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**Template Annual Report to Governing Body on Safeguarding Children**

**Education Safeguarding Service**

Introduction

This document will enable Designated Safeguarding Leads (DSL’s) to work in partnership with Governors to ensure best safeguarding practice, and evidence the schools compliance with statutory legislation and requirements.

This document serves two purposes:

1. To provide a report to the Governing Body on Safeguarding practice that enables the Governing Body to monitor compliance with the requirements of statutory guidance for schools *Keeping Children Safe in Education* 2019 (KCSIE) and to identify areas for improvement.

*“Governing bodies must ensure that they comply with their duties under legislation. They must have regard to this [KCSIE] guidance, ensuring that policies, procedures and training in their schools or colleges are effective and comply with the law at all times.”* (KCSIE 2019)

1. To enable the Governing Body to assure itself that the school is discharging its safeguarding responsibilities effectively whilst providing corroborative evidence for Ofsted Inspectors when safeguarding practice is being assessed under the section 5 Inspection Framework.

The governor with responsibility for safeguarding may also find it helpful to access the UK Council for Child Internet Safety’s [Online safety in schools and colleges: Questions for the governing board](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/562876/Guidance_for_School_Governors_-_Question_list.pdf) guidance.

A copy of the completed document should be appended to the minutes of the Governing Body meeting where the Safeguarding Report is given.

Insert School Logo here

**Annual Report to Governing Body on Safeguarding Activity in (**SCHOOL NAME**)**

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| **Name of School:** | |
| **Date completed:** (DD MM YY) | |
| **This report is for the period:** (DD MM YY) **to:** (DD MM YY) | |
| **Author:** | **Role:** |
| **Name of governor with lead responsibility for safeguarding arrangements:** | **Date presented to governing body:**  (DD MM YY) |

**N.B. This information is confidential – names and specific circumstances should not be shared more widely.**

1. **Designated Safeguarding Lead (DSL) information**

* *Governing bodies should ensure an appropriate senior member of staff is appointed to the role of DSL to take responsibility for safeguarding and child protection.* (KCSIE 2019)
* *DSLs should undertake training consistent with DfE/Local Authority and Kent Safeguarding Children Multi-agency Partnership (KSCMP) Guidance. The DSLs training should be updated every two years, with evidence of at least annual updates.*

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| **Name of Lead DSL:** | **Role in school:** |
| **Name of Deputy DSL(s):** | **Role in school:** |

1. **Evidence of additional training or updates undertaken by DSL (e.g. KSCMP courses, e-Learning, webinars, briefings, conferences, newsletters or refresher training events provided by Education Safeguarding Service)**
2. **Report on induction of new staff in safeguarding policy and procedures:**

* *All staff should undergo safeguarding and child protection training (including online safety) at induction. The training should be regularly updated and in line with advice from KSCMP.*

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| **Staff group** | **Overall numbers in school during this period** | **Safeguarding induction given**  (DD MM YY) | **Initial safeguarding training**  (DD MM YY) |
| **Teachers** |  |  |  |
| **Governors** |  |  |  |
| **Support staff** |  |  |  |
| **Other (e.g. Visitors, Work Placements, Contractors)** |  |  |  |

1. **Evidence of safeguarding training or updates undertaken by staff**

* *All staff should receive regular safeguarding and child protection updates (including online safety) as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. (e.g. whole staff training, e-Learning, email, e-bulletins, staff meetings etc.)*
  + *Evidence could include a register of attendees at whole staff group training event and certificate of validation (this should encompass all staff who have access to children).*
* *Evidence that all staff have read and understood part one of Keeping Children Safe in Education 2019 and staff who have contact with children have read annex A.*

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| **Staff group/member** | **Training undertaken** | **Date**  **(DD MM YY)** | **Evidence/rationale** *(if applicable)* |
| *e.g. whole staff training or individual member of staff name/groups* | *e.g. Home Office Prevent e-Learning* |  |  |
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1. **Evidence of other safeguarding training undertaken**

* *e.g. Evidence/details of Senior Manager and/or Governor who has undertaken Safer Recruitment Training in line with DfE model.* 
  + *It is a requirement that any selection panel appointing staff to work with children has at least one member who has undertaken this training.*
* *E.g. evidence of safeguarding training undertaken by governors. The governor with lead responsibility for safeguarding should undertake specific training, however it is helpful if everyone on the board has safeguarding training to ensure they are able to carry out their duties effectively.*

1. **Evidence DSL and appropriate required staff have read and understood key national and local documents**

* *Including but not limited to; KSCMP Procedures (Online), Working Together to Safeguard Children (2018), Keeping Children Safe in Education (2019), What to do if you think a child is being abused (2015)*

1. **Child Protection Policy**

* *Schools should have an effective child protection policy which describes procedures in accordance with government guidance and refers to local agency procedures. It should be updated annually (as a minimum) and be available publicly either via the school website or by other means.*
* *The expertise of staff should be recognised, and opportunity should be provided for staff to contribute to and shape safeguarding arrangements and the child protection policy.*

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| **Date Child Protection policy written:** | |
| **Date policy approved by governing body:**  (DD MM YY) | **Next review date:** (DD MM YY) |

1. **Policies and other documents relating to safeguarding:**

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| **Policies & procedures** | **Date approved**  (DD MM YY) | **Next review date**  (DD MM YY) | **Evidence/Activity** |
| Anti-bullying |  |  |  |
| Behaviour management/Physical intervention |  |  |  |
| Single Central Record (staff vetting) \* |  |  |  |
| Drugs and Substance Misuse |  |  |  |
| Data Protection Policy |  |  |  |
| Equality Statement |  |  |  |
| Emergency procedures e.g. Lockdown, fire drill, evacuation |  |  |  |
| Extended school/before and after school activities |  |  |  |
| First Aid (including management of medical conditions, intimate care) |  |  |  |
| Health & Safety (including school security) |  |  |  |
| Information Sharing |  |  |  |
| Management of allegations against staff |  |  |  |
| MARAC Protocol (Multi-Agency Risk Assessment Conference re Domestic Abuse) |  |  |  |
| Online Safety including Acceptable Use Policies (AUPs), and Social Media |  |  |  |
| PSHE schemes of work which will empower learners to better protect themselves, including online |  |  |  |
| Racial or homophobic Incident monitoring |  |  |  |
| Recording and Retention of CP Records |  |  |  |
| Relationship and Sex Education |  |  |  |
| Risk Assessment (off site activity) |  |  |  |
| Safer Recruitment and selection |  |  |  |
| Safeguarding statement in school prospectus and on school website |  |  |  |
| Screening, Searching and Confiscation |  |  |  |
| Staff behaviour policy (code of conduct) in line with Safer Working Practice Guidelines |  |  |  |
| Use of Images and cameras |  |  |  |
| Use of mobile phones and personal devices |  |  |  |
| Whistleblowing |  |  |  |
| Work Placement Protocols |  |  |  |
| Work Experience Protocols |  |  |  |

\*To include audit of DBS checks undertaken, references and validation of qualifications etc as referenced in DfE and KSCMP Safe Recruitment guidance

1. **Evidence of appropriate filtering and monitoring decision making, and that effective systems are in place.**

* The appropriateness of filtering and monitoring systems are a matter for individual schools. KCSIE 2019 and UK Safer Internet Centre provide additional information in annex C.

1. **Evidence that children are taught about safeguarding, including online safety as part of providing a broad and balanced curriculum.**
2. **Number of requests for support made to Front Door during Academic year**

* Are any cases outstanding in terms of a response?

1. **Number of pupils’ subject of a Child Protection Plan** (at end of Summer term)

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| **Category** | **Number** | **No. Case conferences** | **No. attended** | **No. reports submitted** |
| Physical |  |  |  |  |
| Sexual |  |  |  |  |
| Emotional |  |  |  |  |
| Neglect |  |  |  |  |

1. **Number of children with Statement of Special Educational Needs and Disabilities (SEND)**

(at end of academic year)

1. **Number of children in care or previously in care:**  
   (at end of Summer term)
2. **Number of allegations made against staff:**  
   (during Academic year)
3. **Number of exclusions (fixed term and permanent)**

(during Academic year)

1. **Number of reported bullying incidents**

(during Academic year)

1. **Number of reported racist incidents**

(during Academic year)

1. **Number of reported online safety incidents**

(during Academic year)

1. **Overall attendance % for academic year**

(academic year)

1. **Other comments on safeguarding issues**
2. **Action Plan for Next Academic Year (**DD MM YY**) to (**DD MM YY**)**

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| **Action to be taken** | **Resources Required** | **Timescales** | **Governor/DSL responsible** |
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