

## Introduction

**KSCP uses a variety of ways to test the strength of safeguarding arrangements across agencies but one of the key ways is by the use of an annual safeguarding audit called a Section 175 for schools and colleges. The following has been broken down into sections.**

**Please share good practice or give examples in the comments field.**

1. Establishment Name

2. Type of school or college

3. Date started:

Date

Date



4. Address

**Name**

**Email Address**

### Section 1: Child Protection Policy and Procedure

5. The school/college/early years setting has a policy which is up to date, in line with Keeping Children Safe in Education (Sept 2023) and ratified by the Governing Body/Management Committee/Trustees.

Yes

No

Comments:

6. There is evidence that the policy has been read and understood by all staff and volunteers.

Yes

No

What evidence do you have?

7. The policy is reviewed annually by the governing body and is kept up to date on your website.

Yes

No

Comments

8. The policy has been written in line with Government guidance (Keeping Children Safe in Education 2023), Knowsley Safeguarding Children Partnership (KSCP) guidance and agreed inter-agency procedures (Working Together to Safeguard Children 2023).

Yes

No

Comments

#### **Keeping Children Safe in Education (2023)**

9. Keeping Children Safe in Education (KCSiE) 2023, Part 1, has been clearly signposted to all staff and there is evidence that staff have read it.

Yes

No

Comments

10. Have you revisited KSCIE during the year, as part of safeguarding updates? Please provide evidence.

Yes

No

Comments

#### **Child Protection Procedures**

11. All staff within the organisation are aware of systems within the school/college which support safeguarding and these have been explained to them as part of their induction.

Yes

No

Comments

12. All staff are aware of the procedures for making a referral into Multi Agency Service Hub (MASH)

Yes

No

Comments

13. The Staff Behaviour Policy/Staff Code of Conduct is reviewed regularly

Yes

No

Comments

14. Please explain how records of staff training in relation to your policies and procedures are maintained and how this is evidenced.

15. All adults in school/college are aware of who the Designated Safeguarding Lead and (where applicable) Deputy Designated Safeguarding Lead are and how to contact them.

Yes

No

Comments

16. The DSL, and other members of the safeguarding team, are clearly identified to all parents and other agencies e.g. via the website and/or posters and this is kept up to date on your website.

Yes

No

Other

Comments

17. At induction all school staff are made aware and have an understanding of their role and responsibility in relation to filtering and monitoring.

Yes

No

18. The school DSL and all deputy DSL's are aware of their responsibility for safeguarding including online safety and understanding the filtering and monitoring processes in place for the school.

Yes

No

#### **Graded Care Profile 2**

19. How many staff have attended Graded Care Profile 2 Training?

20. How many Graded Care Profile 2 Tools have been initiated by the school?

21. How many GCP2 Assessments have staff contributed to?

#### **Signs of Safety**

22. Are staff in school aware of Signs of Safety?

Yes

No

Comments

23. How many have accessed Signs of Safety training. What is the role of these members of staff?

#### **Early Help Assessments**

24. How many Early Help assessments have been initiated by the school?

25. How many Early Help assessments are the safeguarding staff, within the school, currently involved with?

#### **School Safeguarding Governance**

26. Do you have a named Safeguarding Governor to take the lead within the school for leading responsibility for safeguarding procedures?

Yes

No

Comments

27. The school setting has a clear mechanism for updating policies and procedures.

Yes

No

Comments

28. Is there a clear mechanism for governing bodies to ensure the effectiveness of safeguarding policies (Staff Code of Conduct, School Behaviour Policy (including anti-bullying policy), e- safety policy, allegations against management, complaints procedure, positive handling and use of reasonable force and restraint policy).

Yes

No

Comments

29. Is there a process to ensure the Governing Body is appraised of broad data regarding vulnerable pupils (number of children on Care Orders/Subject to Child Protection Plans/Early Help)

Yes

No

Comments

#### **Record Keeping Procedures**

30. The school/college has a procedure for clear and accurate recording of child protection concerns, actions and outcomes, including consultation with other agencies.

Yes

No

Comments

31. Individual files are established once welfare concerns are recognised and each file has a chronology at the front.

Yes

No

Comments

32. Child protection/safeguarding files are transferred separately from the academic file to a new school/college (or the local authority if being transferred to home education). This should occur when following the Knowsley transfer of Child Protection Files Process and these records should be held in line with the Knowsley Record Retention Guidance.

Yes

No

Comments

33. The Designated Safeguarding Lead (DSL) regularly audits the records for quality of recording and actions taken, and shares outcomes and learning with the staff.

Yes

No

Comments

34. Records relating to individual children are retained securely, in line with Local Authority guidance.

Yes

No

Comments

## Section 2: Safer Recruitment and Safer Working Practice

### Single Central Record (SCR)

35. There is a Single Central Record (SCR) in place which is up to date with no gaps in information.

Yes

No

Comments

36. It is clear who maintains the SCR and takes responsibility for the upkeep.

Yes

No

Comments

37. All staff in regulated activity have DBS enhanced clearance which includes a check against the Children's Barred List.

Yes

No

Comments

38. Volunteers who carry out regular, unsupervised activities with learners have the appropriate level of DBS clearance which is recorded clearly on the SCR.

Yes

No

Comments

39. The number and date of DBS is clearly recorded in the SCR.

Yes

No

Comments

40. Qualifications, ID, right to work in the UK and overseas record checks are recorded on the SCR and associated documentation is stored securely in personnel records.

Yes

No

Comments

41. When staff are not directly employed by the school e.g. supply, trainee and agency staff, employment checks are made with the relevant bodies, the details of which are kept on the SCR.

Yes

No

Comments

42. An online check is completed as part of the safer recruitment process for all new staff.

Yes

No

#### **Safer Recruitment**

43. Relevant staff including the head teacher and members of the Governing Body have completed the Safer Recruitment Training which is compliant with KCSIE 2023.

Yes

No

Comments

44. Does the school have a Safer Recruitment Policy?

Yes

No

Comments

45. Interview panels always include a member who has completed Safer Recruitment training.

Yes

No

Comments



46. There is a safeguarding statement in all adverts and recruitment packs.

Yes

No

Comments

47. Induction for all new staff includes safeguarding and expectations regarding conduct.

Yes

No

Comments

48. References are always obtained, scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed.

Yes

No

Comments

**Procedures on how to manage allegations made against staff/volunteers**

49. Does the school have a current Safeguarding Allegation Management Policy Procedure? Including a response to low level concerns.

Yes

No

Comments

50. There is a whistleblowing policy in place and all staff are aware of how to report concerns regarding other members of staff.

Yes

No

Comments

51. The Chair of Governors knows what to do if an allegation is made against the Head Teacher/Principal.

Yes

No

Comments

52. The Local Authority Designated Officer's (LADO) contact details and the proper reporting procedures are known.

Yes

No

Comments

53. Has the Head Teacher/DSL received "Allegation Management" training?

Yes

No

Comments

### **Safer Working Practice**

54. DfE "Guidance for safer working practice for those working with children and young people in education settings" (2022) is available for all staff and regular volunteers.

Yes

No

Comments

55. The above guidance has been used to formulate the Staff Behaviour Policy (sometimes referred to as Code of Conduct).

Yes

No

Comments

## Section 3 - Safeguarding Training / Safeguarding Themes

### Safeguarding and Staff Training

56. Has the DSL received training specific to their role within the last 12 months and provide details of the training?

Yes

No

Comments

57. Has the DSL attended the Multi-Agency Working Together Training (initial or refresher)

Yes

No

Comments

58. All staff have received Child Protection Training

Yes

No

Comments

### Curriculum

59. Do all students receive age-appropriate safeguarding information on topics including:

E-safety

Anti-bullying

Healthy relationships (RSE)

Knife crime

Neglect

Child Exploitation (sexual and criminal)

Peer on Peer Abuse

Other (please specify)

### Child on Child Abuse

60. Has the DSL read and understood Part 5 of Keeping Children Safe in Education?

Yes

No

61. How has the school ensured that all staff know what to do when dealing with incidents or allegations of sexual violence and/or harassment?

62. Has a member of the safeguarding team in school attending the AIM Understanding and Managing Harmful Sexual Behaviours in Education Settings?

Yes

No

63. For schools whose staff have received the AIM training, is there evidence that the AIM checklists are being used?

Yes

No

64. Have RAMP meetings been initiated by school in response to incidents of harmful sexual behaviour?

Yes

No

## Section 4: Bullying, Online Safety and Mental Health

### Anti Bullying Policy

65. The school/college has an anti-bullying policy which may be contained in the Behaviour Policy and all staff and students are aware of it.

Yes

No

Comments

66. Pupils in the school have been actively involved in the development of this policy (Voice of the Child)

Yes

No

Comments

67. The anti-bullying policy is easily available to parents and carers e.g. through the website.

Yes

No

Comments

68. There is a formalised system (e.g. student council, surveys) to listen to the voice of the child or young person in relation to feeling safe and bullying.

Yes

No

Comments

### Anti-Bullying Practice

69. Tackling bullying is embedded within the culture of safeguarding in the school/college.

Yes

No

Comments

70. All incidents of bullying (including online bullying) are acted on in a timely manner.

Yes

No

Comments

71. The school/college/early years setting follows its standard safeguarding procedures when dealing with a bullying issue.

Yes

No

Comments

72. In line with procedures, all incidents of bullying, interventions and outcomes are recorded.

Yes

No

Comments

73. The school/college/early years setting keeps a log of all bullying and harassment incidents, interventions and outcomes, including cyber-bullying.

Yes

No

Comments

74. Victims of bullying are informed that action has been taken (without disclosing unnecessary detail) and they are supported appropriately.

Yes

No

Comments

75. Students and parents are made aware of the process to report bullying.

Yes

No

Comments

76. The school/college/early years setting has an e-safety/online safety policy, which is aligned with national and regional policies (Keeping Children Safe in Education, 2023.)

Yes

No

Comments

77. Staff sign up to the e-safety policy on an annual basis (this could be part of the Code of Conduct).

Yes

No

Comments

78. Is there an identified member of staff with regards to e-safety (including filtering and monitoring) who updates staff on a regular basis?

Yes

No

#### **E-Safety/Online Safety Practice**

79. A planned e-safety education programme takes place through PHSE/ICT/other lessons across the curriculum and is regularly revisited.

Yes

No

Comments

80. Learners and parents/carers are aware of e-safety practices and a planned e-safety education offer is signposted to parents/carers when necessary.

Yes

No

81. Learners understand and follow the e-safety and acceptable use policies.

Yes

No

Comments

82. The setting regularly evaluates the effectiveness and impact of e-safety programmes.

Yes

No

Comments

83. Suitable filtering and monitoring systems are in place to ensure that children, staff, visitors and parents/carers are safe from accessing inappropriate material when accessing the internet in school (Inline with the DFE Filtering and Monitoring Standards) Is effectiveness regularly reviewed?

Yes

No

Comments

84. Parents/carers, children and staff can sign an acceptable use policy.

Yes

No

Comments

**Mental Health**

85. Do the school have a response to promoting mental well being with students?

Yes

No

Comments

86. What resources do the schools access to promote mental well being in school? Please give examples



## Section 5: Wider Training and Learning

### Mandatory and Wider Training

87. All staff have received approved Prevent Training and are aware and reminded of their mandatory duty regarding Prevent.

Yes

No

Other (please specify)

88. The DSL is aware of the referral process into the Channel Programme.

Yes

No

Comments

89. All staff are reminded of their mandatory duty regarding Female Genital Mutilation (FGM)

Yes

No

Comments

90. All staff have received appropriate training and information referencing FGM

Yes

No

Comments

91. Curriculum time is used to teach pupils to recognise and manage risk, make safer choices, and recognise when pressure from others threatens their personal safety and wellbeing in an age appropriate way.

Yes

No

Comments

92. Have schools safeguarding staff attended relevant suicide awareness/prevention training?

Yes

No

Comments

93. Have the Governing body received relevant Child Protection training?

Yes

No

Comments

**Domestic Violence/Abuse**

94. All schools should have a named Operation Encompass Champion who has completed the 2023 online training available via [www.operationencompass.org](http://www.operationencompass.org) website.

Yes

No

Comments

95. Do you have a generic school email address dedicated to receive Operation Encompass notifications?

Yes

No

96. Have you completed the 2024 Merseyside Police Operation Encompass Quality Assurance survey?

Yes

No

97. Requests for information for Multi Agency Risk Assessment Conferences (MARACs) are completed and returned to the Safeguarding in Education Team in a timely manner.

Yes

No

Comments

98. All staff have received training regarding Domestic Abuse and the impact and harm upon children

Yes

No

Comments

#### **Child Exploitation**

99. All staff are aware of the Knowsley SHIELD team and their role in addressing Child Exploitation and the DSL is aware of the referral process into Shield and the Vulnerable Children's Meeting?

Yes

No

Comments

100. The school ensures there are opportunities for students to receive information on Child Exploitation

Yes

No

Comments

#### **Child Safeguarding Practice Reviews and Learning Reviews**

101. The DSL ensures learning from local/national Child Safeguarding Practice Reviews and local learning reviews is cascaded to staff.

Yes

No

Comments

102. When required, relevant staff have attended KSCP Briefings associated with Child Safeguarding Practice Reviews (previously Serious Case Reviews) .

Yes

No

Comments

## Section 6 - Positive Handling, Reasonable Force and Restraint / Health and Safety

### Use of positive handling, reasonable force and restraint

103. The school behaviour policy includes information about the use of positive handling and restraint, setting out the circumstances in which positive handling and/or restraint may be used.

Yes

No

Comments

104. The policy sets out the legal duty to make reasonable adjustments for children with disabilities or special educational needs.

Yes

No

Comments

105. The school has made steps to ensure that staff, children and parents are clear about what force/restraint may be used and in what situations.

Yes

No

Comments

106. Incidents where positive handling or restraint are used are recorded in writing.

Yes

No

Comments

107. A full evaluation of all incidents where positive handling and/or restraint are used takes place. This evaluation looks at de-escalation that was used and reflection on how it could have been avoided.

Yes

No

Comments

108. Key staff are team-teach trained or similar

Yes

No

Comments

109. In order to maintain positive relationships, there is a process in place for reflection and repair for both staff and children, following the use of restraint or reasonable force.

Yes

No

Comments

**Thanks you for completing this years Section 175 Audit. Once we recive all responses, a detailed report will be compiled and submitted to the KSCP Strategic Forum.**