



Safeguarding check (Version November 2017)

Name and number of school	Benington C of E Primary	194
Date and time of check	13 <sup>th</sup> December 2017	9.00am – 12.15pm
Check carried out by	Judith Sumner	(Designation) District School Effectiveness Adviser (North Herts)

Herts for Learning has carried out this check to review the school's culture, systems and processes for keeping children safe. Leaders will need to monitor the safeguarding culture of the school along with its processes and procedures regularly to ensure full compliance and adherence to the expectations of good practice at all times.

Part 1

**The school's culture of safeguarding**

		✓	x	Comment for each prompt
A sample of staff from across the various staff teams is aware of the relevant procedures for dealing with child protection concerns, as in the school's child protection policy	S KCSIE para 11  S S5 Inspection handbook	✓		I spoke with 2 teachers, the deputy headteacher/DSP, 1 teaching assistant and a trainee teacher who has been in the school for 4 weeks. All staff spoken to are highly aware of the procedures for dealing with CP concerns. They understand the principles in Keeping Children Safe in Education. A record of concern had been made and followed up appropriately relating to FGM, showing good understanding of this risk.
A sample of pupils is aware of the impact of the school's work on safeguarding	S KCSIE para 11  S S5 Inspection handbook	✓		A discussion was held with 2 Year 6 pupils. Both were very aware of the school's safeguarding procedures and said they feel safe in school. They enjoy playtimes and apart from the odd 'unfunny' joke say that staff deal with behaviour well. They have a good understanding of how to keep themselves safe online, and described a play they performed to illustrate the message 'zip it, block it, flag

				it'. They say there is very little bullying because 'we are a small community and we deal with it'. They drew attention to a low gate which could be climbed over by any member of the public, although this has never happened. The headteacher will now do a risk assessment and strengthen control measures.
A sample of staff from across the staff teams is aware of their duty to Prevent	S KCSIE annex A pg 56	✓		The sample of staff above were well aware of their duty to Prevent and know what to look for.

## Part 2

### **Single Central Record. (SCR)**

The SCR was checked electronically/in hard copy\* in the presence of the member of staff responsible for keeping it up to date.

The school maintains the SCR as an electronic document/in hard copy\*

\*delete as appropriate

A.

There is evidence that the school has carried out checks on the following groups of people

	✓	x
All staff, including supply staff, who work in the school	✓	
All others who work in regular contact with children in school, including contractors, agency and HCC central staff, volunteers and leavers For governors, from September 2016, all maintained school governing bodies must apply for an enhanced criminal records certificate for any serving governor who does not have one.	✓	
For academies, independent schools and free schools, all members of the proprietorial body	NA	

B.

There is evidence that SCR required checks have been carried out, certificates have been seen, the date on which the checks were completed has been logged and the checks have identified those who have carried them out.

	✓	x	Comment if needed
<b>School employees</b>			
Identity	✓		
Position details	✓		
Right to work in the UK	✓		
Occupational health clearance	✓		
References	✓		
Professional qualifications and registration	✓		
Vetting checks	✓		
Training	✓		

'Evidence checked by...'	✓		
<b>Volunteers</b>			
Identity	✓		
Position details	✓		
Referees	✓		
Vetting checks	✓		
'Evidence checked by...'	✓		
<b>Governors</b>			
Identity	✓		
Position details	✓		
References	✓		
Vetting checks	✓		
'Evidence checked by ...'	✓		
<b>Contractors</b>			
Company details	✓		
Date school informed all checks completed	✓		
Safeguarding policy details	✓		
<b>Agency and HCC central staff</b>			
Name			
Date identification seen	✓		
Organisation name	✓		
Date school informed all checks completed	✓		
Trace on DBS	✓		
Date DBS/risk assessment evidenced	✓		
'Evidence checked by ...'	✓		
<b>Leavers</b>			
Identity	✓		
Position details	✓		
Right to work in the UK	✓		
Occupational health clearance	✓		
References	✓		
Professional qualifications and registration	✓		
Vetting checks	✓		
Training	✓		
'Evidence checked by...'	✓		

### Part 3

#### Personnel files

Random checks were made on three different records.

For independent schools and free schools, see KCSIE paras 99 and 100

	Statutory/best practice	Staff member	Volunteer	Other – state what category Governor
Photographic (where possible) ID check	S KCSIE para 112	✓	✓	✓
Barred list check – evidence that the school uses a system such as Herts Guard	S KCSIE para 102	✓	✓ Because in regulated activity	✓ Because in regulated activity
Enhanced DBS check	S for staff KCSIE para 88		✓	✓
Copies to be held no longer than six months	BP for	✓		

	volunteers KCSIE para 88			
Prohibition from teaching check	S for teachers KCSIE paras 97 and 98	Carried out but printout evidence incomplete	NA	NA
Living or working outside the UK check	S KCSIE para 102	✓	NA	NA
Professional qualifications check	S for teachers KCSIE para 102	✓	NA	NA
Right to work in the UK check	S for staff KCSIE para 102	✓	NA	NA
Two references from verified sources, where safeguarding is mentioned	S KCSIE paras 108-111  BP Specifies two references	✓	One	✓
Disqualification by association disclaimer	S KCSIE para 120	✓		✓
Annual review of each 'disqualification by association' declaration and annotated accordingly	BP	✓ New to post.		✓

NB – pre-March 2002 – only List 99 check statutory

#### Part 4

#### **Child protection**

The following aspects were checked.

	Statutory/best practice	✓	x	Comment if needed
List of staff who have done CP training every three years	S KCSIE para 13  BP HSCB guidance – 3 years	✓		
Evidence of an annual update for all staff on safeguarding	S KCSIE paras 13, 65	✓		Records clear and well-maintained
Designated person named	S KCSIE paras 8, 54	✓		
Evidence of designated person having been trained every two	S KCSIE paras	✓		

years	13, 57			
CP policy is in date and ratified by FGB. It includes reference to FGM, forced marriage, CSE, child missing from education, extremism It includes a specific reference to 'Keeping Children Safe in Education 2016'. It is monitored and evaluated at least annually	S KCSIE paras 12, 27, 42, 43, 49	✓		
Log of CP incidents includes the name of the pupil, the date of the incident, who dealt with the incident, the course of action followed, evidence of follow up and monitoring	S KCSIE para 29  BP HSCB guidance	✓		Well-maintained and clear. Only 2 referrals in the records – DSP reports this is because she has taken advice from the helpline on whether or not to refer.
Staff code of conduct	S KCSIE para 12	✓		Staff now to revisit, with opportunities for clarification
Evidence that leaders are promoting e-safety effectively	S KCSIE Annex C	✓		Staff understand the risks well. There has been a recent e-safety workshop for parents and pupils. There are further plans to strengthen this still further.
In EY, use of mobile phones is prohibited	S EY Framework	✓		
Log of names of those who have completed Safe Recruitment training	S at least one person KCSIE para 72 (but DfE relaxing requirement) BP As many as possible	✓		Two in date but Headteacher and deputy headteacher will undertake NSPCC online training with new safeguarding governor
Log of names of those who have completed the 'Prevent duty' training	S Prevent duty guidance HM Government; KCSIE annex A pg 56	✓		
Evidence that leaders have risk assessed the school's need with reference to the Prevent duty and have acted accordingly	S KCSIE annex A pg 56	✓		
LAC lead named (must be QTS in maintained schools and academies)	S KCSIE para 83	✓		
LAC governor named	BP	✓		
LAC policy is in date and ratified by FGB. It is monitored and evaluated at least annually	S Skills, knowledge and	✓		

	understanding KCSIE para 81.  BP Hertfordshire VS			
De-escalation training has been completed by teachers, TAs and MSAs	BP for all schools	✓		
Physical restraint training has been completed by teachers, TAs and MSAs	BP for SEMH special schools or for schools where pupils have dangerous behaviour, based on an audited need	✓		

### Part 5

#### Other policies and procedures

The school has in place the policies required statutorily by the DfE. They include the following.

	✓	x	Comment if needed
Behaviour	✓		
Anti-bullying	✓		
Attendance	✓		
Maintenance of attendance registers and response to absence	✓		Absences are followed up. Attendance is good. Be aware of the attendance of groups, especially FSM
Procedures for following up children missing education robustly, including the use of part-time timetables and procedures for exclusion, where applicable	✓		Policy in place
Policy for children with medical needs	✓		
Whistleblowing	✓		
Reducing and managing allegations against staff	✓		Part of staff code of conduct and CP policy

Either the CP policy, the whistle blowing policy or the reducing and managing allegations policy must include the full range of routes available for staff to raise a concern, including the NSPCC helpline, the police and the Hertfordshire (or other LA) Safeguarding Children Board (S - KCSIE part 4)

### Part 6

#### Health and safety

The following aspects (BP) were checked.

	✓	x	Comment if needed
Incident log completed	✓		
First aiders named	✓		
First aid training completed	✓		
Paediatric first aiders named	✓		
Paediatric first aiders trained	✓		
Log of first aid with relevant follow up in more serious cases	✓		
Medicine cupboard locked, key held in a separate place, medicines in date and labelled with child's name, evidence of parental permission for trained first aider to administer medicine; evidence that all medicines which should be present are there (to check that none are stored elsewhere)	✓		Medicines for one pupil needing Ritalin.
Site risk assessments	✓		A wide range of risks covered, but some quite old. Now need reviewing so all aware
Trip/activity risk assessments	✓		
Asbestos log (recent training for asbestos officers, site staff are familiar with the location of asbestos, recent use of the permission to work log, annual visual survey)	✓		New headteacher not yet trained
Fire evacuation log – at least termly evacuations with timings	✓		
Site/public access checks	✓		
Perimeter checks	✓		

**Based on these checks made at the time of the visit, inspectors are likely to judge safeguarding as effective.**

**Schools should be aware that, if a school is placed in an Ofsted category of concern because of safeguarding, HfL will carry out a safeguarding check within two weeks of the inspection.**

**(Note: Failure to comply in any aspect or part of an aspect means that safeguarding is unlikely to be effective)**

**Where safeguarding is judged to ineffective at the return visit, the adviser carrying out the visit will consider whether the school should be placed on the register of schools where performance is causing concern. If it placed on the register the usual HfL systems and protocols will apply.**

Leaders should consider the following points:

- Staff to revisit Staff Code of Conduct and whistleblowing policy in January 2018
- Up-date and sort out health and safety file and ensure all staff are aware of older risk assessments
- Headteacher to attend asbestos training

Date for follow up visit: NA

Hertfordshire Improvement Partner Judith Sumner  
Date 13<sup>th</sup> December 2017

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