

SAFEGUARDING PREPARATION FOR INSPECTION updated September 2016

PLEASE REFER TO THE UPDATED SELF EVALAUTION CHECKLIST ON THE LDBS WEBSITE (SEPTEMBER 2016) FOR MORE DETAILS. – in particular the CP policy page on page 5

The points below will help you to ensure you are inspection-ready:

1. Make sure your safeguarding and CP policy is on the website
2. Make sure that the policy refers to Keeping Children Safe in Education 2016 and includes associated information in addition to 2015 information – FGM/Prevent Duty/Children Missing in Education/**Peer on peer abuse sexting/SEND vulnerabilities/Early Help/Honour based violence**
3. Has the policy taken into account the views of staff? Have staff been involved in the review?
4. SCR includes all information (as a minimum) listed below
5. If not on your SCR ensure you have evidence of Disqualification by Association- suggest you do include on SCR
6. Chronology of events in individual CP files show actions have been taken in a timely manner and hat reporting is of high quality
7. Staff know what to do if they have concerns about the welfare of a child
8. All staff are able to confirm their understanding of Part 1 KCSiE 2016 and understands the elements in point 2
9. All staff and governors know who to report to in the event that there is an allegation against the Headteacher
10. All staff know the whistleblowing policy and procedures and know the NSPCC whistleblowing helpline (or where to access it)
11. School leaders monitor training updates for effectiveness
12. Governors know about Prevent and FGM and the school's duty to report and know about training on this- who has completed/if they have etc. Be aware that some HMI are stressing the need for Governors to attend Prevent- THIS IS NOT STATUTORY but they should be aware of Prevent and who has done training.
13. Governors ensure that the schools approach to dealing with sexting is included in the CP policy
14. Does induction of staff include the school's safeguarding and CP policy, Part 1 of KCSIE 2016 (and preferably annex A), the behaviour policy, staff code of conduct? How quickly does induction take place? Before staff begin at the school? Is this *all* staff?
15. How effectively does the curriculum support pupils in learning to keep themselves safe across a range of areas? Is this monitored? Filtering etc....
16. Do the HT and DSL and LAC leader have all the information they need to support LAC pupils in school and communicate with the link LA officer

During a recent inspection one of our schools had to contact the LA to formally report Nursery pupils on the register who did not start school at the beginning of the year.

Ensure you know and follow the procedures for reporting Children Missing in Education

SCR- To be clear, the STATUTORY INFO is as follows:

- An identity check- must be photo ID
- A barred list check and date received
- An enhanced DBS check and date received and evidenced by
- A prohibition from teaching check: NOT the same as the Barred List and date checked
 - This check must be made for anyone with a teaching qualification, even if not employed as a teacher at the time.
- Checks on people living living or working outside the UK- Right to work in the UK- date checked and initials of who checked
- A check of professional qualifications and evidence or who and when checked
- A check to establish the person's right to work in the UK

All entries in the SCR MUST be evidenced by the person making the checks and this ought to be noted on the SCR alongside the date evidenced.

NB to comply with Data Protection Act schools should not retain copies of DBS certificates for longer than 6 months.

Please see below the updated SCR checklist with other non-statutory aspects for your consideration.

SCR checklist to support schools September 2016 update (for ease of reference bold=statutory)

There is no longer a set format required but certain elements **must as a minimum** be on the SCR. These are in bold in the checklist below- the other aspects are included as a support but are not statutorily required

There must be procedures in place to make a referral to the DBS if a person in regulated activity has been dismissed or removed due to s/g concerns- or would have been if they had not resigned. THIS IS A LEGAL DUTY (KCSiE 16)

The GB ensures that the school continues to hold and maintain a SCR that complies with statutory safeguarding requirements? Is there a named signatory? Is the SCR signed when monitored?	
The SCR indicates that identity checks have been carried out, by whom and the date? only use photo ID and ensure you see evidence of address	
Has the school checked all relevant staff, including teachers, support, admin and premises staff, supply staff, volunteers, coaches and contractors & others who work regularly at the school against: * the DBS Children’s Barred List * the DfE’s Prohibitions Order List? NB the Prohibition check now needs to be undertaken for everyone in ‘teaching work’ , not just those with QTS – a widening of this group- ensure that this is completed- advice to follow	
The SCR shows that all relevant staff have an Enhanced DBS Check not stat to note number but wise	
The SCR records the date when the Enhanced DBS Check was completed and by whom it was evidenced? failure to note who <i>evidenced by</i> is no longer an admin error NB the DBS certificate must be SEEN by the relevant school staff so that any further checks can be carried out if necessary (now sent to staff –you need to request that they bring it in)	
Academies and free schools: has there been a section 128 direction check (management positions)	
In the event of a DBS Certificate having a positive disclosure, has a Risk Assessment been carried out? And by whom? Is this indicated on the SCR? – not the content but that a RA has been carried out	
Have all staff employed prior to March 2002 been List 99 checked? (not required to have a DBS)	
Have all staff appointed since 12th May 2006 been DBS checked?	
Have all governors been DBS checked? (without Barred List unless in regulated activity)	

<p>Does the SCR record qualifications have certificates been seen? Where QTS is a requirement for the job has the school evidenced QTS?- good practice to include QTS number but not statutory <u>note by whom and when for both</u></p>	
<p>Does the SCR record evidence of 'right to work' in the UK checks? (For those staff members recruited after 27th Jan 1997)</p>	
<p>Have overseas record checks been carried out where appropriate? It is the employees' responsibility to obtain a Certificate of Good Conduct – see link below Schools should check that staff are not restricted from working as a teacher in another EEA country by using the NCTL Teacher Services system https://teacherservices.education.gov.uk</p>	
<p>Have appropriate checks been carried out to ensure that individuals are not disqualified under the childcare (Disqualification Regulations 2009)? MUST be done - not necessary on SCR but advised</p>	
<p>If staff use the DBS update service</p> <ul style="list-style-type: none"> • are there procedures in place to show that permission has been obtained for the school to access the certificate? • does the school match the identity of the individual and check that the original certificate is appropriate for the role (eg enhanced/barred list)? 	
<p>Has the school obtained, and does it hold on record, or if appropriate on the SCR, written confirmation from supply agencies and/or contractors that their staff are positively vetted in line with Safer Recruitment Best Practice?</p>	

*Advice: do not leave gaps in the SCR- write *N/A* or appropriate comment e.g. *pending* and always show **who** and **when** evidence seen

Home Office FAQ's on Overseas checks for employers and employees-
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/477235/GOV_CR_GUIDANCE_FAQs_FINAL.pdf