

Walton Lees Hill School Governors --- Safeguarding Checklist 2024

Date of completion: revised April 2024

Designated Safeguarding Lead : Lynn Rooney/Fiona Stobbart

Person(s) undertaking the check: Mary Alston

Child Protection and Safeguarding Governor Mary Alston

	Further Guidance	Evidence of compliance	Action req. Y/N
1. The school has developed a child protection and Safeguarding policy which is reviewed annually and conforms to statutory requirements. The policy is clearly dated, highlighting the timescale for review.	DfE Keeping Children Safe in Education September 2023 DfE Working together to safeguard children Dec. 2023 Cumbria Safeguarding children partnership – procedures manual	Child Protection and Safeguarding Policy Reviewed 2024 Annual review by 2025 To be updated August 2024	N
2. The policy is easily accessible and understood by all staff and volunteers. Parents are made aware of the school's statutory responsibilities in accordance with the policy.	Web site – document section Staff handbook Induction Training	All in place.	N
3. The Headteacher and at least one Governor have completed safer recruitment training.	Safer Recruitment Training Guidance	Copy of certificates held by Clerk to the Governing Body. Fiona Stobbart, Lynn Rooney, Mary Alston	N
4. The school operates safer recruitment procedures and makes sure that all appropriate checks are carried out on new staff and volunteers who will work with children including all relevant Disclosure & Barring Checks plus references for volunteers.	Keeping Children safe in Education (DfE) September 2023	CCC Recruitment & Appointment Procedures for School Staff. Adopted Dec. 2017	N
5. All safer recruitment checks are evidenced in the Single Central Record and this checked regularly for accuracy. It also includes records for permanent staff, supply staff, agency staff, peripatetic staff, volunteers, visitors and governors.		Single Central Record checked Dec. 2019 by Ofsted Declaration required by DfE of Disqualification & Disqualification by Association	N
6. All Governing Body members have enhanced DBS checks	ID checking guidelines Oct. 2022 Gov.UK	DBS checks held on Single Central Record Checked by Ofsted December 2019	N
7. Procedures are in place for dealing with allegations of abuse against members of staff and volunteers.	Keeping Children safe in Education September 2023 Whistleblowing Policy 12.07.22	CCC. Dealing with Allegations of Abuse against Teachers & other Staff. Adopted Dec. 2017 LADO	N
8. A member of the governing body (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	Keeping Children safe in Education September 2023	The Chair / Safeguarding Governor	N

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.		Code of conduct for Governors March 2024 to be reviewed March 2027 Code of conduct for staff & other adults reviewed July 2024	N
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 work with other agencies.	Keeping Children safe in Education September 2023	Headteacher	N
11. There is an alternative person identified to fulfil the role in the DSL's absence.	Keeping Children safe in Education September 2023	Mrs L. Rooney / Mrs Stobbart	N
12. All DSLs are suitably trained in accordance with statutory guidance.		Renew training every 2 years Training Log, certification	N
13. All other school staff have undertaken appropriate training about their role and responsibility and refresher training at regular / three yearly intervals.	Keeping Children safe in Education – Part One reproduced for all staff	In training log with certificates Educare	Y
14. Members of the Governing Body have received suitable training in order to ensure that the school fulfils statutory responsibilities for safeguarding.	Keeping Children safe in Education – Part One reproduced for all Governors to read and complete questionnaire. Cumbria Safeguarding children partnership – procedures manual NGA module	Record of training & questionnaires held by the Clerk of governors. To be updated September 2024	N
15. Temporary staff and volunteers who work with children are made aware of the schools' arrangements for child protection and their responsibilities at induction.	Keeping Children safe in Education – Part One reproduced for all staff	Staff handbook Confidentiality form	N
16. The Governing Body 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.		Is an agenda item at each full Governing Body meeting	N
17. There is an established system for recording confidential child protection information		Securely kept log with separate pages for each child. CPOMS	N
18. The school has a procedure for transferring information at key transition points in relation to vulnerable children, child welfare and child protection concerns.		Meeting with staff of the school to which children transfer at key transition points. To include parents/carers when appropriate.	N

19. The school has an accident and incident record books, forms to inform parents/carers of accident if it has not been possible to contact them		Accident/Incident books provides copies for school and parents/carers.	N
20. Serious Incident/Accidents reported to the Local Authority.		Incident report forms are filled in by the staff and forwarded to the L.A. in serious cases.	
21. The Governing Body receives a report on the number of incidents/cases (without names or details which are strictly confidential)		To be a regular Agenda item at meetings	N
22. The school has adequate security arrangements for the grounds and buildings.		Regular checks made by school staff	N
23. There is a secure entry procedure	Security and Entry into school procedures policy November 2022 To be reviewed Sept. 2025	Visual electronic entry phone Visitors log in and out when entering and leaving the school premises. Visitor badges provided.	N
24. There is clear signage to enable visitors to enter the School		Clear instructions by the entrance door.	N
25. A clear statement on entry to the school building about the use of mobile phones and cameras in the school.	Safeguarding procedures – A Guide for volunteers and Visitors	Clear statement on the cover of the Guide for volunteers and Visitors about mobile phone use. Also in Staff and Volunteer handbook / leaflet	N
26. Break and lunchtimes are appropriately and actively supervised and risk assessed. School gate is locked at break and lunchtimes when the children are outside.		Staff aware of their responsibilities	N
27. All play equipment is appropriately supervised and risk assessed.	Risk Assessment Policy incorporated into Health & Safety Policy November 2019	Gym equipment checked annually. Outside equipment regularly assessed.	N
28. The School has an e- safety policy	Internet Safety & Access September 2023 to be reviewed September 2024	e-safety lead –Headteacher provision regularly reviewed. Pupils made aware of need for e-safety	N
29. The school ensures that the ICT provision is secure.	Internet Safety & Access 2023	Managed by interfire (Sensible Solutions) providing restricted access	N
30. The school keeps parents aware of safety issues	.	School newsletter keeps parents/governors aware of e-safety issues Monthly e-safety leaflet	N
31. Data is safe and secure	Internet Safety & Access 2023 General Data Protection Regulation from May 2018	Use of password protected files External Data Protection Officer appointed Also working with other local schools	N

32. In school and offsite educational provision is risk assessed.	Risk Assessment Policy incorporated into Health & Safety Policy November 2019 Use of Evolve -- online system	Risk assessments recorded and filed. When appropriate Behaviour Management plans are put in place.	N
33. Appropriate arrangements are in place to safeguard children who take part in the provision of extended services and other school activities that take place outside normal school hours		DBS checks & risk assessments	N
34. There a policy for premises lettings	School Letting Policy February 2024	W.I. monthly meetings, Play group, Parish Council, voting, Young Farmers	N
35. Health and Safety Audit		Carried out at regular intervals by the L.A. No outstanding issues.	N
36. Forms to be completed by parents annually.		Image consent Technology consent Off site visits Administration of medicines (if needed) Data Report	N
37. COVID POLICES	<p>COVID-19 Model Contingency Plan for any future outbreaks CCC August 2021</p> <p>Model Infection Control School Premises Risk Assessment CCC August 2021</p> <p>MODEL COVID-19 SHOOLS OPERATION RISK ASSESSMENT January 16th. 2021</p> <p>MODEL COVID-!9 CHOOOL PREMISES RISK ASSESSMENT August 2020</p> <p>Full Opening of Schools from Autumn 2020 Coronavirus Pandemic Risk Assessment</p>		
Policy Documents :	<p>DfE Keeping Children safe in Education: Statutory Guidance for Schools and Colleges September 2023</p> <p>DfE Working together to safeguard children December 2023</p> <p>Cumbria Safeguarding children partnership – procedures manual to be updated August 2024</p> <p>GDPR (General Data Protection Regulation May 25th. 2018</p> <p>Child Protection and Safeguarding Policy 2024 annually reviewed</p> <p>Code of conduct for staff to be reviewed May 2024</p>		

	Code of conduct for governors	March 2024 to be reviewed March 2027
	ID Checking guidelines Gov.UK	Oct. 2021
	CCC. Dealing with Allegations of Abuse against Teachers & other Staff. Adopted Dec. 2017	
	Security and Entry into school procedures policy	November 2022 to be reviewed September 2025
	Computer Policy	September 2023 to be reviewed September 2024
	Internet Safety and Access	September 2023 to be reviewed September 2024
	Risk Assessment Policy incorporated into Health & Safety Policy November 2019	
	CCC Recruitment & Appointment Procedures for School Staff. Adopted Dec. 2017	
	Whole School Behaviour policy& procedures	Sept. 2022
	Whistle Blowing	September 2023
	School Letting Policy	February 2024