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# Darley and Summerbridge Primary School Federation

# Annual Report to the Governing Body on Safeguarding Children

# September 2023

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| Report author: | Nick Coates |
| Name of Head Teacher: | **Nick Coates** |
| Name of Designated Safeguarding Lead (DSL): | Nick Coates |
| Name of Lead for the Prevent Duty (under the Counter-Terrorism and Security Act 2015) if different from above: | Nick Coates |
| Deputy Designated Safeguarding Lead(s) (if applicable): | **Peter Corner, Andrew Howarth, Kate Milne, Vicky Pigg, Sarah Robson** |
| Mental Health lead: | Aileen Cameron |
| Name of Nominated Child Protection Governor(s): | **Kate Milne** |
| Name of Children Looked After, (and previously Looked After Children) Designated Teacher: | **Nick Coates** |

# Purpose of this report:

# ‘Governing bodies and proprietors have a strategic leadership responsibility for their school’s or college’s safeguarding arrangements and must ensure that they comply with their duties under legislation. They must have regard to this guidance, ensuring policies, procedures and training in their schools or colleges are effective and comply with the law at all times. Headteachers and principals should ensure that the policies and procedures, adopted by their governing bodies and proprietors (particularly those concerning referrals of cases of suspected abuse and neglect), are understood, and followed by all staff.’ *Paragraph 78, Keeping Children Safe in Education (DfE) from September 2023.*

*Section 175 of the Education Act 2002 requires governing bodies of maintained schools and colleges, in relation to their functions relating to the conduct of the school or the institution to make arrangements for ensuring that such functions are exercised with a view to safeguarding and promoting the welfare of children who are either pupils at the school or are receiving education or training at the institution.*

# ‘In addition, the board of governors or the board of trustees are responsible for ensuring that the school fulfils its statutory duties, for example under the Equality Act 2010, and other duties, for example in relation to the ‘Prevent’ duty. The board of governors or the board of trustees are also expected to exercise strategic oversight of all aspects of safeguarding. When inspectors consider whether the board of governors or the board of trustees are fulfilling this responsibility, they are not expected to construct or review a list of duties. *Paragraph 347, Ofsted inspection handbook updated September 2023.*

# This annual report to governors outlines the school’s approach to safeguarding training, an update on school policies and procedures in relation to safeguarding, an update of the progress made since the submission of the safeguarding audit as well and clarifying the processes for the monitoring of safeguarding. It also summarises the number of individuals for whom casework has been undertaken.

**1a. Safeguarding training undertaken by all current school staff**

*Reference: Darley and Summerbridge Primary School Federation Child Protection Policy Appendix U Staff Induction and Training*

School governors and proprietors are responsible for ensuring that staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where they feel able and are supported in their safeguarding role.

We have, through training needs analysis, determined what level of training individual staff will require, depending on their roles and responsibilities which include ensuring though our training that our staff are able to:

* understand our policies and procedures
* understand their individual staff responsibilities to ensure that concerns for the safety of a child are effectively addressed
* identify signs of possible abuse and neglect at the earliest opportunity
* understand their role in the early help process
* respond to concerns in a timely and appropriate way, including knowing how to make a referral should the DSL or deputy DSL not be available
* communicate appropriately with children, including communicating to children that they may not be able to keep information shared to themselves
* understand the role of our DSL
* be aware of external avenues for notifying concerns including the use of escalation and whistle-blowing procedures
* comply with record-keeping requirements
* recognise grooming behaviour by adults including inappropriate sexual comments; excessive one-to-one attention or inappropriate sharing of images
* recognise normal and Harmful Sexual Behaviours (HSB) of children, including peer on peer sexual harassment and sexual violence
* have up to date knowledge of safeguarding issues
* understand the requirements of the Prevent duty on protecting children from radicalisation and understand how to respond in an emergency situation in school, such as a knife attack or terrorist threat
* recognise the unique risks associated with online safety
* recognise the additional risks that children with SEN and disabilities face online
* understand the safeguarding response to children who go missing from education
* Recognise the importance of robust filtering and monitoring in school on all devices and those brought in – in addition the school’s procedures and mechanisms for reporting concerns/issues..

In addition to the training at induction, staff training is regularly updated through (insert model for safeguarding training – if you have a training schedule for safeguarding mention it here and include it as an appendix).

All staff also receive regular safeguarding and child protection updates in weekly staff meetings – Thursdays at Summerbridge and Fridays at Darley to provide them with the relevant skills and knowledge to safeguard children effectively.

All staff who work directly with children have read and signed to say that they understand Part 1 of KCSIE from September 2023.

**1b. DSL Training**

Our Designated Safeguarding Lead and our deputies undergo training to provide them with the knowledge and skills to carry out the role which is updated at least every two years. The last time this training was undertaken was (insert date).

In addition to their formal training, their knowledge and skills are regularly updated by *(insert additional sources of DSL guidance for example, via e-bulletins, attending DSL networks or mini-masterclasses, NSPCC training or taking time to ready and digest safeguarding developments and documentation),* to keep up with any developments relevant to their role.

**1c. School Governors**

In addition to undertaking safeguarding and child protection training, governors have also undertaken training to ensure they are familiar with their responsibilities for the management of safeguarding as detailed in Part 2 of KCSIE from September 2023. In addition to this *(insert number of governors)* have read *(insert additional sections read by any governors, for example all should have also read either Part 1 or Annex A, but best practice is for governors to have read KCSIE in its entirety). School Governors across the Trust are required to complete the annual Safeguarding training through the National Governance Association which is updated in line with KCSIE each year.*

Below is a summary of the safeguarding training and activities that we have completed over the last year.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Date** | | **Title and method of training** | **Course provider (if applicable)** |
| **Safeguarding Leader** | | | | |
| DSL | | 28/06/21 | Designated Safe-Guarding Lead Level 3 | High Speed Training |
| Deputy DSL(s) | | 15/06/21 | Designated Safe-Guarding Lead Level 3 | High Speed Training |
| Headteacher | | 28/06/21 | Designated Safe-Guarding Lead Level 3 | High Speed Training |
| Designated Teacher CLA | | 28/06/21 | Designated Safe-Guarding Lead Level 3 | High Speed Training |
| Mental Health Lead | |  | SMHL Training |  |
| Safeguarding link governors | | 06/07/21 | NYCC Safeguarding for Governors | NYCC |
| **Other Staff** | | | | |
| Teaching staff | | Sept 2022 | Basic Awareness in Child Protection & Prevent | NYSCP & Home Office |
| Teaching assistants | | Sept 2022 | Basic Awareness in Child Protection & Prevent | NYSCP & Home Office |
| Administrative staff | | Sept 2022 | Basic Awareness in Child Protection & Prevent | NYSCP & Home Office |
| Caretaking and cleaning staff | | Sep 2022 | DBS | DBS Service |
| Catering staff | | Sept 2022 | Basic Awareness in Child Protection & Prevent | NYSCP & Home Office |
| Technicians | | 09.02.16 | DBS | DBS Service |
| Volunteers | |  | Basic Awareness in Child Protection & Prevent | NYSCP &Home Office |
| Governing Body | | Dec 2021 | Basic Awareness in Child Protection & Prevent | NYSCP &Home Office |

*Further reference: Full details of our school training records, including who has attended each session are kept in the training logs held iin each school office*

**1d. Safeguarding Induction**

Reference: Darley and Summerbridge Primary School Federation

All staff (including temporary staff, school governors and volunteers) are provided with the school’s child protection policy, the school’s child protection policy the behaviour policy, the staff behaviour policy (code of conduct), information on the safeguarding response of children who go missing from education and informed of school’s child protection arrangements including the role and identity of the DSL and any deputies.

They have also undergone safeguarding and child protection training (including online safety).

All new staff who work directly with children have read and signed to say that they understand Part 1of Keeping Children Safe in Education from September 2023.

|  |  |
| --- | --- |
| Role | **Date safeguarding induction training was completed** |
| TAs and GTAs | **September 2023** |
| School Cook | **October 2023** |
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A summary of any induction training that has taken place over the last 12 months is below.

**‘‘All staff should be aware of systems within their school or college which support safeguarding, and these should be explained to them as part of staff induction. This should include the:**

* child protection policy (which should amongst other things also include the policy and procedures to deal with child-on-child abuse)
* behaviour policy (which should include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying)
* staff behaviour policy (sometimes called a code of conduct) should amongst other things, include low-level concerns, allegations against staff and whistleblowing.
* safeguarding response to children who are absent from education, particularly on repeat occasions and/or prolonged periods and
* role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies). ‘’

***Paragraph 13, KCSIE from September 2023***

**1e. Safer Recruitment training undertaken and completed by at least one member of the recruitment panel:**

*Reference: Name School Child Protection Policy Appendix**S Safer Recruitment and Selection*

Head Teacher…………………………………………………… Date ……………………

Senior Leader…………………………………………………… Date ………………........

Governor ………………………………………………........ Date ……………………

Governor …………………………………………………… Date ……………………

Governor ……………………………………………………. Date ……………………

Other …………………………………………………… Date …………………**2. Policies and other documents relating to safeguarding**

| **Safeguarding policies and procedures**  **(S)** Statutory | **Date of last review** | **Date shared with school staff** | **Next review date\*** | **Approval delegated to\*** |
| --- | --- | --- | --- | --- |
| Alternative Provision | **17.03.21** | **17.03.21** | **17.03.23** | **FGB** |
| Accessibility plan **(S)** | **04.05.21** | **15.06.21** | **04.05.23** | **HT** |
| Anti-bullying **(S)** | **01.10.20** | **01.10.20** | **01.10.22** | **HT** |
| Attendance *(including missing children)* | **12.05.21** | **05.05.21** | **12.05.23** | **HT** |
| Behaviour (*including behaviour principles written statement, use of reasonable force and restraint*  - *physical intervention)* **(S)** | **23.03.22** | **20.05.22** | **23.03.23** | **FGB** |
| Child protection policy and procedures **(S)** (*including management*  *of allegations)* | **20.09.21** | **05.07.21** | **20.09.23** | **HT** |
| **Children Looked After and Previously Looked After (S)** | **12.05.21**  **23.03.22** | **05.05.21**  **20.05.22** | **12.05.23**  **23.03.23** | **HT**  **FGB** |
| **Children with health needs who cannot attend school (S)** | **13.02.21** | **05.07.21** | **13.02.24** | **FGB** |
| Complaints **(S)** | **01.10.20** |  | **01.10.23** | **HT** |
| Drugs and substance misuse | **01.01.21** | **05.07.21** | **01.01.23** | **HT** |
| Educational Visits | **08.12.21** | **26.07.22** | **08.12.22** | **HT & Health and Safety (HS)** |
| Emergency procedures, including lock-down and invacuation | **08.12.21** | **08.12.21** | **08.12.23** | **FGB** |
| Equality information and objectives **(S)** | **01.10.20** | **02.10.20** | **01.10.22** | **HT** |
| Exclusion **(S)** | **01.10.20** | **26.07.22** | **01.10.22** | **HT & HS** |
| First Aid **(S)** | **08.12.21** | **26.07.22** | **08.12.22** | **HT & HS** |
| Health and safety (*including school security, risk assessments, premises management, road safety information* **(S)** | **20.09.21** | **15.11.21** | **20.09.23** | **HT** |
| Online safety policy, including remote learning, mobile and smart technology and acceptable usage | **09.12.21**  **13.02.21**  **13.02.22**  **23.03.22** | **05.07.21**  **02.05.22** | **09.12.22**  **13.02.24**  **13.02.23**  **13.02.23** | **FGB**  **FGB**  **FGB**  **FGB** |
| Management of allegationsagainst staff and confidential reporting process **(S)** | **Awaiting completion** |  |  |  |
| Mental health policy | **23.03.22**  **13.02.22** | **02.05.22** | **23.03.23**  **13.02.23** | **FGB**  **FGB** |
| Policy on how long school registers will remain open | **12.05.21** | **10.03.21** | **12.05.23** | **HT** |
| PSHE Curriculum on school website **(S)** | **20.09.21** | **05.07.21** | **20.09.23** | **HT** |
| Recruitment and selection, including safer recruitment policy and policy on employment of ex-offenders | **04.05.21** | **05.05.21** | **04.05.23** | **HT** |
| Safeguarding statement on school website | **12.05.21** | **15.11.21** | **12.05.23** | **HT** |
| Single Central Record (SCR) of recruitment and vetting checks **(S)** (including dates of last check of SCR and staff files) | **13.02.21** |  | **13.02.23** | **FGB** |
| Relationships and Sex Education **(S)** | **12.05.21** | **15.11.21** | **12.05.23** | **HT** |
| Special Educational Needs and Disability (SEND) Policy, Inclusion policy  SEN information report **(S)** | **20.09.21** | **15.11.21** | **20.09.23** | **HT** |
| Supporting pupils with medical conditions **(S)** including intimate care | **13.02.21** | **05.07.21** | **13.02.23** | **FGB** |
| Staff behaviour policy (code of conduct) **(S)** | **01.10.21** | **26.07.22** | **01.10.22** | **HT/HS** |
| Whistleblowing policy including the policy for dealing with low-level concerns policy | **12.05.21** | **15.06.21** | **12.05.23** | **HT** |
| Work placements | **20.10.21** | **15.11.21** | **20.10.23** | **FGB** |
| *Insert any additional policies/guidance e.g. private fostering, peer on peer abuse including sexual violence and harassment, mental health including self-harm and suicide, eating disorders etc* | **20.10.21** | **01.09.21** | **20.10.23** | **FGB** |

\*see DfE guidance which covers how often each policy must be reviewed and shows the level of approval required*,* where this is prescribed in regulations.

<https://www.gov.uk/government/publications/statutory-policies-for-schools>

We maintain records to evidence that all staff/volunteers have been made aware of the above policies and how to access them. These can be found in *insert where records are kept.* Name of personis responsible for maintaining that record?

**3. North Yorkshire Safeguarding Children Partnership School Safeguarding Audit**

Our last audit was completed and ratified by the full governing body on *insert date* and any actions arising from it will be reviewed by senior leaders by *insert date* and findings as well as progress with identified actions will be brought to governors on *insert date.*

A summary of the progress with actions made to date is outlined below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference** | **Action identified in audit** | **Progress made on action as identified in audit** | **Actions still outstanding** (including how, when and by whom these will be addressed) |
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**4. Monitoring of Safeguarding**

Safeguarding continues to be a standalone, standing agenda item at all staff meetings and full governing body meetings. Safeguarding is also a standalone, standing agenda item at *insert names of additional committee meetings where safeguarding is a standing agenda item. Also mention if challenge questions around safeguarding are minuted in FGB meetings*

Monitoring of safeguarding to ensure that it remains effective is carried out in the following ways:

* *list ways that you monitor safeguarding and how this is feedback to governors. If you have a monitoring safeguarding schedule reference it here and include it as an appendix*

**INDIVIDUAL CASEWORK SAFEGUARDING ISSUES:**

***NB due to the sensitive nature of safeguarding information it is essential to maintain confidentiality, as the information shared in this report could lead to the identification of individuals. Governors should not have information about individual safeguarding cases, unless fulfilling disciplinary functions, therefore names and specific circumstances cannot be shared.***

|  |  |
| --- | --- |
| 1. Total number of referrals made to Children’s Social Care. |  |

*Note: The designated safeguarding lead should maintain:*

* *A list of referrals made to the designated safeguarding lead for safeguarding in the school and those that were subsequently referred to the local authority, along with brief details of the resolution*
* *A list of all pupils who are open cases to children’s services/social care and for whom there is a multi-agency plan*

1. **School participation in child protection conference process**

This includes any child protection conferences which were attended ‘virtually’ during the pandemic.

|  |  |  |  |
| --- | --- | --- | --- |
| Number of Initial Child Protection Conferences (ICPC) and Review conferences (RCPC) held | Number attended | Number of reports submitted | Reason for any non-attendance |
|  |  |  |  |
| Number of core group meetings held | Number attended | | Reason for any non-attendance |
|  |  | |  |

1. **Number of individual cases within school from date to date.**

|  |  |
| --- | --- |
| **Type of Support Provided/Concern Raised** | **Number of Cases** |
| Child Protection Plan |  |
| Children in Need Plan |  |
| Early Help Assessments |  |
| Children Looked After and Previously Looked After |  |
| Privately fostered children |  |
| Reported to LA as “Missing from Education” |  |
| Bullying incidents recorded (and dealt with) |  |
| Report of sexual harassment or sexual violence |  |
| Hate incidents reported to the local authority relating to equalities (e.g. discrimination, harassment in relation to gender, sexual orientation, faith, disability, ethnicity) |  |
| Allegations made against Staff |  |
| Were North Yorkshire Safeguarding Children Partnership Procedures complied with for each allegation made against staff? | Yes/No |

1. **Other comments on safeguarding issues** *include here any additional safeguarding actions such as a safeguarding audit or any safeguarding complaint that you have had to respond to*

|  |
| --- |
| **Comments**   * *Emerging local and national priorities (e.g. related to pandemic, from the use of NYSCP School safeguarding audit, Growing Up in North Yorkshire school survey results, pupil voice, from national programmes such as Everyone’s Invited)* * *Impact of safeguarding actions and monitoring activity and any lessons learned* * *Barriers to implementation of the school’s statutory duties to safeguard children and what you will do to overcome them* |

**Signed …………………………………………. Date ……………………….**

**Job title ………………………………………….**

|  |  |
| --- | --- |
| **Date approved by the Governing Body or Management Committee**  Signed Date ……………………………………………………………………….  Chair |  |
| Signed ……………………………………………………………………………….  Head Teacher | Date |