



**Keeping Children Safe in Education  
Section 175 School Safeguarding Audit 2021/22  
Assessment & Action Plan**

This audit is carried out under Section 175 of the Education Act 2002, along with DfE Guidance on Safeguarding Children, Safer Recruitment and Keeping Children Safe in Education. The S175 section requires School Governing bodies to carry out an annual review of their School's Safeguarding practice and to provide information to their Local Authority regarding how the duties set out in the guidance have been discharged.

<b>School Name:</b>	<b>Horwich Parish CE Primary</b>
<b>Head teacher/Principal:</b>	<b>Debbie Mills</b>
<b>Designated Safeguarding Lead:</b>	<b>Debbie Mills</b>
<b>Head teacher Email Address:</b>	<b>head@horwichparish.net</b>
<b>Safeguarding Governor:</b>	<b>Susan Baines</b>
<b>Review / Evaluated</b>	<b>21<sup>st</sup> Nov 2021</b>  <b>Shared with Safeguarding Governor (CoG) ahead of the Autumn Term Safeguarding Visit in school. The audit to be reviewed during this visit. Any outstanding actions will be addressed, ideally by end of the Autumn term, and shared again at the Term 2 &amp; 3 Safeguarding Governor Visit</b>

This audit enables you to:

1. Revised September 2020      When completed & approved by your Governors please return a copy to Jo Nicholson, by email ([SET@bolton.gov.uk](mailto:SET@bolton.gov.uk))

- Assess your School's Safeguarding practice, identify any gaps, & develop an Action Plan to address any outstanding issues & future learning;
- Ensure that key people within the school (including the Governing Body/trustees) are aware of how the school is working to keep children safe as defined by current DfE Guidance
- Establish how the school can demonstrate effective safeguarding in all that they undertake;
- Report to the Governing Body/Trustees, Local Authority and Bolton Safeguarding Children Partnership as required;
- Assemble your evidence of 'Impact of Practice' for any Ofsted inspection.

This audit provides a template Action Plan which assists with identifying gaps, targets to remedy and when by. Use this as a working tool and review on a regular basis. Present this alongside your audit to demonstrate progress and impact.

#### **Using the Audit**

- Report on your current position
- The Head Teacher, Designated Safeguarding Lead and ideally the Link Safeguarding Governor completes this audit Jun/Jul ; this will reflect your school's current safeguarding position & help you have an action plan identifying key targets for the forthcoming academic year;
- It can be reviewed at any time during the course of an academic year.
- It should be presented to the Governing body/trustees as a standalone item, the activity should be discussed & recorded in the minutes;
- A copy should be placed with the school's safeguarding portfolio of evidence & can be used in any inspection.
- Copies should be kept for 3 years, this is a good way of demonstrating progression at an OFSTED Inspection.
- Once completed, a copy of the audit should be sent to [SET@bolton.gov.uk](mailto:SET@bolton.gov.uk) (by the latest 30<sup>th</sup> June) to ensure the service offered by the SET for the forthcoming year is need-led.

	Area of work	Evidence/ information (RAG rate these, if amber or red- add an action)	Actions	Expected date of completion	Completion date
<b>Keeping Children Safe in Education</b>					
1	References from Keeping Children Safe in Education (2019) document have been removed and replaced with 'Keeping Children Safe in Education' (2021). Full details can be found at: <a href="#">Keeping Children Safe in Education Statutory Guidance</a>	The school adopted the Safeguarding & CP Policy as shared by SET in 2021	Updates/ changes shared with staff on training day on 6 <sup>th</sup> & 7 <sup>th</sup> October 2021	Completed Sept 2021	Completed Sept 2021
	All staff are briefed on the changes to 'Keeping Children Safe in Education' (2020)	Updated KCSiE distributed to all staff alongside training day in October 2021		Completed Oct 2021	Completed Oct 2021
	You have processes in place to decide which staff need the full part 1 or the condensed version of KCSiE	All staff have read to say they have understood this document	All staff sign it and stored in staff file-paper copy  Induction covers Part 1 of KCSiEs (one of the things they need on the checklist) they sign to say they read and understood it. Any staff who start midway through the year, as long term cover/ permanent they will receive an induction within a week	Completed on INSET 3 <sup>rd</sup> Sept 2021	Review systems & Info sharing for cover staff by end of Autumn 2 2021-Completed Dec 21

			When they start they received the basic information required to keep children safe- such as who the DSL is Short term staff get a H&S simple guide which covers all high level work- such as Fire Safety arrangements, DSL		
	Evidence is collated to show staff have received a copy of Part 1 of the guidance and they have confirmed they have read and understood their responsibilities. <a href="#">Keeping Children Safe in Education Part 1</a>	30-Sep-2021 – signature kept			Completed Oct 21
<b>Bolton Safeguarding Children Partnership</b>					
2	There is clear evidence in relevant policies of links to Bolton Safeguarding Children Partnership procedures and Working Together 2018.	SEND, Behaviour Policy , Attendance, Online Safety- policies reference keeping children safe	Ongoing- as and when policies are reviewed	End of Autumn 2 term	Autumn 2 Completed
	You are aware of the Safeguarding Children Partnership <a href="#">website</a> and regularly access this to gain safeguarding information and tools.	Aware of the website but don't access it regularly- know to do so if unsure but in the main would contact SET if uncertain	To be more familiar with partnership website	End Autumn 2 term	completed
	You are aware of Greater Manchester <a href="#">procedures</a>	Aware of the website but don't access it regularly	To be more familiar with partnership website	Check every term	Learning Mentor check at end of every term
<b>Safeguarding and Child Protection Policy</b>					
3	There is a Safeguarding and Child Protection Policy in place, staff have read this, and it is reviewed annually.	Completed at SG training Oct 21 for all staff.	All staff sign it and stored in staff file-paper copy	Completed Sept 2021	Review systems & info sharing for cover staff by

			Induction covers Part 1 of KCSIs (one of the things they need on the checklist) they sign to say they read and understood it. Any staff who start midway through the year, as long term cover/ permanent they will receive an induction within 2 weeks. When they start they received the basic information required ot keep children safe- such as who the DSL is. Short term staff get a H&S simple guide which covers all high level work- such as Fire Safety arrangements, DSL. The policy would be shared at induction		end of Autumn 2021 completed
The Safeguarding and Child Protection policy is made public, i.e. available on the school's website, a summary in the school prospectus and details of where to access the full policy.	Full policy is on website	Consider adding further explicit info when received from the SG team.	Completed Sept 2021	Sept 2021	
Parents/carers are made aware of the fact that referrals about suspected abuse or neglect will be made and the role of the school or college in this.	Shared with Parents in September 2021 The school provides a short letter explaining the school role in SG.	Add information termly to the school newsletter to remind parents about the SG/ CP Policy and link to this		First update to be shared End Autumn 2021 and then termly after this This has been added to school website as a	

					reminder to parents completed
<b>Designated Safeguarding Lead</b>					
4	The Designated Safeguarding Lead is a member of the Senior Leadership Team of the school/college and that their responsibilities are defined in a job description.	DSL- HT Deputy DSL- DHT & AH	Completed	Completed	Completed
	The DSL/ Deputy DSL understand their responsibilities relating to the protection of children, and the safeguarding of all learners, and how they act as a point of contact with the partners in the new multi-agency arrangements (LA, Police and Heath)	Yes- completed	Completed	Completed	Completed
	The LA have been notified of any changes to your DSL personnel. You can do this by emailing SET@Bolton.gov.uk.	Completed	Completed	Completed	Completed
	The Designated safeguarding lead has time, capacity, funding and training to fulfil the role.	DSL & deputy DSL`s - recently undertaken Level 3 training online - full training- June 2021	Completed	DSL & deputies completed training	Completed
	There are arrangements in place at all times to offer cover when the DSL is not available e.g. you have a Deputy Designated Safeguarding lead.	The DSL or Deputy DSL are always contactable	Completed	Completed	Completed
	You ensure the broad areas of responsibility for the Designated Safeguarding Lead (DSL) are: <ul style="list-style-type: none"> <li>Managing referrals</li> <li>Referring all cases of suspected abuse to the Integrated Front Door</li> </ul>	Completed	Completed and ongoing	Completed and ongoing	Completed and ongoing

- Referring all cases which concern a staff member to the local authority designated officer (LADO);
- Notifying the Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
- Contacting the Police (cases where a crime may have been committed).
- Liaising with the Chair of Governors to inform her of issues especially ongoing enquiries under section 17 & 47 of the Children Act 1989 and police investigations.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- Provide as much information as possible to inform social care assessments and consider the contexts outside of the home to enable a contextual approach to harm.
- Understanding the assessment process for providing early help and intervention,
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so,

	<ul style="list-style-type: none"> <li>• Be alert to the specific needs of “children in need”, those with special educational needs and young carers,</li> <li>• Keep detailed, accurate, secure written records of concerns and referrals,</li> <li>• Obtain access to resources and attend any relevant or refresher training courses,</li> <li>• Encouraging a culture of listening to children and taking account of their wishes and feelings, in any measures you may put in place to protect them.</li> <li>• Engaging with parents/carers</li> <li>• Ensure relevant staff know the children who have a social worker</li> <li>• Supporting teaching staff to feel confident to provide additional academic support or reasonable adjustments to help children who need or have needed a social worker</li> </ul>				
<b>Training</b>					
5	The Designated Safeguarding lead receives safeguarding and child protection training every two years.	DSL & Deputy DSLs recently undertaken Level 3 training online- full training- June 21	Completed every 2 years and monitored on SCR	DSL & deputies completed training	Completed
	All staff receive updated safeguarding and child protection training every three years as a minimum and yearly updates.	Review with LG that SCR reflects this	This is tracked on SCR- agency staff do the Level 1 training via agency and the agency passes us the		DSL to do by End Autumn 2021



			details. This is not added to SCR as not required		completed
	The Designated Safeguarding Lead receives regular safeguarding updates at least annually.	SET newsletters read and reviewed when received Information from Staying Safe group received Updates via extranet from SET reviewed	Completed and ongoing	Completed and ongoing	Completed and ongoing
	You have a Staff Safeguarding Training Portfolio which is kept up to date (which includes version control). This includes original certification & evidence of attendance	Review with VW how training portfolio is set up  All Level 1 and Level 3 training certificates are filed and logged on SCR  Annual refresher training which all staff complete and sign to say they have received is completed in Sept. if staff join throughout the year this forms of inductions . VW ensures all staff sign the documents	An additional SG training portfolio to be created to log all Safeguarding training (both stat and recommended)		VW to do by End Autumn 2 2021  completed
	You have processes in place for identifying when training is due e.g. RAG rating	VW to set up system online			To be completed by Autumn 2 21  completed
<b>Staff Induction</b>					
6	A comprehensive safeguarding induction is delivered to all staff, supply teachers and volunteers and this is recorded. Staff are aware of the Teachers Standards and the relevant section on expectations and safeguarding	Full induction, and annual training, given to all staff in school	Induction covers Part 1 of KCSIs (one of the things they need on the checklist)	Annual Sept training	DSL to update SG Induction manual by End Autumn 2 2021

	There is induction provided to new staff who start at another time outside Sept- need to review this	they sign to say they read and understood it. Any staff who start midway through the year, as long term cover/ permanent they will receive an induction within 2 weeks. When they start they received the basic information required to keep children safe- such as who the DSL is Short term staff get a H&S simple guide which covers all high level work- such as Fire Safety arrangements, DSL. The policy would be shared at induction		completed
Induction includes online safety	Included in induction manual			DSL to update SG Induction manual by End Autumn 2 2021 completed
All Teaching and non- teaching staff are made familiar with your safeguarding and child protection procedures, they are aware of who the Designated Safeguarding Lead/s are & who to report concerns to.	Full induction, and annual training, given to all staff in school	See SG training powerpoint	Annual Sept training	Completed
<b>Early Help</b>				

7	The Leadership Team / Designated Safeguarding Leads are aware of and can describe the duties around supporting pupils within the school in Early Help and you have a mechanism for identifying individual emerging needs and Early help assessments are undertaken to assess a range of needs e.g. behaviour, neglect, attendance & SEN	Regularly Completed Staff discuss vulnerable children list monthly in phase meeting. Also on SLT agenda monthly to discuss and refer	Deputy DSL (JC) continues to understand around this	Ongoing	Deputy DSL (JC) continues to develop knowledge and understanding. Attending training, seeking advice/ next steps from DSL or SENCO who has significant experience as DSL New framework for EHA in summer term and training will be delivered Spring 22  New Learning mentor to also attend the new EHA training when available
	Early Help assessments and reviews are holistic. They include siblings and provide a clear picture of the child/ren's lived experiences.	Yes			ongoing
	The Leadership Team / Designated Safeguarding Leads are clear about your Early Help offer and display this on your website for parents/carers/ and local community	Need to check this is on the website	Make checks		End of Autumn 2 First update to be shared End Autumn 2 21

					and then termly after this This has been added to the event schedule Information sent out to and will be added to school website  completed
You are using the recommended <u>Early Help Assessment</u> and available tools from the Safeguarding Children Partnership.	Yes	yes	yes	yes	yes
There are regular Pastoral Safeguarding / Pastoral meetings where vulnerable pupils are discussed and arrangements made for how they can be supported  The arrangements for vulnerable pupils is coordinated so that the relevant databases/spreadsheets/lists are coordinated between the SEND and Pastoral	Child who has CP plan, post LAC or Service chn are discussed by SLT (DSL & Deputy DSL`s) confident they are provided for well  Mentoring programme to be put in place for ALL VC- monitoring overseen by DSL (DM& Learning mentor)  All VC invited in during each lockdown, last lockdown Jan 2021	Keep up to date with monitoring for VC children on mentoring tracker  Consider improved ways to get feedback from teachers/ staff on VC children who are on mentoring programme – such as a brief statement at the end of each half term which covers a few aspects to be given to DSL for review and action  VC not in school the learning mentor will be contacted immediately by school office	Ongoing	New system for receiving feedback./ improvements/ impact from staff on VC on mentoring programme to be in place for start Spring 1 2022- Learning mentor  Requested phase leaders to consult with teams & learning mentor on 10 <sup>th</sup> March-	

			Consider combining the tracker with the Register of need.		take feedback to develop ways forward  Completed & ongoing
When undertaking Early Help Assessments there is a record of the numbers of assessments that have been undertaken. These records can identify those currently open to the service, a mechanism for regular review / closure, and evidence can be provided in writing of the rationale for closures on those cases.	There is an EHA tracker in school updated by the SENCO who leads on the EHAs. That person reviews the EHA in the timescales and updates the tracker. Shared with all staff Currently ??? children have active EHAs in school- this is around the same number since ?????	Completed and ongoing	Completed and ongoing	Completed and ongoing	Completed and ongoing
All staff and volunteers are aware of the processes to support children who require early help.	EHA process forms part of the Sept training for all staff	Completed and ongoing	Completed and ongoing	Completed and ongoing	Completed and ongoing
There is evidence which demonstrates how Early Help is effective and is evaluated.	EHA are reviewed within the correct timescales and sent to IWT. Targets are SMART with evaluations clear	Completed and ongoing	Completed and ongoing	Completed and ongoing	Completed and ongoing
Action plans and outcomes are reviewed regularly for those pupils who receive an Early Help package of support.	EHA are reviewed within the correct timescales and sent to IWT . Targets are SMART with evaluations clear	Completed and ongoing	Completed and ongoing	Completed and ongoing	Completed and ongoing
Early help assessments, reviews and action plans are typed up swiftly and shared with the relevant agencies.	Yes	Completed and ongoing	Completed and ongoing	Completed and ongoing	Completed and ongoing

	Parents and carers always receive a copy of Early help assessments, reviews and action plans	Yes	Completed and ongoing	Completed and ongoing	Completed and ongoing
	Where Early help/CAM is failing, and concerns continue a consultation is held with the Targeted Early Help team.	Yes	Completed and ongoing	Completed and ongoing	Completed and ongoing
	Copies of Early Help Assessments completed, reviewed and closed are sent to the Integrated Working Team.  More information regarding <a href="#">Early Help</a> can be found on the Safeguarding Children Partnership website.	Yes			
<b>Pastoral Care</b>					
8	Learning opportunities in the curriculum are used to teach children and young people about safeguarding and keeping themselves safe, for example: Online Safety, Prevent, Child criminal Exploitation (CCE), Female Genital Mutilation (FGM), Child Sexual Exploitation (CSE), Sexual relationships, Hate incidents/, well-being, the dangers of risk taking behaviours, healthy relationships and Peer on Peer abuse.	Yes – PSHE Programme I Decision Anti Bullying Week Safer Internet Day Fort Alice work with Y5 & Y6 School nurse visits classes			ongoing
	A culture and ethos of safeguarding children, listening, and responding to their concerns is promoted; all staff and volunteers act in the best interests of the child.	Yes – in line with school values of love and respect			ongoing
	Children are provided with opportunities to raise any concerns using a variety of mechanisms.	Regular pupil voice questionnaires Worry boxes in every classrooms Buddy system in place throughout school			ongoing

	Children who are LAC, CP, CIN, EH or vulnerable are regularly discussed to ensure they are safeguarded and achieving. These meetings are documented.	Monthly meetings with learning mentor & at phase level and SLT			Learning mentor to lead meetings and write minutes  completed and ongoing
	Information is displayed around school such as anti-bullying, mental health, online safety, who to talk to if worried about something etc.	Yes			MR – PSHE lead & learning mentor to add more info in both buildings  Completed – big anti bullying display in main corridor
<b>Allegations made against Staff</b>					
9	A member of the governing board (usually the chair) is nominated to liaise with the local authority and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the headteacher.	It is written into the SG Policy that it is the CoG and this is included in the annual training to staff			completed
	All staff and volunteers understand how to respond to concerns/allegations about another member of staff or volunteer; how to report, what happens next and what to do if they continue to have concerns or if they believe concerns have not been reported/responded to appropriately.	Flow chart is shared with staff at annual training and displayed at various high access points around school for staff to access Whistle blowing policy attached to staff SG board	Update the Induction training for staff who start midyear with knowledge on how to report an allegation of abuse and action to take if against the HT- LG to update	Completed	LG- End of Autumn 21  completed

	Your safeguarding policy includes Bolton Safeguarding Children Partnership guidance relating to allegations of abuse made against teachers and other staff (schools may wish to adopt the LA tracking form for Managing Allegations).	Yes		yes	Completed Sept 2021
	All staff are made aware of the contact details for The Local Authority Designated Officer (LADO). First steps (previously first five minutes) are displayed There is a staff capability, discipline, conduct and grievance policy in place which includes - acceptable use of technologies, staff/pupil relationships and communications including the use of social media.	Yes- flowchart on display at various access points across school All policies in place. Staff code of conduct in place including reference to social media			Completed
	Low level concerns in relation to staff are recorded and monitored.	Yes			Completed & ongoing
	A whistleblowing policy is in place which enables staff to raise concerns or allegations in confidence.	Yes- annual update and staff sign to say read and understood	Forms part of induction process for those staff who start midway through a year		VW collate signatures for Whistleblowing policy  completed
	There is a staff behaviour policy (sometimes called the code of conduct) which include - acceptable use of technologies, staff/pupil relationships and communications including the use of social media.	Yes			Completed and updated annually Update October 2021
<b>Transition</b>					
10	The DSL ensures when children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible but transferred	CPOMS is used to transfer files			ongoing



	separately and securely from the main pupil file. Schools use the LA 'Transferring Safeguarding Information Form' and keep a copy of this form for their records. (5 days for an in-year transfer or within first 5 days of start of new term)	Anything sig to be shared the DSL will contact the school to handover verbally too			
	Appropriate safeguarding Information is shared when students attend alternative provision and regular meetings are held to work jointly and share information.	Yes Currently have one child at the Forward Centre and one child at Youth Challenge			ongoing
<b>Missing Education / Attendance</b>					
11	The Missing Education Procedure and duties are complied with, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be at risk of not receiving an education and who might be at risk of being harmed, exploited or radicalised.	HT oversee this and the office staff chase up any children who move schools to make sure they have started	Completed	Completed and ongoing	Completed and ongoing
	The relevant staff know about & use <a href="#">Children Missing Education 2016</a> to inform your safeguarding CME Policy, practice and procedures.	SG team and office staff	Completed	Completed	Completed
	You are aware who the missing from Education officer is and how to contact them.	Child Missing Education Officer Craig Swinton- Email - <a href="mailto:childrenmissingeducation@bolton.gov.uk">childrenmissingeducation@bolton.gov.uk</a> Telephone- 01204 334036	Completed	Completed	Completed
	You have an attendance policy in place and available on the website	Yes			Completed and updated annually in September

	When children with a CP plan or LAC but living at home, are absent you contact the EIT team to conduct a home visit	Yes. We employ an EWO who visits			ongoing
<b>Peer on Peer abuse / Sexually Harmful Behaviour</b>					
12	You recognise that children are capable of abusing their peers & have a zero tolerance approach to this	Yes – included at annual SG training			
	The Safeguarding and Child Protection policy includes details of Peer-on-Peer abuse including sexually harmful behaviour	Yes			
	The policy reflects the different forms peer on peer abuse can take and the culture of your setting is that abuse is abuse and should never be tolerated or passed off as “banter” or “part of growing up”.	Yes			
	You have clear sanctions for perpetrators and also offer support to both victims and perpetrators with their own needs	Yes within Child protection policy			completed
	Staff have undertaken training in relation to sexually harmful behaviour and harassment.	Yes within annual SG training			completed
<b>Female Genital Mutilation (FGM)</b>					
13	All staff including governors & volunteers know about the mandatory reporting of Female Genital Mutilation 2015.	This is included within the policy and part of training for staff – KCS1e	No guidance on the frequency of FGM training, however, as a school we cover it within training annually	Completed	All staff to redo more indepth FGM training by Summer term 2022- DM to direct as waiting for LA to deliver updated training to DSLs

					<p>LG Review this as part of Induction process for new staff</p> <p>Governors need to do online FGM training as well- PLY to co-ordinate NH</p>
<b>Child Exploitation</b>					
14	Staff can recognise indicators of exploitation and the vulnerabilities of those children who are exploited. The indicators can be different for boys and girls.	Yes	Completed	Completed	Completed within annual SG training
	Action is taken when students may be being exploited	Yes	Completed	Completed	Completed
	Staff are aware of Bolton's Complex Safeguarding Hub and the safeguarding procedures for Children who go missing.	DSL - yes	Completed	Completed	Completed
	Staff have watched the Exploitation knowledge nugget <a href="https://youtu.be/VQmrmILRutw">https://youtu.be/VQmrmILRutw</a>	Scheduled for phase meeting Spring 1			To be completed
<b>Childs Voice</b>					
15	Systems and opportunities are in place for children to raise concerns, express their views and give feedback.	Yes – regular pupil voice questionnaires	Completed	Completed	Completed termly

	Where there is a safeguarding concern you ensure the child's wishes and feelings are taken into account when determining what action to take and what services to provide.	Yes	Completed	Completed	Completed
	Where appropriate children are involved in decision making.	Yes	Completed	Completed	Completed
	Direct work takes place with vulnerable children. Such as "a day in the life".	Yes by Learning Mentor	Completed	Completed	Completed
	Where appropriate children are invited to meetings about them.	Yes	Completed	Completed	Completed
	<a href="#">Tools</a> to use with children and young people can be found on Bolton's Safeguarding Children Partnership website.				
<b>Looked After Children (LAC)</b>					
16	Looked After Children or previously Looked After Children are known along with their legal status & the reason for them becoming looked after.	Yes – LAC teacher shares this regularly with all staff	Completed	Completed	Completed
	A Designated Teacher is in place who is responsible for the educational achievement & care of looked after pupils. They are trained and qualified. They are a central point of contact for LAC whilst they are onsite and offsite experienced (transfer out of care)	Yes – Head teacher DM	Completed	Completed	Completed
	You complete PEP's and review these termly.	Yes	Completed	Completed	Completed
	You are aware who the Virtual Head is and their contact details.	The Local Authority Virtual School Head is Lindsay Nelson- 07385 361924	Completed	Completed	Completed

		Lindsay.Nelson2@bolton.gov.uk.			
	You have in place a "Designated teacher for looked-after and previously looked-after children policy"	Yes – Head teacher DM	Completed	Completed	Completed
	Where children are being cared for by friends, neighbours or extended family for more than 28 days procedures for private foster arrangements are followed. Private Fostering – Bolton Safeguarding Children	Yes			
<b>Record keeping</b>					
17	Files are kept updated and stored securely. Files can only be accessed by those who need to and when file content is shared it is in line with Information Sharing Guidance.	Yes – CPOMS is used for record keeping	Completed	Completed	Ongoing
	Records are monitored and QAd by the DSL as per your set performance systems	Yes	Completed	Completed	Ongoing
	Records are clear, factual, succinct and do not contain initials	DM to remind staff not to use initials			Phase meeting Aut 21
	Appropriate referrals are made to the Integrated Front Door and this is followed up where necessary within 24hrs.	Yes			
<b>Special Educational Needs and Disabilities (SEND)</b>					
18	Where involved, Social workers are invited to (Education Health and Care Plan) meetings/reviews.	Yes	Completed	Completed	Completed
	Children with special educational needs (SEN) and disabilities can face, additional safeguarding challenges. You ensure your Safeguarding and Child Protection policy reflects the fact that additional barriers can exist when recognising abuse and neglect in this group of children.	Yes- this is included in the annual SG training and falls under the KCS1e	Completed	Completed	Completed

	There is consideration of your duties under the Equality Act 2010 in relation to making reasonable adjustments, being non-discriminatory and the Public Sector Equality Duty.	Yes	Completed	Completed	Completed
	You have in place a Disability Equality information and objectives statement along with special educational needs and Children with health needs who cannot attend school policies	Yes and on website	Completed	AW updates annually	AW to update completed
	You can demonstrate that you are meeting the needs of children with SEND.	Yes through termly structured conversation meetings with parents	AW (SENCO) monitors in SENCO allocated time	ongoing	ongoing
	The school has in place inclusive/anti racist/oppressive/discriminatory practice	Yes as outlined in current behaviour policy but this is an area to further develop in response to a couple of comments on parent voice questionnaire	Relook at wording in behaviour policy and ensure clear message to all at Horwich Parish		SLT, staff & Governors to discuss after Restorative behaviour training on the INSET day 3-1-22
<b>Safeguarding Governance</b>					
19	You have a nominated link Safeguarding Governor in post.	Yes – Susan Baines			
	Your nominated link Safeguarding Governor has completed safeguarding training to help fulfil the requirements of the post.	Yes Also completed safer recruitment training 2021			Completed 28.7.19

	There is regular communication to the school Governing Body about safeguarding matters and reports of activity presented to the Governing Body.	Yes HT compiles report every term to full Governing body			ongoing
	There is evidence that all Governors in their role receive annual safeguarding training including Managing Allegations, which is kept up to date.	Yes annual training by DSL & external training every 3 years – including signatures			Completed March 21 and scheduled for January 22
	Your Governing body are aware of local Safeguarding arrangements initiated by the Bolton safeguarding Children Partnership, this includes; an understanding of local safeguarding procedures, and key guidance's, i.e. Framework for Action, Resolving professionals differences/Escalation and Information Sharing.	Part of training in March 21			DM to deliver refresher training in January to all Governors
	Your Governors have ensured there are up to date Safeguarding Policies & Procedures in place and regularly oversee that activity. This includes the endorsement of Policies such as Safeguarding and Child Protection Policy, Staff Code of Conduct and any others relevant to Safeguarding.	Yes – all updated annually and discussed in Governors Policy Working party discuss before being approved			Will be completed December 8 <sup>th</sup> 21
	Governors visit the school and record their interactions and report back at Governance meetings	Yes			ongoing
	Your Governing body ensures the Designated Safeguarding Lead receives appropriate time, training and support to fulfill their duties.	The website checklist is adhered to and a governor confirms that there is a SG/ CP policy			The LA to complete Spring 1 2022 VW - This is done via SCR
<b>Consent, Confidentiality, and Information Sharing</b>					
20	Parents are informed of any concerns about their child's welfare, or any action taken to safeguard and promote the	Yes - forms part of SG policy and systems in school	Completed & ongoing	Completed & ongoing	Completed & ongoing

child's welfare, providing this does not compromise the child's safety.				
Open and honest relationships are encouraged with parents/carers.	Yes- forms part of SG policy and systems in school	Completed & ongoing	Completed & ongoing	Completed & ongoing
It is made clear to parents/carers who documents relating to their child will be shared with.	Yes			End Spring 2
Reports for Child Protection Conferences are shared with the parents/carers prior to the conference taking place.	Yes	Completed & ongoing	Completed & ongoing	DM to ensure this happens with learning mentor
Appropriate Information is shared with those that need it. It is recognised that this is vital in identifying and tackling all forms of abuse and neglect.	Yes- forms part of SG policy and systems in school	Completed & ongoing	Completed & ongoing	Completed & ongoing
You have a complaints policy in place, and this is made available to parents/carers.	Yes - on the website and approved by full governors annually	Completed & ongoing	Completed & ongoing	Completed & ongoing
You make the Lead professional (if in place) aware of any safeguarding concerns and referrals you make. (When the lead is not your setting)	Yes	ongoing	ongoing	ongoing
You work in partnership with key agencies to manage and reduce risk.	Yes	Completed & ongoing	Completed & ongoing	ongoing
You maintain regular general contact with other agencies, as appropriate, especially Children's Social Care, Safeguarding In Education and the Local Authority Early Help Team.	Yes	Completed & ongoing	Completed & ongoing	ongoing



	You ensure relevant staff have due regard to the data protection principles, which allow them to share personal information, as provided in the Data Protection Act 2018, and the GDPR.	Yes	LM is GDPR lead in school support by DHT	Completed & ongoing	GDPR training is given to all staff every term
	You have in place a data protection policy and staff are aware of the Information Sharing Guidance 2015	Yes	Reviewed annually	Completed & ongoing	Completed
	Relevant staff are confident of the processing conditions under the Data Protection Act 2018 and the GDPR which allow them to store and share information for safeguarding purposes, including information which is sensitive and personal, and should be treated as 'special category personal data'.	Yes. We work closely with our DWO – Gill Smith	School receives a GDPR audit by the DWO every term to ensure school continues to be compliant	Completed & ongoing	Completed & ongoing
<b>Behaviour</b>					
21	The risks of using reasonable force in response to incidents involving children with SEN or disabilities or with medical conditions, are considered carefully and you are satisfied that you recognise the additional vulnerability of these groups.	Yes- stand alone reasonable force policy If there was a child in school where reasonable force may need to be used regularly, school would seek specialist support for this	Completed & ongoing	Completed & ongoing	Completed & ongoing
	Incidents of using reasonable force is recorded and reviewed.	If reasonable force required then an incident report id completed	Completed & ongoing	Completed & ongoing	Completed & ongoing
	You have a Behaviour principles written statement, exclusion and behaviour policy in place.	Yes	Completed & ongoing	Completed & ongoing	Currently being updated to include relevant SG behaviours eg sexual

					harassment. Will be approved by Governors in Spring
	There is evidence of planning positive and proactive behaviour support, for instance through drawing up individual behaviour plans for more vulnerable children, and agreeing them with parents and carers, to reduce the occurrence of challenging behaviour and the need to use reasonable force	Yes SENCO supports and oversees this process	Ongoing		Each term in SLT with learning mentor  Await to see what restorative behaviour training delivers on 3-1 22
	You recognise behaviour could be a result of trauma and Adverse childhood experiences and make every effort to explore what is going on for the child.	Yes – use of learning mentor in school	Completed & ongoing	Completed & ongoing	Learning mentor to keep register of children seen and reason
	Holistic Early Help assessments are completed with a multi-agency package of support for students at risk of exclusion.	Yes by SENCO/DHT Currently one child in school	Completed & ongoing	Completed & ongoing	Completed & ongoing

**Domestic Abuse**

Commented [NJ1]:

22	You are aware of and use the <a href="#">Domestic Abuse Handbook</a>	Yes			
<b>Encompass</b>					
	All families are sent a letter to notify them of encompass. This includes any new starters.	DM to send in Jan 22	Need a letter format from LA to send to families	DM to action	Learning mentor assigned to pupil and family EWO involved

	The encompass email is checked daily (during term time).	Yes by DM (DSL)	Completed and ongoing	Completed and ongoing	Completed and ongoing
	Encompass incidents are only shared with relevant school staff who need this to support the child/young person.	Yes by DM (DSL)	Completed and ongoing	Completed and ongoing	Completed and ongoing
	Where a notification is received, the child and family are provided with additional support		Improve on this including Nurture & Monitoring of child by Learning Mentor		Ongoing by Learning mentor
	Action is taken when the student is absent following an encompass notification	Yes by DM	Office keep DSL informed	Completed and ongoing	Completed and ongoing
	Operation encompass data is submitted to the Safeguarding Education Team on a termly basis	Yes by DM	Completed and ongoing	Completed and ongoing	Completed and ongoing
	The school is delivering the school 'offer' with agencies and resources with the community				DM has requested advice on this from the LA
<b>Child Protection and Safeguarding</b>					
23	Staff are aware of the new processes and contact details for the Integrated Front Door	Yes- number in staffroom and office have it	Completed and ongoing	Completed and ongoing	Completed and ongoing
	Contact is made with the Integrated Front Door immediately when a child protection concern has been identified	Yes	Completed and ongoing	Completed and ongoing	new number is on SG board
	Unless an emergency, referrals are made using the new online referral form	Yes	Completed and ongoing	Completed and ongoing	Completed and ongoing

	Safety plans/Risk Management Risk assessments are put in place for individual children when risks have been identified e.g. suicide/self harm and criminality	Yes Currently two in place	Completed and ongoing	Completed and ongoing	Completed and ongoing
	Key Child Protection information is displayed in staffrooms.	yes	Completed and ongoing	Completed and ongoing	Actioned 8 <sup>th</sup> October 21
	You are aware to contact the Emergency duty team out of hours and know the contact details.	Emergency Duty Team – Out of Hours:01204 337777	Completed and ongoing	Completed and ongoing	Completed and ongoing
	You have set up a Safeguarding Portfolio to evidence policy, procedures & safeguarding activity	Yes	Completed and ongoing	Completed and ongoing	Completed and ongoing
	The relevant staff are aware of Bolton's current threshold document updated in 2021 <u>Framework for Action</u>	Yes – through training	Completed and ongoing	Completed and ongoing	Completed and ongoing
<b>Prevent &amp; Channel</b>					
24	The Senior Leadership Team are aware of the Prevent Strategy and its objectives Prevent strategy 2011	Yes – AW (DHT/Deputy DSL) is senior designated lead	Every 3 years Last time it was done via AW- train the trainer delivery		Awaiting updated training to be released and then will refresh staff with training
	A plan is in place to include Prevent training so that key staff and Governors understand the risk of radicalisation and extremism and know how to recognise and refer children who may be vulnerable.	DM/AW/JC completed as DSL	The SG Gov needs to complete this		When new training is released
	The premises management documents/ Visitor policy effectively mitigates the risk of extremists, those with extremist views that are supportive of, or conducive to, terrorism attending or hosting events on school/college premises				SC /DB to complete in January 22

There is a clear awareness of roles and responsibilities regarding Prevent and these are contained in the Safeguarding and CP policy	Yes	Completed and ongoing	Completed and ongoing	Completed and ongoing
Education is delivered that helps develop critical thinking skills around the power of influence, particularly on-line and through social media	Yes through the PSHE 1 Decision SOW			Learning mentor to look in – Jan 22
You have a senior Designated Lead for Prevent where advice is sought & referrals are made to channel where appropriate.	Yes – AW (Deputy DSL)	Completed and ongoing	Completed and ongoing	Completed and ongoing
You are aware of the name and contact details of Bolton's Education Prevent Officer should you need to seek advice	Education Prevent officer or the Counter Terrorism policing on 0161 856 6362. Contact for Channel: Liam Twigg, Channel Coordinator Tel: 0161 227 3543 (int:43543) Mobile: 07971385238 E-mail: Liam.Twigg@manchester.gov.uk Secure e-mail: L.Twigg@manchester.gcsx.gov.uk Bolton's Channel Panel referrals go to: Channel.project@gmp.pnn.police.uk OR gmchannel@manchester.gov.uk	Completed and ongoing	Completed and ongoing	Completed and ongoing
All staff have access to or are aware of the ' <a href="#">Prevent Duty Guidance</a> ' for Schools 2015	Yes on SG staff board	Completed and ongoing	Completed and ongoing	completed
IT systems ensure that children/Young people are safe from terrorist and extremist material when accessing the internet in school/college	Yes new firewall installed throughout school September 21	Completed	Completed	Completed

	Staff are able to provide appropriate challenge to students, parents or governors if opinions are expressed that are contrary to fundamental British values and promotion of community cohesion	Staff would refer to DSL / Deputy DLS	Completed and ongoing	Completed and ongoing	Completed and ongoing
	You have a range of initiatives and activities that promote the spiritual, moral, social and emotional needs of students aimed at protecting them from radicalisation and extremist influences  This can include the influence of the Right Wing, Far Right, International, Incel, Far Left, and Environmental related influences.	1 Decision PSHE programme British Values day each term	Completed and ongoing	Completed and ongoing	Completed and ongoing
<b>Staff/ Safer Recruitment</b>					
25	You have a member of staff who has attended the Safer Recruitment training; and they attend all staff interviews. Their training is regularly updated ( <i>2 yearly top up - the NSPCC Safer Recruitment on-line training, any staff new to the role should undertake a face to face training programme</i> )	Yes – DM Chair of Governors / SG Governor completed safer recruitment training Autumn 2021	Completed and ongoing	Completed and ongoing	Completed and ongoing School business manager to complete training March 2022
	You have a Single Central HR record system with a nominated member of staff who is the custodian of the records. The SCR is checked and verified by the Designated Safeguarding Lead and nominated trustee/Governor which is reviewed at least termly to input updates & check compliances with all DfE / Ofsted current requirements	Yes Checked each term by Safeguarding Governor – Sue Baines	Completed and ongoing	Completed and ongoing	Completed and ongoing
<b>Safety &amp; Supervision</b>					

26	You have a clear and visible system / procedure for the safe handover of pupils to the authorised parent/carer at the end of the school day.	Completed- system adapted slightly due to pandemic	Completed and ongoing	Completed and ongoing	Completed and ongoing
	The use of School Transport, Bus Companies, Taxis & Escorts is part of the safeguarding activity of the Designated Safeguarding Lead which is quality assured & outcomes reported to the Senior Management Team / Governing Body	School does not use school transport RA in place for any coach travel, via independent company. That is the companies RA	Add to the school trip checklist – each time a trip takes place , we review the RA - DSL to quality assure	Completed and ongoing	Completed and ongoing
	You have a signing in and out procedure for all visitors & contractors with information on expectations made available & visible on reception.	Yes- Inentry system	Completed and ongoing	Completed and ongoing	Completed and ongoing
	There is an emergency contact to a Designated Safeguarding Lead when off site with pupils	Yes- mobile numbers. DSL & Deputy DSL. R&A contact details accessible	Completed and ongoing	Completed and ongoing	Completed and ongoing
	The use of your premises to contractors, groups, clubs etc is regularly reviewed & you are reassured of their Safeguarding (employment checks, insurance, public, liability training etc).	As part of every contract we are provided with insurance details, public liability and DBS details of all members of staff	Completed and ongoing	Completed and ongoing	Completed and ongoing BY School business manager
	There is / are nominated staff with up to date Paediatric First Aid Training & a First Aid kit which meets requirements under the Health and Safety Act.	Yes- Alison Bainton manages this and alerts staff to when training needs to be updated	Completed and ongoing	Completed and ongoing	Completed and ongoing
	The following statutory policies are in place- Health and Safety, first aid and pupils with medical conditions	Yes and on website	Completed and ongoing	Completed and ongoing	Completed and ongoing
	There is a student / work experience policy / agreement in place where relevant to age which is made available to pupils and parents/carers.	Completed and ongoing	Completed and ongoing	Completed and ongoing	Completed and updated annually by AW

	When pupils are engaged in offsite educational provision this is overseen and reviewed with robust records kept including showing evidence of reassurances that their recruitment of staff and the safeguarding of pupils in provision is checked & addressed at regular intervals.	Risk assessment in place for all off-sites visit For residential or more complex visits - Evolve is used Signed off by DSL	Completed and ongoing	Completed and ongoing	Completed and ongoing
<b>COVID- 19</b>					
27	Protective measures are in place to reduce the risk of catching and spreading Coronavirus	Yes- documents updated regularly and on needs basis Communicated to staff, children, parents, governors	Completed and ongoing	Completed and ongoing	Completed and ongoing
	Measures are in place to safeguard any pupils undertaking remote learning	Yes- used Bolton model	Completed and ongoing	Completed and ongoing	Completed and ongoing
<b>Mental Health</b>					
28	Children and young people are supported with their mental health and wellbeing and they are signposted to useful resources such as Kooth and bekindtomymind	Yes Kooth visit year 6 in summer term to deliver 2 x sessions Pupil voice used through school council Learning mentor supports 1Decision PSHE program in place Learning mentor to train as MHW first aider in Jan 22 School to commit to Carnegie MHW excellence award	Completed and ongoing	Completed and ongoing	School continues to look at new ways to support children and staff mental health & wellbeing
	You have a nominated Mental Health lead or have plans to put this in place	Yes 2 x mental health first aiders – DM/CMcK	Completed and ongoing	Completed and ongoing	LG & Learning mentor to receive training Spring 2022
	You are aware of and refer to Bolton's suicide and self-harm pathway	Yes and shared with staff during annual training	Completed and ongoing	Completed and ongoing	Completed and ongoing



**PSHE**

29	You use specialist agencies to promote keeping safe, healthy relationships etc	Yes we use: Kooth Fort Alice Healthy families team School nurse We hold a healthy week annually in January	Completed and ongoing	Completed and ongoing	Completed and ongoing
	You promote student's appreciation and understanding of difference and diversity	Yes we focus on a different book in the last week of each half term linked to Diversity	Completed and ongoing	Completed and ongoing	Completed and ongoing
	Learning opportunities in the curriculum are used to teach children and young people about safeguarding and keeping themselves safe, for example: Online Safety, Prevent, Child criminal Exploitation (CCE), Female Genital Mutilation (FGM), Child Sexual Exploitation (CSE), Sexual relationships , Hate incidents/, well-being, the dangers of risk taking behaviours and, resilience, self confidence and healthy relationships	Yes through PSHE programme 1 Decision and specialist agencies that deliver lessons in school	Completed and ongoing	Completed and ongoing	Completed and ongoing

**Identified Strengths:**

- *Robust system of communication for safeguarding updating in place between HT/ Safeguarding lead and the named safeguarding Governor and wider Governing Board.*
- *All staff and Governors aware of "Keeping Children Safe in Education" (2021)*
- *School single Central Record maintained regularly and is up-dated promptly and checked and signed by Chair of Governors / Safeguarding Lead.*
- *School Web site utilised efficiently to highlight and inform parents of the School Safeguarding / Behaviour policy and procedures.*
- *Governors receive regular updating on Safeguarding from the HT / Safeguarding lead.*
- *Regular opportunities are scheduled within the curriculum to ensure all children learn about safeguarding and keeping themselves safe. A variety of professional and support agencies are utilised to enhance pupil learning.*
- *All Governors maintain their own "Governor passport" to record their safeguarding learning and development.*
- *There is a real and well communicated emphasis on pupil safety throughout the whole school via the SL AND SLT. This extends to offsite educational activities and school visits and to visitors within the school such as work experience students and others.*
- *The HT / Safeguarding Lead adopts an "open door" policy for parents and carers to express their views and discuss any issues.*

- *Robust arrangements are in place within the reception area of school to safeguard the safety of children. Additional to the electronic booking in system, all Governors have lanyards to show their designation. Remote gate entry to the school grounds is maintained diligently.*

**Identified Priorities:**

- *To ensure that a new system for monitoring VC children is fully in place by Spring 2022.*
- *To ensure that teaching staff and Governors complete FGM training by Summer 2022.*
- *To ensure that Inclusivity/anti-racist/discriminatory practice in the Behaviour policy is reviewed and updated by Spring term 22*
- *To ensure that all families are sent a letter informing them about, "Encompass" by Spring 1 term 22.*
- *To continue to utilise every opportunity to support the mental health and wellbeing of both pupils and teaching staff.*

- ❖ **Completed by head teacher and Chair of Governors ( safeguarding Governor) October 21**
- ❖ **Shared at Governance meeting on: Full Governors meeting on Wednesday 8th December 2021**
- ❖ **Updated by the Head teacher on 15<sup>th</sup> December 2021**

**Where to find key information & training:**

- [Framework for Action](#)
- [Bolton Safeguarding Children Partnership](#)
- [E- learning](#)
- [Bolton Safeguarding Children Partnership Multi Agency Training](#)
- [Working Together to Safeguarding Children](#)
- [Keeping Children Safe in Education Statutory Guidance](#)

- [Government/DfE statutory guidance's & advice](#)
- [Disclosure & Barring, DBS, Safer Recruitment](#)
- [DBS online](#)
- [NSPCC Safer Recruitment Training](#)
- [FGM Resource Pack](#)
- [Online PREVENT training](#)