



Education Durham
Head of Education: Jim Murray



Safeguarding Audit

Forest Park School
Conducted by Jane Lewin, School Leadership Advisor
10th November 2023

Name of designated safeguarding lead	Jackie Reynolds
Name(s) of deputy designated safeguarding lead(s)	Jill Gray
Name of nominated governor for safeguarding	Chris Knox who led Prevent across Darlington (PREVENT Gov Lead too) will conduct face to face Prevent training for staff, will audit 3 times per year, and plans to also hold a session with parents regarding online safety.
Name(s) of governor(s) and staff with Safer Recruitment Training	Still to be nominated – need to do this & book onto relevant training.

Jill Gray

SAFER RECRUITMENT

Single Central Record (SCR)	R	A	G	Comments
There is evidence of:				
Identity checks				
Qualification checks (where necessary)				
Enhanced DBS with children's barred list check				
Prohibition checks				
Overseas checks (where necessary)				
EEA checks (where necessary for pre-1st Jan 2021 appointments)				Not applicable
Risk assessments if needed				
Right to work in the UK checks				
Section 128 checks (for governors)				

Staff Files	R	A	G	Comments
Staff files include relevant information:				
Job advert				
Job description				
Person specification				
Fully completed, signed application form				
Evidence of pre-employment internet checks taking place				To complete for all new staff by a member of staff who is not part of the recruitment panel.
Any gaps in employment identified and explored				
Interview questions which include safeguarding				
Two references				
References verified by the school				

Copy of qualifications (if relevant)				
Copy of proof of identity (passport / driving license)				
Health Declaration Form				

Staff Induction	R	A	G	Comments
All staff receive a safeguarding induction				Induction files in place for all current staff & Governors
There is a named person who leads staff induction				Jackie Reynolds
There is a second named person to lead induction in the absence of the above person				Jill Gray
Staff induction includes sharing relevant policies:				
Safeguarding Policy				Leaders plan to send out a questionnaire to check this has been read at the time of induction and following the annual updates.
Behaviour Policy				Also includes the Anti bullying Policy
Staff Code of Conduct				
Confidential Reporting Code (Whistleblowing Policy)				This is in the staff handbook
How to report and record safeguarding concerns				This is also in the staff handbook
Role of DSL				Training is given on this area.
KCSIE				Staff sign to say this has been read & receive NCSL Mandatory training.
Low Level Concerns Policy				
There is a named person who leads induction for students and volunteers				Jackie Reynolds
Students and volunteers receive an agreed induction process including:				Although this has not started yet, systems are in place.
Safeguarding Policy				
How to report and record safeguarding and low-level concerns				
KCSIE				
Supply staff receive an agreed induction process including:				Although this has not started yet, systems are in place.
Safeguarding Policy				
How to report and record safeguarding and low-level concerns				
KCSIE				

SAFEGUARDING TRAINING

Governor Training	R	A	G	Comments
The Nominated Safeguarding Governor has received recent relevant safeguarding training				Governors are in the process of completing the NCSL school mandatory training.
All governors have received safeguarding training on induction				
All governors have received regular safeguarding updates				
All governors have received equality training				This is to be arranged.

Relevant governors have received Safer Recruitment training within the last 5 years				The two DSLs have completed this and when governors have been nominated, they will need to complete this.
Governors are aware of sexual harassment and abuse				Leaders acknowledge that this needs to be discussed with governors in more detail

Staff Training	R	A	G	Comments
There is evidence that the Designated Safeguarding Lead has received:				Level 4 training through DSCP – both DSLs accessing this on Monday. Leads have accessed all training identified below through the training system they have signed up for. The school access the DSCP for more bespoke local safeguarding training. Certificates are in staff files as evidence of training.
Relevant DSL training within last 2 years				
Prevent Training				
Child Criminal Exploitation training				
Female Genital Mutilation training				
Online Safety training				
Other relevant training				
There is evidence that the Deputy Designated Safeguarding Lead(s) has/have received:				
Relevant DSL training within last 2 years.				
Prevent Training				
Child Criminal Exploitation training				
Female Genital Mutilation training				
Online Safety training				
Other relevant training				All staff will receive PACE training & selected will be Team Teach training.
There is evidence that all staff have received:				There is an identified mandatory training schedule that all staff are expected to complete through the training provider accessed by the school.
Updates on KCSIE 2023 (including evidence of this)				
Safeguarding training				
Prevent Training				
Child Criminal Exploitation updates				
Female Genital Mutilation updates				
Online Safety training				
Other relevant training				
There is evidence that safeguarding training is strategically planned across the year for all staff				Leaders plan for this to be the case when the school is established, and Jane Lewin will send an example safeguarding training matrix. In the meantime, every staff and governing board meeting has safeguarding as an agenda item.
There is evidence that all staff are regularly updated on current safeguarding issues and guidance				

There is evidence that all staff have received LADO training and know how to report concerns and/or make a referral.				It is recommended that the DSL & deputy DSL access this training through DSCP.
There is a named governor for CLA / PCLA				Rachel Wren and Dawn Ablewhite
The named governor for CLA / PCLA has received training				
There is a named member of staff responsible for CLA / PCLA				
The named member of staff for CLA / PCLA has received training				
There is a named Data Protection Officer (DPO)				Tristan Code at IT Systems
There is a named Educational Visits Co-ordinator				To be decided & leaders are buying into the Evolve system.
The Educational Visits Co-ordinator has received training within the last 5 years				
There is an adequate number of trained first aiders in school				DSL & Deputy DSL are trained first aiders so far, but this is anticipated to increase when the school opens.
There is an adequate number of paediatric first aiders in school trained within the last 3 years				N/A

RESPONDING TO CONCERNS

	R	A	G	Comments
There are clear procedures to report pupils' sexualised behaviour				Child on Child Abuse policy is in place & reporting concerns follows the same as safeguarding procedures.
There are clear procedures to record and share low level concerns of adults in school.				
Staff are aware of how to report low level concerns				N/A until the school opens
Safeguarding logs have clear chronologies and evidence of strong multi-agency working.				N/A until the school opens
Behaviour logs show a positive impact on improving behaviour.				N/A until the school opens
Local arrangements for multi - agency working are followed.				Part of DCC Safeguarding SLA & DSCP
There is a named member of staff responsible for online safety.				Head Teacher currently
There is a curriculum in place to ensure pupils keep safe online.				The planned curriculum contains online safety. 'IT Systems' are planned to complete face to face training annually for all staff
There are wider curriculum opportunities to promote online safety.				N/A until the school opens
Leaders and governors regularly monitor the effectiveness of online filters				The school's Filtering & Monitoring system is IT Guardian and leaders receive weekly update & immediate emails. Monthly meetings take place to review this.
There are two emergency contact numbers for all pupils.				N/A until the school opens
Safeguarding checks are carried out on pupils with long term absence				Even the school has not yet started, procedures are in place within the school's attendance policy

				Leaders could consider adopting the LA's Home Visits Policy to support them. This is available from the Attendance Team.
Leaders and governors have carried out appropriate checks on any Alternative Provision used by the school (if applicable)				N/A until the school opens Leaders have risk assessments in place for planned regular off-site visits.

LEADERSHIP OF SAFEGUARDING

Audit of Policies (*statutory)	R	A	G	Comments
The following policies have been reviewed within an appropriate timescale:				
Anti - Bullying				Includes annual parental information session
Behaviour*				
Children Missing from Education				
Child Protection / Safeguarding*				School & Durham LA
Confidential Reporting Code for Schools				
Equality				<i>It is recommended that leaders identify the protected characteristics within the policy.</i>
Health and Safety*				
Intimate Care				
Managing Allegations Against Staff*				
Online Safety (incl. Acceptable Use Policy)				
Recruitment and Selection				
Sex and Relationships Education*				Planned training for staff is in place on how to teach this to pupils with SEND.
Supporting pupils with medical conditions*				

Self-Evaluation of Safeguarding	R	A	G	Comments
The Safeguarding Self-Assessment toolkit has been completed and shared with the safeguarding governor.				
Key actions in the self-assessment have been identified with timescales to address				
Parent questionnaires are positive about safeguarding.				N/A
Pupil questionnaires are positive about aspects of school life.				N/A
Pupils know how to keep safe in the real world and online				To be evaluated on a future visit
Pupils have a trusted adult who they can be open with				To be evaluated on a future visit
Pupils know how to report a concern				To be evaluated on a future visit
Leaders seek the views of pupils through a variety of methods				To be evaluated on a future visit
Have all safeguarding checks of companies/organisations with any lettings/school hire taken place in line with KCSIE 2023?				N/A

<p>The school has an up-to-date emergency plan, covering a range of potential incidents including those happening during, and outside, normal working hours including weekends and holidays. AND There is a competent person who leads in health and safety, and security including online or cyber security attacks.</p>				
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Tour of School	R	A	G	Comments
There are clear signing in procedures for visitors				
There is clear signage for visitors showing the DSLs				
There is clear signage regarding the use of mobile phones in school				Within policies but not visible in entrance or around schools.
Safeguarding information is shared within staff areas				This is planned to be displayed.
Online safety posters are displayed in all classrooms and areas where IT is used				These were seen on display around school. Leaders have also implemented an online safety screen saver on all IT equipment.
The school building is secure				
There is other evidence of the promotion of safeguarding				

Further actions identified:	Timescale	Monitored by	R	A	G
To nominate CLA governors and ensure staff and governors attend relevant training.					
To take of the 'Disqualification under the Childcare Act' column off the SCR.					
To ensure prohibition checks for all class-based staff take place and this is recorded on the SCR.					
To add a column onto the SCR for 'Pre-employment Internet Checks'					
To ensure there are no gaps on the SCR.					
To display relevant safeguarding policies in the staff area.					
To display school's policy on use of mobile phones in the school entrance and around school staff areas.					
To identify the protected characteristics within the school's Equality policy.					
To consider adopting a 'home visits' policy to ensure the wellbeing of staff (LA model policy is available via the Attendance Team).					
To ensure an Educational Visits Coordinator is appointed when school opens and that they access the relevant training.					
To identify safer recruitment governors & ensure they access the appropriate training.					
To ensure governors are well briefed on sexual abuse and harassment and know the school's policy.					
DSLs to complete DSCP LADO Training					