Link Area: Safeguarding	**Date of visit**: May 27th 2016	**Governor:** Jo Harcombe, link governor for safeguarding	**Teacher:** Julie Lennie, safeguarding lead for KGGS

Objective

Provide the Governing body with a synopsis report outlining how the school is carrying out its safeguarding function - including policy, practice and procedures.

Report

I met with Julie Lennie in May to discuss in detail the school safeguarding policy, procedure and practice. Outlined below are specific areas which have been checked and discussed in line with the role of the safeguarding link governor.

Policy – The safeguarding and whistleblowing policies are up-to-date, accessible and relevant.

Keeping Children Safe in Education 2016 – revised statutory document released in 2016. Julie has received this and will circulate to all staff, highlighting areas for their attention and recording the fact that it has been received by all staff https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf. Additions include; Prevent training (anti-radicalisation) and female genital mutilation guidance (FGM).

Staff training – There is a national requirement for 3 yearly training for all staff at present. All staff at KGGS are up-to-date with regard to safeguarding training and a contemporaneous log of training is kept. Training includes specific 'child protection' training delivered bi-annually by Lincolnshire County Council. Julie Lennie co-ordinates the training to ensure it is fit for purpose, reflects staff needs and is accessible. In 2016 the new 'best practice' **requirement is for an annual safeguarding update for all staff and Julie** is working towards this for staff with a plan to facilitate small group sessions. The subjects of training should be varied and relevant. This year a significant number of staff have undertaken e-learning related to FGM.

Mental health awareness for both staff and students has been set as one of the schools development plan targets for 2016-17. Sessions will be planned to help all understand more about these issues. Governors will be invited to attend.

Staff Induction –All new staff receive safeguarding training as part of their induction to KGGS.

Lead staff training – Julie Lennie and her designated deputy (Tracey Doig) attend multi-agency training and have completed the on-line GEL modules in line with their roles. This training is up-to-date and in line with the present requirement for 2 yearly training. Tracey has now been trained as a child protection officer. Julie will update her safer recruitment training this year. NB. This training will need to be annual next year.

Governor training – Alison Evershed is the designated governor training co-ordinator and maintains a contemporaneous database of all governor training. She flags up where there are any outstanding requirements.

System to record, store and review welfare concerns – Heads of Year have a system for recording any concerns about pupils in the 'Pastoral' section of the individual pupil's record on the school IT system (SERCO). In addition paper records are filed with the Head of Year and, once the issue is resolved, these are stored in the pupil's hard copy notes (main school file).

Specific child protection issues are managed by Julie Lennie and her deputy and records are kept securely in her office. A note outlining there is an ongoing issue will appear on the electronic records, (not confidential detail) for completeness. The notes are securely archived once a child has either left school or the issue is resolved.

Staff Records – In line with national requirements KGGS keeps a confidential single central personnel record of all staff including sickness, disciplinary/HR matters, DRB checks, training etc. This is overseen by the Head Teacher.

Staff code of conduct – This document is updated annually and sent to all staff. It is also part of staff induction.

Interview Procedure – KGGS is fully compliant with national safeguarding guidance regarding interviewing staff. This includes DRB checks, safer recruitment training, eligibility to work checks and qualification checks.

E-learning and Safeguarding – training on safety around e-learning is now included in this safeguarding report. The school safeguarding policy was developed in collaboration with the Heads of Year to include e-learning safety training requirements. This training will also be included in the staff induction training.

Pupil Voice – There is a requirement for schools to assess how safe pupils feel at school. This is achieved via forums such as Key Stage School Council and Whole School Council. These inclusive groups are co-ordinated by Julie Lennie and focus on a whole range of safeguarding/well-being topics – directed by the students. All year groups have been surveyed recently. The survey assessed feelings of safety and wellbeing. No issues were

noted in the feedback. Pupils reported they felt safe and knew who to turn to in times of need. Reports of these surveys are taken to the Welfare Governor Committee and discussed. The school also employs a trained student counsellor.

Attendance trends – Julie oversees weekly scrutiny of attendance trends, looking for trends that may be related to child safeguarding issues, if spotted she will instigate an investigation and appropriate action. The 'missing children' alert process is in line with statutory guidance.

Links with other agencies – School maintains active links with many external agencies such as: CAMHS, LCC, Social workers, Nurses, GPs, Sexual Heath, National Self Harm Network, Youth Workers, Spring Lodge (sexual assault referral centre), Food Bank, TAC, Relate, Pilgrim School, Occupational Therapists, Action for Young Carers, Centre for Greif & Loss, Counselling Services. The school works very effectively with many of these agencies.

Looked after children – this is a new reporting requirement for this report. At present we have one pupil designated as 'looked after'. A full multidisciplinary care package is in place for her, led (for school) by Julie.

Safeguarding outside of school – school has a responsibility to maintain safeguarding when pupils are on residential trips or day trips outside of school. All residential trips are subjected to a rigorous risk assessment (in line with LA standard checking procedure for trips) and this policy and process is overseen by the Welfare Committee. There is however a risk noted in the foreign exchange programme. The students are staying in homes with families that are unknown to our school. Julie and I discussed this at length and school takes every possible risk assessment measure and the detailed check list is completed for every trip, however, this is an acknowledged grey area and I wish to raise this to the full governing body for further discussion. The information sent to parents should explain the safeguarding processes undertaken.

Safeguarding themes specific to school - As the designated safeguarding lead for the school Julie Lennie, alongside her deputies and the Head Teacher analyse all child protection/child welfare and safeguarding issues to see if there are themes emerging where targeted action/support is needed. Julie and I spoke at length about this and it is very evident that a robust system is in place to both identify and tackle themes/trends on a continuous basis. An example of this is the 'log of self-harm reports'. One of the themes over the last year has been the rise in panic attacks. The rise in self harm noted last year is stable this year. Action plans are in place for; reported self-harm, reported overdose, other mental health issues affecting schooling and legal highs. There are no school refusers at present.

How are children made aware of safeguarding issues – this is a new inclusion for the report and is a requirement for lead governors to discuss with the school lead. Julie is confident that students receive a wide variety of safeguarding information via the general curriculum

and this is supported by student support lessons, held fortnightly, on topical issues, e.g., internet safety, personal safety etc. External speakers are also invited into school to speak about specific issues. This year the year 11 students had workshops on mental health issues and year 10 had a 'theatre in education' session on positive mental health.

Prevent strategy – this is a new requirement for this report and relates to the need for schools to raise the issue of radicalisation with students and staff. Julie stated that staff will receive 2 yearly training in line with recommendations. Students have not received direct training as yet.

Reduced timetable - this is a new requirement for this report and relates to children who are in school for less than 25 hours per week. Julie stated that there are a few children at school in this category for various reasons. Julie and the Head Teacher are in the process of completing the monthly survey for this which is now a requirement by the LA.

In conclusion I am confident that safeguarding policy, practice and procedure at KGGS is consistent with national guidance. School safeguarding practice is up-to-date, considered carefully and thoughtfully and co-ordinated to a very high standard. The safeguarding team, led by Julie Lennie, carry out their duties to a very high standard and this is apparent in all the documentation and action plans. The issue of foreign exchange visits should be discussed again by the senior team in relation to safeguarding policy and practice.

Jo Harcombe

June 2016