

Self-evaluation form for Safeguarding and Child Protection

School/PRU: Colcot Primary School

Local authority: Vale of Glamorgan

The headteacher/principal/teacher-in-charge should arrange for responses to be provided to the following questions, indicating particular strengths or areas for improvement required in each section. Inspectors will discuss the information provided with relevant staff during the inspection. The electronic version of the form will expand to take the text of responses. There is additional space on the final page of the form for further information. This form **must** be signed and dated by the person who provides initial entries.

How effective are the school's / PRU's policies and procedures for developing children's understanding and awareness of how to be safe through the teaching and pastoral support offered to learners regarding:

- Sex and healthy relationships education
- Substance and alcohol misuse
- Domestic abuse
- Sexual violence and exploitation

Evidence

- Pupils are encouraged by all stakeholders to share their concerns and discuss feelings and well being through their weekly Circle Time sessions and Nurture provision.
- There are a range of strategies in place – worry monsters, SELFIE, one page profiles which record pupil concerns.
- The PSE and Health and Wellbeing policy highlights activities for teachers.
- Sex and healthy relationships is discussed in depth in Year 6 during the Summer Term with separate sessions for boys and girls. The video – Feelings is used to reinforce the messages with the children. Parents are invited into school to watch the video before the children have their sessions.
- Safeguarding is a regular theme in assemblies linked to the monthly Values – regular visitors reinforce the theme – NSPCC, representatives of the Church and other faith groups.
- SCPO Matt Cunningham supports the delivery of these messages with regular visits to the school for all year groups.
- Pupils views are gathered as part of an annual pupil questionnaire.
- All stakeholders are aware of Safeguarding procedures and have a safeguarding checklist – overview. All staff are vigilant in monitoring and reporting concerns to the DSP.
- All staff have received the WRAP and PREVENT Training.
- School have accessed support from Atal Y Fro who are providing sessions for children.

How effective are the school's / PRU's policies and procedures for identifying and reporting cases, or suspected cases, of abuse?

Evidence

- Staff are given annual update and refresher training regarding the policy and procedures.
- Staff and visitors are given information regarding the name of DSP – this information is at the back of the School visitor badges and displayed in areas of the school.
- All staff have had relevant training and are aware of the processes and procedures in place when reporting cases / suspected cases of abuse.
- The school has a very good relationship with Social Services and other relevant agencies.
- SLT at school are using My Concern – online record keeping system for managing cases of concern.
- Systems in place are followed – any concerns are reported to the DSP – Nia Cule. In the absence of DSP concerns are reported to Deputy DSP DHT – Shaun O'Connell.
- An allegation made against the HT is reported to the Chair of Governors – Mr Martin Peplow.
- HT keeps a record of any concerns.
- Advice is sought from Social Services or the LA Safeguarding Officer and a MARF is completed where appropriate or a referral to FACT or the Families First team is made.

How effective are the school's / PRU's procedures for supporting learners who are victims of abuse?

Evidence

- The school has a well established Nurture LSA who provides support for the pupils. She works closely with the CTs to support work in the classrooms.
- An ELSA trained LSA also provides support for class teachers.
- The school also accesses support from other agencies e.g Atal Y Fro for pupils who need more tailored and specific support.
- The school promotes positive relationships and pupils are fully aware that there are adults in school that they can talk to.
- Regular meetings with parents and carers are arranged if appropriate to share anxieties and to offer support.
- Circle time sessions can offer support to pupils.

How do leaders ensure that policies and procedures are kept up-to-date?

Evidence

- The Child Protection and Safeguarding policies are reviewed annually by Governors and shared with staff.
- The school liaises very well with the Local Authority Lead Safeguarding Officer – Dorian Davies to ensure all policies are up to date.
- Any new member of staff is made aware of the policies and procedures in the initial meeting and training session.
- Child protection and issues of concern are discussed and raised in weekly meetings
- All policies relating to child safety - Anti bullying, behaviour and discipline are reviewed annually by all staff.
- The child protection governor Mr Martin Peplow reviews policies and procedures with the school.
- All staff confidentially maintain records of concerns.
- The HT attends all social services meetings and updates the appropriate staff when needed.

How effective are procedures for the safe recruitment of staff and volunteers?

Evidence

- The School follows guidance from the local authority and have adopted the LA Safer Recruitment Policy.
- All safeguarding checks are completed before new staff start work and any necessary risk assessments are in place.
- All staff and volunteers have current DBS checks. A record of DBS details is kept on file in the office.
- Visitors who work with children in the school are asked to provide their DBS details before commencing work.
- All qualification checks are in place for all staff. Copies of certificates are kept centrally in the office.

How effective are the school's / PRU's arrangements for providing staff at all levels with appropriate training for safeguarding and child protection?

Evidence

- HT and DHT attend regular Safeguarding Training and provide staff with the relevant training and support they need.
- All staff have received WRAP - radicalisation training and prevent training.
- The HT has received L3 training.

How effective are the school's / PRU's procedures for managing challenging behaviour within the school and while offsite, including on school transport, including:

- Bullying
- Physical intervention
- Withdrawal and seclusion
- Serious incidents

Evidence

- The school has a Behaviour Management and Anti Bullying policy written in collaboration with pupils.
- All issues of bullying are addressed and a record is kept. Details are sent to the LA
- The issues surrounding bullying are discussed during assemblies and during circle time.
- All staff are aware of the need to record incidents of bullying.
- The strong well being ethos supports positive relationships and pupil behaviour. When incidents occur they are dealt with effectively.
- Any complaints of bullying are taken very seriously and are dealt with immediately. Staff investigate the complaints thoroughly. There are sanctions in place for any child who is found to be causing distress to others.
- The school works proactively with parents to address any issues and concerns.
- 2 members of staff have had Physical Restraint training – staff are not encouraged to use physical restraint with pupils.
- A risk assessment is completed for those pupils presenting with a possible risk to themselves or others.
- Should physical restraint techniques have been used as a necessary action to prevent harm or danger, the headteacher will inform parents about the incident by the end of the school day.
- Children who are withdrawn from class are provided with activities to complete and are monitored by a member of staff.
- All off site activity is supported by a thorough risk assessment.
- Off site activities where possible follow the same procedures as on site activities – all procedures remain the same for negative behaviour etc.
- Contact details for all pupils and adults are taken off site by a member of SLT for the duration of a residential visit or any trip that extends longer than the school day.
- For any trip staff at school are available to support off site staff if needed – in case of an accident or for behaviour management issues.
- The school has very experienced staff that effectively support pupils with challenging behaviour as well as those displaying social and emotional behaviours.
- The school does not have a time out room.
- The Health and Safety policy has clear recommendations for procedures to follow in the event of a serious accident.
- All LSAs have had First Aid training. Any injury deemed to be serious is dealt with by a member of the SLT and parents are contacted immediately.
- Advice and guidance is sought from the LA Health a Safety Officer - Tiffany Barker.
- Accident forms for pupils and staff are kept in the office and copies are sent to the LA.
- All pupils have consent forms signed by their parents for any off site activity.

- An EVOLVE risk assessment is completed and authorised by the LA before any off site activity.
- Where possible and practicable staff visit any venue before organising a trip and request a copy of the venues risk assessment and health and safety procedures.
- Parent meetings are held before any residential visit and a list of activities is provided to parents.

How well does the school / PRU manage pupil absence?

Evidence

- HT monitors pupil absence daily. HT telephones parents and asks them to provide a reason for the absences – not all absences are authorised.
- Letters are sent out to parents half termly and parents are invited in to school to discuss any issues.
- The school works closely with the EWS.
- There are many reward systems in school for encouraging attendance – Colcot CAT
- The school opens its doors at 8.45 a.m. to encourage punctuality.
- The HT contacts parents of pupils on the CP register who are absent from school immediately and if there is no answer the HT calls Social Services.
- Attendance of every child is monitored closely.
- Children who are late are recorded in the late book in the office.
- The name and reason for any child who is taken home early from school is recorded in the office.

Provide details of how the school / PRU ensures the security of the school site.

Evidence

- All security procedures in the school are reviewed regularly with the SLT and Caretaker.
- No vehicles are allowed to move on and off site during the working day – any vehicles that need access to the school during the working day must be guided on and off site. This information is provided to all visitors and delivery drivers – and the information is displayed on the school gates.
- The gates are all closed and staff are vigilant to ensure that any visitors close the gates after them.
- All visitors must sign in at the office and do not have access to the main building unless escorted by an adult.
- All external doors are secured and need a fob for access.
- Visitors wear a badge on arrival and can be asked to provide proof of identity.
- All younger pupils are released to their parents at the end of the school day and will not be released to any other adult unless prearranged.
- All visitors are controlled via office staff.
- Formal procedures are in place for the beginning and end of the day.
- The Breakfast Club staff complete an attendance register.
- Children are reminded regularly not to open doors for visitors.
- There is CCTV installed around the school.
- Fire detection and an alarm system is in place throughout the school and are tested weekly by the caretaker and quarterly by Fire Safety Direct.
- Fire drills are carried out at least once a term
- There are posters around the school providing information and guidance of the procedure to follow in the event of a fire.
- There are rotas in place to ensure that there are enough adults on duty during playtimes and lunchtimes.
- All contractors must report to the office.
- All contractors must provide details of DBS checks.
- The caretaker is responsible for securing the school building at night.
- The LA are key holders – in case of out of hours emergency.

How effective are procedures to ensure the health and safety of pupils :

- On the school site
- During off site visits
- On vocational placements or work experience
- Placed with training providers
- On school transport

Evidence

- All health and safety issues are monitored and reviewed regularly with the SLT and the Caretaker.
- Every precaution is taken to ensure that health and safety guidelines are followed and adhered to.
- The school has regular fire drills and issues raised are addressed with all staff and any amendments / changes needed are made.
- All electrical equipment is checked regularly and play equipment is checked weekly by the Caretaker.
- Health and safety documentation is kept in the office.
- A COSHH log is kept in the Health and Safety file.
- The schools Administration of Medicines Policy identifies procedures for children with medical needs. Parents must sign a consent form. 2 members of staff must be present when administering medication and a form is completed with date, time and dosage.
- The school has adopted and follows the LA Healthcare Needs Policy.
- All children with diabetes, asthma and other medical needs are known to staff.
- Children with diabetes have a health care plan.
- All medical information is included on the EVOLVE risk assessment prior to any activity.

How effective are arrangements to ensure that pupils use the internet safely and know how to stay safe online?

Evidence

- All staff monitor the pupils use of the internet. The LA block any unsuitable sites. All pupils have Safer Internet talks as part of the teaching and learning of DCF and in their PSE sessions.
- The school has an agreed Internet Safety policy.
- Children and staff have regular e.safety sessions in school.
- Parents are informed of the e.safety policy and how they can support the school.
- The school has a Social Networking Policy and have regular refresher sessions for staff.
- There is a regular esafey message on the monthly newsletters.
- Safer Internet week is held every year.
- Esafety is discussed in all areas of the curriculum
- SCPO Matt Cunningham runs safety sessions with the pupils

Describe how the school / PRU keeps pupils safe from the dangers of radicalisation and extremism.

Evidence

- All staff have had the relevant training and are aware of the information and issues to be concerned with. The school is proactive in supporting pupils and identifying any aspects of concern and potential risk.
- Any online material which could support this is monitored by staff and the DSP is made aware of any concerns.
- All visitors to school are monitored and staff are vigilant to the information visitors share with the pupils.
- The school's values system promotes tolerance and respect.
- The school takes advice from the Local Authority if there are any concerns.

How effectively do governors or supervisory boards hold the school / PRU to account for the quality and effectiveness of its safeguarding policy procedures?

Evidence

- The Governing Body are provided with the appropriate documentation and are updated on any changes and concerns that the school may have related to these issues.
- There is a designated safeguarding governor – Mr Martin Peplow
- Governors are encouraged to attend the relevant training provided by the LA

Additional notes provided by the school / PRU

DSP – Nia Cule – Headteacher
Deputy DSP – Shaun O’Connell – Deputy Headteacher
Safeguarding Governor – Martn Peplow – Chair of Governors

Headteacher

Signature:

Name: Nia Cule

Date: 6.2.18

Chair of Governors / management committee

Signature:

Name: Martin Peplow

Date:

Version control

Document version	Author	Date of issue	Changes made
1.0	Gerard E Kerslake HMI	10 May 2013	Update to the previously issued self-assessment tool for schools to reflect changes arising from the Freedoms Act 2012. This document will be subject to further changes as the Act is rolled out.
2.0			Update to the previously issued self-assessment tool for schools to reflect changes arising from Welsh Assembly Government Circular 097/2013. Keeping Learners Safe 158/2015 Counter Terrorism and

			security Act 2015
3.0		September 2017	Update to the previously issued self-assessment tool to reflect the introduction of New Inspection Arrangements (NIA)