

School NameCUMNOR PRIMARY

This report applies to the Academic Year: September 2017 to July 2018.

Schools Annual Safeguarding Report

**Revised and Re-issued:
July 2018**



**OXFORDSHIRE
COUNTY COUNCIL**

Schools Annual Safeguarding Report

It is a statutory responsibility on senior staff and governors to ensure that an educational establishment has effective safeguarding procedures in place.

It is the statutory responsibility of the local Safeguarding Children's Board (OSCB) to monitor these arrangements.

The purpose of the school's annual safeguarding report is to enable the designated member of staff with responsibility for safeguarding to provide both senior team and governors with a simple standardised report for consideration at relevant governing body meetings.

The expectation should be that this report is completed annually and submitted for consideration to a governor meeting each academic year and when agreed a copy emailed or posted to the local authority to comply with the monitoring arrangements.

To accompany this annual report a safeguarding audit tool has also been developed. It is recommended that this audit be undertaken prior to completion of the annual report and used to inform some of the required information. The safeguarding audit is available through the schools safeguarding website <http://schools.oxfordshire.gov.uk/cms/content/safeguarding>

Please note an annual report must be returned to the address or email below.

The Safeguarding Board has a duty under section 10 and 11 of the Childrens Act to monitor Schools safeguarding arrangements. Schools and Colleges irrespective of status (including Academies and Free-Schools) are obliged to comply with the Safeguarding Boards requests for information about safeguarding arrangements.

Please ensure that all reports are seen and signed off by the Governing Body before return.

A copy of this completed document should be appended to the minutes of the Governing Body meeting where the Safeguarding Report is given. Completed reports MUST be returned by December 2018

Please return the completed form to:

LADO.SafeguardingChildren@Oxfordshire.gov.uk

OR

LADO & Safeguarding Team
4th Floor, County Hall
New Road
Oxford
OX1 1ND

the Designated Officer for the Local Authority (LADO)			
6.	<p>Policies and other documents relating to Safeguarding: Are all these policies up to date and in line with current statutory guidance?</p> <ul style="list-style-type: none"> • Allegations of abuse against staff and volunteers • Anti-bullying (including cyber bullying) • Attendance • Behaviour Managements • Child Protection / Safeguarding • Code of Conduct for Staff (including an acceptable users policy) • Equality • Administrating Medication (First Aid) • Health and Safety (including School Security) • Safe Recruitment • Healthy Relationships (could be part of PHSE) • Physical Intervention • Use of Photographs / Video • Whistleblowing • Use of ICT / Social Media • Sexual Violence and Sexual harassment between Children in Schools and Colleges 	2016 2017 2016 2017 2018 2015 2016 2016 2017 2016 2016 2017 2015 2016 2017	X
B	Recruitment	Yes	No
7.	Does your school have an appropriate recruitment and vetting procedure in place?	X	
8.	<p>Does your school carry out all appropriate checks and take up all references before an appointment, including:</p> <ul style="list-style-type: none"> • Proof of identity • DBS Check (with Barred List) • Prohibition Order Checks • Overseas Checks • Disqualification Disclosure (where appropriate) • European Economic Authority (EEA) Checks • Section 128 Checks 	X	
9.	Does your school record all recruitment and identity checks and keep these records on file?	X	
10.	Has the management of the school received confirmation from any, and all visiting agencies/ organisations that staff who will engage in regulated activity have been through the same appropriate recruitment checks?	X	
11.	Does your school maintain an up-to-date single central record of all recruitment checks?	X	
12.	Do all Governors hold an enhanced DBS Check (with or without Barred List)?	X	
	<p>Action plan: Review Code of Conduct Policy Sept 2019. Review Use of Phots and Video Policy Sept 2019.</p>		

C	Induction	Yes	No
13.	<p>Have all staff (including supply staff), volunteers and Governors received a comprehensive induction which includes a focus on safeguarding and includes reading and understanding the following:</p> <ul style="list-style-type: none"> • Keeping Children Safe in Education (Part 1) • Code of Conduct • Acceptable Use Policy for Staff • Child Protection/ Safeguarding Policy • Whistleblowing Policy • Allegations Policy 	X	
14.	Have all your school adult volunteers (including Governors who are in regulated activity with children) had an induction which includes a focus on safeguarding?	X	
15.	Have all staff and volunteers been made aware of who the designated lead is and understand their role?	X	
D	Training	Yes	No
16.	<p>Has the Head Teacher, an appropriate Governor and other relevant staff completed appropriate Safer Recruitment Training?</p> <p>What date was the training completed and who provided this training? Date: E. Read Oct 2015 V.Carr (Chair Govs) Sept 2016 Provider: NSPCC NSPCC</p>	X	
17.	Has the Safer Recruitment Training been Refreshed (required every 5 years)	X	
18.	<p>Has your Designated Lead for Child Protection undergone Specialist Level Safeguarding Training in the last 2 years?</p> <p>What date was this training completed and who provided this training? Date completed: November 2017 Training provided by: OSCB</p>	X	
19.	<p>Has your Designated Lead for Child Protection undergone additional training focusing on specific areas of safeguarding? If so, what training have they completed? e.g CSE Training</p> <p>Prevent 2015 CSE 2016 FGM 2016</p>	X	
20.	If your school employs its own Nurse(s), are they all trained to Specialist/Designated Level? (please note if not applicable)		X
21.	Have all staff and volunteers undergone Generalist Safeguarding Training, repeated every 3 years? Sept 2017	X	
22.	Is all of your staff safeguarding training recorded and regularly monitored?	X	
23.	Do your staff receive regular (at least annually) updates in relation to safeguarding (via Newsletters, Staff Meetings, Bulletins and any alternative methods)?	X	

24.	Does your school have a Lead Trainer to deliver Generalist Level Training to staff and volunteers? If so, who completed this training? Ed Read What date did they complete this training? October 2015	X	
25.	If your school has a Lead Trainer, how many sessions have they run this academic year? One How many staff have they trained? 4	X	
	Action plan: November 2019 Staff General Training.		
D	Information Storage and Sharing	Yes	No
26.	Do previously involved agencies, e.g. schools and nurseries, share adequate and appropriate safeguarding information about a new pupil with your setting?	X	
27.	Does the information arrive quickly?	X	
28.	If the information is incomplete or slow, do you follow this up immediately?	X	
29.	Do you advise parents/carers & young people (e.g. in prospectus, letter or school website) about information sharing with other schools and agencies?	X	
30.	Is your school website up-to-date and accessible for everyone to use?	X	
31.	Are children's child protection records e.g. Early Help Assessment, Child in Need or Child Protection stored securely at your school/setting?	X	
32.	a) Can only appropriate staff members access the Child Protection records? b) Does the school DSL liaise regularly with the School Nurse(s)? (please note if not applicable) c) Is information shared between School Nurse and DSL appropriately?	X X X	
33.	Are the Child Protection records in a clear chronological order, including initial concerns, actions taken, outcomes and additional support provided?	X	
34.	Do all Child Protection files have a front page chronology?	X	
	Action plan:		

E	Early Help Assessments (EHA)	Yes	No
35.	Are pupils with emerging needs and vulnerabilities identified and assessed at an early stage?	X	
36.	Do you use the Early Help Assessment process?	X	
37.	Is each Early Help Assessment <ul style="list-style-type: none"> Completed with the young person, parents and carers involvement? 	X	
38.	<ul style="list-style-type: none"> Discussed and completed with other involved agencies? 	X	
39.	<ul style="list-style-type: none"> Where appropriate, followed up with a multi-agency meeting involving the young person, parents and carers? 	X	
40.	<ul style="list-style-type: none"> Supported by your staff taking on the Lead Professional role where appropriate? 	X	
41.	How many Early Help Assessments has your school completed in the last 12 months? One		
42.	Are you aware of who your LCSS Link Worker is? Social Worker	X	
43.	Do you access LCSS for support, advice and no names consultations?	X	
	Action plan:		
F	Child Protection	Yes	No
44.	Is your designated staff member (DSM) a member of your senior management team?	X	
45.	Has the designated staff member attended the specialist training provided by the OSCB in the last 2 years? (Mandatory requirement).	X	
46.	What are the (full) names and job roles of your designated staff member and any deputies? Lead: Ed Read Hannah Lawful (SENCo)		

47.	Do all your staff have access to the Oxfordshire Safeguarding Children Board's website and Child Protection Procedures? In Staff Room	X	
48.	Do you feel confident that staff discuss all Child Protection concerns with the designated member of staff for child protection immediately?	X	
49.	Are all Child Protection concerns immediately referred to Children's Services, via the MASH (Multi-Agency Safeguarding Hub)	X	
	Action plan:		
F	Looked After Children	Yes	No
50.	How does your school equip staff to ensure they have the skills, knowledge and understanding necessary to keep Looked After Children safe? No pupils 2017-18 When necessary:- In house training. Access to virtual School. Discussion at weekly staff meetings.	X	
51.	Does your school have a designated lead for Looked After Children? If so, who is this? Ed Read Do they attend LAC reviews and PEP's? When necessary.	X X	
52.	a) Is your designated lead for Looked After Children aware of who the Headteacher is for the Virtual School? b) Do they liaise regularly with them to support the looked after children in your school?		
53.	How many Looked After Children do you have at your school? a) Have any of these children received fixed term exclusions? If so how many? b) Have any of these children received permanent exclusions? If so how many/	None	
H	Missing Pupils and Children Missing Education	Yes	No
54.	Are staff aware and implementing the statutory guidance in relation to Children Missing Education and missing pupils?	X	

55.	Does your school have a procedure in place to record and report students who are deemed as missing?	X	
56.	Do your staff understand, and where applicable have carried out, return interviews with students who have gone missing?	X	
57.	Do you have any students who are on reduced or part time timetables? If so how many? One Are these reviewed and increased regularly? Yes	X	
I	Anti-Bullying and E-Safety	Yes	No
58.	Has the school management completed the Anti-bullying self-assessment (docx format, 155Kb) and Anti-bullying self-assessment action plan (doc format, 90Kb) recommended by OCC and the OSCB?	X	
59.	If YES, what was the top area that the school have chosen to develop over the coming year? 2016 Include pupils in anti-bullying practice. Training pupils in effective anti bullying strategies. Designing and making posters to display in school.		
60.	In the past year, what have pupils and parents told the school about the effectiveness of the Anti-Bullying Policy? (e.g. surveys, consultation, school council involvement, etc.) OFSTED Report 2017 Behaviour was reported as outstanding. "Staff know those pupils who are potentially vulnerable and make good use of extra help to support families." SIAMS Report 2017 Rated Good. "Pupils and adults confirm no real evidence of bullying because of the positive relationships and policies and practices which exist."		
J	General Safeguarding	Yes	No
61.	How are general safeguarding issues addressed in your curriculum? I.e. safe use of the internet, fundamental British values, sex and relationship education, online safety, e-safety, building resilience and anti-bullying. Please provide examples. <ul style="list-style-type: none"> • School Nurse supporting Health related curriculum. • Healthy School links inc technology (food, materials, science and computers) to enhance the curriculum. • School Council activities incl Posters created. • Buddy System in place across the key stages. • Social, emotional aspects of learning (SEAL) programme delivered, SEAL themed activities across whole school. SEAL themed Assemblies. 		

	<ul style="list-style-type: none"> • IMPS programme KS” • Junior Citizen work Year 6 • Cycling Proficiency Year 6 • P.E. safety awareness and healthy living/lifestyle • 1:1 meetings and home visits during intake for FS pupils. • Themed safety activities eg Bonfire Night etc • Induction of FS and year 1 regarding movement around the building. • Transition work from Pre-school settings to FS and year 2 to3, year 6 to KS3. • ‘Hygiene Safety’ hand washing experiments in class as well as topic work. • E- Safety leaflets produced by children for children. 		
62.	Does your Designated Lead for Child Protection access regular updates in regard to safeguarding, either through Designated Lead Forums, newsletters, guidance or training?	X	
63.	Do you receive (and are signed up to): <ul style="list-style-type: none"> • Schools news • OSCB newsletter • Safeguarding in Education Bulletin 	X X X	
64.	Does your DSL attend the DSL forums ran by the school safeguarding team regularly?	X	
65.	Is Child Protection/Safeguarding children a regular staff meeting agenda item? Weekly	X	
66.	Does your governing body discuss the safeguarding of children on a regular basis? Regular item on FGB Agenda.	X	
67.	What other safeguarding ideas, systems, or practices do you use at your school? Please provide examples. <ul style="list-style-type: none"> • Attendance Monitoring • 3 x year meetings between HT and Safeguarding Governor • Regular item on staff meeting agenda • Continuous open communication between parents and carers through website, weekly newsletters and open door policy. • Monitor behaviour logs and persistent absenteeism 		
68.	a) Have you considered the security of both school site and buildings? How do you manage public access to both? Please provide examples. <ul style="list-style-type: none"> • Single point entry system • Gates locked during school day. • Signage to direct visitors to single point access • Staff member monitors entrance area between 8.30 am and 8.55am. 	X	

	b) Has your Governing Body/ SLT undertaken a site risk assessment?	X	
69.	If your school has gates, are they kept closed when pupils are on site?	X	
70.	Are you satisfied that reasonable steps are taken to prevent unsuitable adults accessing classrooms or play areas? Please provide examples. <ul style="list-style-type: none"> • All outside doors are locked. • FS Outdoor area An adult is always present • KS1/KS2 Two adults always present when children are outside. 		
71.	Does your school have a lockdown procedure? Has this been practiced? Have you had to initiate your lockdown process in an emergency situation?	X	X X
72.	Has your school signed up to Operation Encompass? (Domestic Abuse Information Share from police) If not please justify why:	X	
73.	Does your school/college hire or lease any of the school facilities to any other organisation delivering services to children?	X	
74.	If yes, do you know that the organisation hiring/leasing your facilities follows the basic safeguarding expectations? (please provide examples of when you see evidence of these safeguarding arrangements) <ul style="list-style-type: none"> • Adult are DBS checked. • There is a Safeguarding Policy in place or organisations have adopted the School's Safeguarding Policy. • HT signs to confirm and copies kept in file. • A qualified first aider is present. 	X	
75.	Are these requirements made clear through your hire or lease contracting arrangements?	X	
76.	Does your school/college hire or lease any facilities to either a supplementary schools (such as a Madrassah or Polish Schools or similar) or to any sort of Language School (short or long term)?		X
77.	If yes, <ul style="list-style-type: none"> • What type of school is it? • Who is the contact for this school? • Have you checked their safeguarding arrangements? 		N/A
78.	If your school undertakes exchange visits, do you undertake		N/A

	appropriate safeguarding checks on host families including DBS checks?		
79.	Is your website accessible and up to date with all relevant information for parents and outside agencies?	X	
80.	Have you notified the local authority of pupils starting at and leaving the school, as required by the Pupil Registration Regulations 2016?	X	
	<p>The 'Safeguarding Annual Report' completed by:</p> <p>Signature: Joy Topping</p> <p>Date: September 2018</p>		
	<p>Please complete this report and present it to your appropriate Governing Body meeting during the summer term, and ask them to complete the response on the next page.</p> <p>Once this is completed, please copy the full report and response and send to:</p> <p>LADO & Safeguarding Team 4th Floor, County Hall New Road OX1 1ND</p> <p>Or Email: lado.safeguardingchildren@oxfordshire.gov.uk.</p>		
	<p>This Report is a requirement of the Children Act 2004. For further information visit: http://directorates and Services/ Children, Young, People and Families/Our Services/Safeguarding and Quality Assurance/Safeguarding Children and Safer Recruitment in Education, 2006</p>		

Governing Body Response to Safeguarding Annual Report
Section 175/157 of the Education Act 2002 introduced a duty on Local Authorities and governing bodies to ensure that they safeguard and promote the welfare of children.

	Yes	No
What is the name of your nominated Child Protection/Safeguarding Governor: Joy Topping		
Is the Child Protection/Safeguarding Governor familiar with Local Authority/ OSCB guidance and policy relating to child protection/ safeguarding issues?	X	
Has the Child Protection/Safeguarding Governor: Attended Safeguarding Training provided by the Local Authority? Date of training: March 2017 Evidence seen:	X	
Does the Child Protection/Safeguarding Governor: <ul style="list-style-type: none"> Ensure that the governing body puts in place suitable safeguarding policy & procedures? And reviews these procedures regularly 	X	
<ul style="list-style-type: none"> Encourage other members of the governing body to develop their understanding of safeguarding responsibilities and assist the school to perform its statutory duties? 2017 90% Governors attended training 	X	
<ul style="list-style-type: none"> Ensure that the Governing Body remedy any weaknesses or deficiencies in the school safeguarding practices which are brought to their attention? 	X	
<ul style="list-style-type: none"> Meet regularly (at least termly) with the Child Protection Liaison Teacher/Officer to monitor the effectiveness of the school safeguarding policies? 3 x year 	X	
Governing body understands its responsibility in regards to external groups that access the school site, these groups are monitored to ensure the correct safeguarding, child protection and safer recruitments procedures are all in place? OSTED SEPTEMBER 2018 “ Govs are supported well by appropriate policies and useful training so they understand their safeguarding responsibilities clearly.”	X	
There are written conformation/agreements in place with these external groups and agencies guaranteeing that all the above safeguarding measures are in place and are reviewed annually?	X	
Has the school made staff aware of the Child Protection/Safeguarding Governor’s role? Details in staff room.	X	
Does the school operate Safer Recruitment procedures?	X	
Is the school aware of and operating the expectations around Allegations of Abuse Against Staff and Volunteers’? Details in staff room.	X	

Are the Chair and Vice Chair aware that they take responsibility for liaising with the Local Authority and partner agencies in the event of any allegations of abuse made against the Head Teacher?	X	
How will the Governing body remedy any weaknesses or deficiencies that are included in the attached Safeguarding Annual Report? Contact LADO for advice if necessary.		
On what date did the majority of the School staff undertake the Generalist Safeguarding Training (requirement to undertake every 3 years) SEPT 2017		
When is the whole School Generalist Safeguarding Training due to be renewed? 2020		
<p>How do you ensure, as a governing body, that safeguarding is embedded in your school?</p> <p>EVIDENCE:</p> <ul style="list-style-type: none"> • Ensure Safeguarding is part of the curriculum . • Is a regular item on FGB agenda. • Regular meetings with Designated Lead for Child Protection. 		
Action plan:		

By signing below, we confirm all the information provided in this report is true

Headteacher:
Signed:

Print name: **Ed READ**

Chair of Governors:
Signed

Print name: **JOY TOPPING**

Date of Governing Body Meeting: 18 / 09 / 18

Any other comments?