



Updated safeguarding information document
September 2015

Supported by:
Updated self-evaluation safeguarding checklist for schools
(September 2015)

Safeguarding guidelines & self-review document for schools September 2015

The DfE updated *Keeping Children Safe in Education* in March 2015. Schools should now refer to

Keeping Children Safe in Education (March 2015)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/435939/Keeping_children_safe_in_education.pdf

This document replaces

- Keeping Children Safe in Education (2014)
- Safeguarding Children and Safer Recruitment in Education (2006)
- Dealing with allegations of abuse against teachers and other staff: Guidance for local authorities, head teachers, school staff, governing bodies and proprietors of independent schools (2012)

All schools, (academies and free schools, alternative provision academies, pupil referral units and now maintained nursery schools) must have regard to this document.

The updated document includes new guidance and legislation including Preventing radicalisation under the Counter Terrorism and Security Act 2015 and Disqualification by Association (Childcare regulations 2009)

Alongside the full version of the new guidance there is an updated 15 page **summary (was 8 page summary) Keeping Children Safe in Education: information for all school and college staff (Part 1)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418687/Keeping_children_safe_in_education_part_1_only.pdf

Governing Bodies and management committees (LAT) must ensure that all staff have, as a minimum, read this document. (I suggest Governors should also read this).

Keeping Children Safe in Education should be read in conjunction with **Working Together to Safeguard Children (March 2015)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

All school staff have a legal duty to safeguard and promote the welfare of children and must also maintain public trust in the teaching profession as part of their professional duties.

The overarching safeguarding message to all schools remains as maintaining an attitude of “it could happen here”.

Other useful documentation to support schools in establishing and maintaining robust safeguarding policies and procedures

1. **2015 What to do if you're worried a child is being abused (referred to in KCSiE 2015)**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf
2. **2015 Information sharing (referred to in KCSiE 2015)**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf
3. **2015 Disqualification under the Childcare Act 2006**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414345/disqual_stat-guidance_Feb_15_3_.pdf
4. **2015 Inspecting safeguarding in Early Years, education and skills settings (Ofsted)**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/434930/Inspecting_safeguarding_in_early_years_education_and_skills_settings.pdf
5. Office of the Children's Commissioner for England report **You have someone to trust – outstanding safeguarding practice in primary schools**
<http://www.childrenscommissioner.gov.uk/publications/practical-tips-schools-report-you-have-someone-trust-outstanding-safeguarding-practice>
6. **DfE Prevent Duty Guidance**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417943/Prevent_Duty_Guidance_England_Wales.pdf
7. **Channel Awareness training link**
http://course.ncalt.com/Channel_General_Awareness/01/index.html

This document contains a number of checklists to support self-evaluation of safeguarding and incorporates information from the *Keeping Children Safe in Education, Working Together to Safeguard Children* and *Inspecting safeguarding in Early Years, education and skills settings. (from Sept 2015)* NB the Ofsted document is non-statutory

If you have recently self-evaluated your safeguarding practice (2014/15) and only need to check updated requirements please refer to the overview on the following page and for more details the wording in red font in the main body of the document

Alternatively the NSPCC has a clear briefing on this
<http://www.nspcc.org.uk/globalassets/documents/information-service/briefing-updated-statutory-guidance-schools-england-keeping-children-safe-education-2015.pdf>

Brief overview of KCSiE 2015, please refer to the separate self-evaluation checklist for more detail

Governors must be aware of the changes in KCSiE 2015 and be aware of the Prevent Duty and how these impact on their overall responsibility for safeguarding. In addition, it is strongly advised that Governing Bodies refer to the Ofsted safeguarding document and in particular Annex 1 (p19-21) which outlines specific safeguarding requirements for leaders and managers.

Next steps and suggested ideas arising from recent documentation:

1. Ensure that all policies and procedures are updated in line with KCSiE 2015 statutory guidance, DfE Prevent Duty guidance and arising aspects from the Ofsted safeguarding document, e.g.
 - a. Pupils missing in education,
 - b. Prevent procedures,
 - c. Internet safety,
 - d. Broad and balanced curriculum (see policy and procedure section in checklist)
2. As for KCSiE 2014, ensure that there is a Designated teacher to promote the achievement of Children in Care- focus on current inspections- see separate section in document
3. Check that those leading on and managing safer recruitment procedures are aware of the guidance (para 52 of KCSiE) on DBS and barred list checks
4. Ensure (this emerged several times last year in schools) that school admin officers, HT's and/or SBM's have sight of the DBS certificate and that any information on that certificate is assessed- (DBS certificates now go directly to the employee and this can slip through the net)
5. Ensure that the formal staff behaviour code (code of conduct /staff behaviour policy) is updated annually and includes information and clarity on staff/pupil relationships and communications including use of social media and whistleblowing
6. Provide ALL staff with, and ensure that they read, Part 1 of KCSiE and add to induction programme if not already doing so
7. Ensure that
 - a. all staff and governors are aware that from now on staff with concerns about another adult in the school must report this to the Headteacher and not the DSL as in 2014
 - b. all staff and carers to have a copy of and understand the written procedures for managing allegations (Ofsted s/g doc 2015)
8. Ensure that
 - a. "appropriate whistleblowing procedures (reflected in staff training and staff behaviour policy) are in place for such concerns to be raised with school's management team" (KCSiE 2015) and
 - b. that staff understand how to manage concerns about the practice of adults in respect of the safety and protection of children and learners (Ofsted 2015)
9. Ensure CP files are transferred as soon as possible (suggest you record dates when sent) and that you ensure "secure transit and conformation of receipt are obtained"

10. Note and inform staff and governors that "*In exceptional circumstances, such as in emergency or a genuine concern that appropriate action has not been taken, staff members can speak directly to children's social care.*" (this has altered from 2014 KCSiE)
11. Review procedures so that all staff know how to make a complaint
12. Ensure, for schools using alternative provision for pupils, that procedures are in place to check they are registered (not all are)
13. Ensure that the GB is satisfied that appropriate arrangements are made with regards to H&S to protect staff and learners from harm
14. Consider mapping the curriculum offer to ensure that safeguarding aspects are included appropriately for each year group- good idea to have this as a highlighted document (see curriculum section)
15. Consider revisiting and clarifying procedures for pupils missing in education- this to also include pupils who go missing at lunchtimes (secondary schools)
16. Consider the message the school conveys about CP and safeguarding through the school website- newsletters, policies, guidance for parents etc.
17. Ensure there is a clear approach (and guidance) to implementing the Prevent Duty and keeping children and learners safe from the dangers of radicalisation and extremism (Ofsted 2015) as schools are listed in the Act as partners of the Channel panels (KCSiE 15)?
 - a. Do staff understand when it is appropriate to make a referral to the Channel programme?
 - b. Have staff received Prevent training so that they are able to identify pupils who may be vulnerable to radicalisation and to challenge extremist ideas?
18. Ensure that the curriculum provides opportunities to support pupils in critical thinking, British Values, citizenship?
19. Ensure as a minimum that the DSL undertakes/has undertaken Prevent awareness training and is able to provide advice and support to staff on protecting pupils from the risk of radicalisation
20. Ensure that "policy and procedures for ensuring that visitors to the school are suitable, checked and monitored e.g. external speakers at school assemblies" (Ofsted 2015)
21. Ensure that there are procedures are in place to make a referral to the DBS if a person has been dismissed or removed due to safeguarding concerns, or would have been if they had not resigned. (This is a legal duty and failure to refer is a criminal offence)
22. There are systems in place for the child's voice to be heard and taken into account when determining action. These systems must allow children the ability to express their views and give feedback.
23. The school is confident that EYFS policy and procedures are effective in safeguarding children (see EYFS section)

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