** is one that has been referred to the Designated Safeguarding Lead **by a member of staff**. It differs from a pastoral concern as it directly relates to protecting any students under the age of 18 from maltreatment; preventing the impairment of their mental and physical health or development; ensuring that they grow up in circumstances consistent with the provision of safe and effective care; and may require the DSL to take action to ensure the best outcomes for the student.
- A **new** safeguarding concern will refer to a situation in which such an intervention takes place for a child who previously did not have a safeguarding file, OR in which a previously unknown issue has arisen for a child who did have a safeguarding file, which prompted a further high-level intervention.
- Mental Health, Counselling and Medical Centre Staff should keep a list of children who receive regular support over the course of each term. Medical Centre staff should only report numbers of students they are providing regular support to for **safeguarding reasons or for highly complex or undiagnosed medical needs** (not routine injuries or clearly known medical conditions such as asthma, diabetes).
- The Charity Commission requires charities to report serious incidents. A **'serious incident'** is an adverse event, whether actual or alleged, which results in or risks significant: harm to your charity's beneficiaries, staff, volunteers or others who come into contact with your charity through its work; or loss of your charity's money or assets; or damage to your charity's property; or harm to your charity's work or reputation. If a serious incident occurs in schools, the report will be made by the Head and Chair of the School Committee to the Chair, Deputy Chair of the Trust and CEO. A judgement will then be made on whether a Serious Incident Report needs to be reported to the Charity Commission.

When reporting on incidents of specific safeguarding issues, please note:

- **Child-on-child sexual violence and sexual harassment** includes online, sexual comments, activity without consent, upskirting, youth produced sexual imagery;
- **Mental Health** includes suicidal ideation, suicide attempt, anxiety, depression;
- **Domestic and Honour based abuse** includes FGM and forced marriage;
- **Child exploitation** includes CCE, CSE, County Lines and Radicalisation.

Overall summary and analysis

Strengths and developments across Safeguarding this academic year:
Common safeguarding issues, concerns or emerging themes that were raised during the year:
Areas for development and planned actions for the next academic year:
Annual Report completed by..... Signed.....Date.....
Safeguarding Compliance Check completed (Appendix 5) by..... Signed.....Date.....

Safeguarding development and training record

	Comment
Safeguarding policy and procedures	

<ul style="list-style-type: none"> • Reviewed in line with KCSIE / WTSC / other relevant documents • Reviewed in line with safeguarding development plans (if appropriate) • Shared with staff • Ratified by School Committee 	
Designated Safeguarding Lead (DSL) and Deputy DSL Training. <ul style="list-style-type: none"> • Training attended • Updates shared • Job description reviewed 	
Staff training <ul style="list-style-type: none"> • In line with KCSIE • Induction of all new staff and volunteers • Safer recruitment training 	

Statutory recording and reporting

		2019/20	2020/21	2021/22
No. of Unauthorised absences				
No. of referrals to Child Missing In Education				
Total no. of Children in Public Care / Looked after / Privately fostered				
No. of exclusions	Number of fixed-term			
	Number of permanent			
	Comment (optional)			
No. of referrals to LADO (<i>allegation against a member of staff</i>)				
No. of Low Level concerns (<i>allegations/concerns that do not meet the harm threshold</i>)				

Record of safeguarding cases and inter-agency working

	2019/20	2020/21	2021/22
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No. of new safeguarding concerns referred by staff to DSL			
No. of new safeguarding concerns referred by DSL to the IFD or Early Help Team			
No. of children currently receiving support from a school-based professional (including school nurse, counsellor, mental health lead etc.			
No. of children currently known to be receiving support from external agencies including Health Service, CAMH, CHUMs etc. who have not been recorded in previous terms' reports.			
No. of children on 'Early Help Plan' who have not been recorded in previous terms' reports.			
No. of children on 'Child In Need Plan' who have not been recorded in previous terms' reports.			
No. of children on 'Child Protection Plan' who have not been recorded in previous terms' reports.			

Reported incidents of specific safeguarding issues

		2019/20	2020/21	2021/22
Child-on-child Abuse	Cyberbullying			
	Homophobic Incident			
	Racist Incident			
	Physical Bullying			
	Sexual harassment and violence			
	Verbal Bullying			
Self-Harm	No. of reported incidents			
	No. of children severely self-harming			
Eating Disorders	No. of reported incidents			
	No. of children receiving further intervention			
Mental Health	No. of reported incidents			
	No. of children receiving further intervention			

Domestic and Honour based abuse			
Child exploitation			

Serious Incident Reports

	Autumn Term	Spring Term	Summer Term
No. of Serious Incidents raised during this period <i>(not all Serious Incidents will be reported to the Charity Commission).</i>			
No. of serious incidents reported to the Charity Commission by the Trust.			

Appendix 4 – Annual Review of Safeguarding in the school – terms of reference

Purpose

1 The purpose of the annual review of safeguarding in the school is to assure the Board of the Harpur Trust, through the school committee, that:

- policies are compliant with current law and best practice and are adhered to; and
- prompt and appropriate action is taken where concerns are identified; and
- proper records are being kept.

Scope

2 The review must cover all aspects of safeguarding policy and practice within the school, in order that the school committee can be confident it has met its statutory and best practice obligations and report on these matters to the Board of the Trust.

Methodology

3 The review should be instigated by the Nominated Safeguarding Governor in the Autumn Term. It should be conducted by the Nominated Safeguarding Governor and the Designated Safeguarding Lead (DSL) jointly.

4 Reliance should not be placed on verbal assurances alone; checks should be conducted to ensure the policies are compliant and that practice adheres to the policies (Appendix 5 provides a compliance checklist for school committees). In particular, the review should provide assurance that prompt action is taken whenever any concerns are raised about the safety of any child. In addition, checks should also be made to ensure proper records are being kept.

5 The review should analyse data from the current and previous years to establish whether any patterns emerge, which could be a cause for concern.

6 The review should attempt to adduce evidence wherever possible to underpin the findings.

Reporting

7 The Nominated Safeguarding Governor and DSL should report on their findings jointly in writing to the school committee and attend the school committee meeting at which the report is considered in order to answer any questions.

8 The school committee will report to the Board annually in the Autumn Term (for the Board meeting in January):

- to confirm that the safeguarding arrangements and policies in the school have been formally reviewed; and
- to confirm that the school's policies and practice meet the statutory requirements; and
- to draw the Trustees' attention to any significant incidents or themes.

9 The Board will formally approve these annual reviews. School committees and the Board will make formal notes in the minutes of their meetings on discussions on Safeguarding, including on the annual review of Safeguarding by the Board.

Safeguarding Policy Appendix 5 - Safeguarding Compliance Checklist for school committees

Date of completion:

Person(s) undertaking the check:

	Evidence of compliance e.g. <i>Training Logs, certification, induction checklists, committee meeting minutes etc...</i>	Action req. Y / N
1. The Child Protection Policy is publicly available via the school or college website or by other means and parents are made aware of the school's statutory responsibilities in accordance with the policy.		
2. Staff who work directly with children have read at least Part one of Keeping Children Safe in Education 2022. Staff who do not work directly with children have read either Part one or Annex A.		
3. There are mechanisms in place to assist staff to understand and discharge their role and responsibilities as set out in Part One of <i>Keeping Children Safe in Education</i> , DfE, 2022		
4. The Headteacher and at least one school committee member have completed safer recruitment training.		
5. The school operates safer recruitment procedures and makes sure that all appropriate checks are carried out on new staff, volunteers and contractors who will work with children including all relevant Disclosure & Barring Checks.		
6. All safer recruitment checks are evidenced in the Single Central Record and this checked regularly for accuracy.		
7. Procedures are in place for dealing with allegations of abuse against members of staff and volunteers, allegations of child-on-child abuse and for low-level concerns that comply with national and local safeguarding partners and relevant agencies guidance.		
8. A member of the school committee (usually the chair) has been nominated to be responsible for liaising with the LA and partner agencies in the event of an allegation of abuse being made against the Headteacher.		
9. The school has developed a code of conduct for staff that clearly outlines the school's expectations in relation to the behaviour of all staff and volunteers. This is provided to all staff at induction.		
10. Designated Safeguarding Lead: A senior member of the school's leadership team has been designated to take lead responsibility for dealing with child protection issues, to provide advice and support to staff and pupils, and work with other agencies and they have received appropriate training to equip them to fulfil the role.		
11. There is an alternative person identified to fulfil the role in the DSL's absence and there is always cover for this role.		
12. The school keeps up to date records of all staff safeguarding training including levels of training and dates.		
13. The Designated Safeguarding Lead has received Prevent awareness training and the school has appropriate arrangements in place to prevent pupils being drawn into terrorism in line with the Prevent duty.		
14. The school committee regularly receives a report outlining how the school is fulfilling the statutory requirements for safeguarding; these reports and any identified actions are clearly referenced in the minutes of meetings.		

Appendix 6 - Safeguarding Compliance Checklist for Grant Applicants

Name of Group:	Date assessment completed:

Is a basic or enhanced assessment required? Is the assessment adequate/ proportionate given nature of safeguarding risk (matrix)

Factors to consider	
How large is the request?	
How vulnerable are the beneficiaries	
What activities are being funded – what level of safeguarding risk is there?	

Compliance Area	Where is the evidence? How do we know?	Action Required?	Completed Date
1) Does the group work with children or vulnerable adults? If yes go to question 2 If no go to question 13.			
2) Is there a safeguarding policy?			
3) Is there a safeguarding procedure?			
4) Are the above dated, with a timescale for review?			
5) Is the policy suitable			
5b) Does the policy/procedure cover digital/remote delivery?			
6) Is the policy/procedure presented to all staff/volunteers/trustees at induction?			
7) Who has had safeguarding training? What training? Where is this recorded?			
8) Who is DBS checked? Staff? Volunteers? Trustees? Enhanced or regular?			
9) Who is the nominated safeguarding officer?			

10) How are beneficiaries & their families made aware of the policy/ procedure?			
11) How would you identify & assess a safeguarding incident?			
12) How many safeguarding incidents do you record in an average year?			
13) Is the group a charity ? If so do they know when and how to make a serious incident report? Allegations of neglect abuse or harm to anyone the group comes into contact with.			
14) Does the organisation have a whistleblowing policy/procedure?			
15) How the board discuss safeguarding?			
Signed (HT):		Date:	