

## North Yorkshire Annual Report to the Governing Body on Safeguarding Children

### Purpose of the document:

**‘Governing bodies and proprietors must ensure that they comply with their duties under legislation. They must also have regard to this guidance to ensure that the policies, procedures and training in their schools or colleges are effective and comply with the law at all times’**

**Reference: Keeping Children Safe in Education (DfE) 2016**

*Section 175 of the Education Act 2002 requires governing bodies of maintained schools and further education colleges (including sixth form colleges) in relation to their functions relating to the conduct of the school or the institution to make arrangements for ensuring that such functions are exercised with a view to safeguarding and promoting the welfare of children who are either pupils at the school or who are students under 18 years of age attending the further education institution.*

**A copy of this completed annual report should be shared in Part Two of a full Governing Body meeting.**

**Name of School:** .....

**Date:** .....

**Report is for the academic year:** .....

Report author	
Name of Head Teacher	
Name of Designated Safeguarding Lead (DSL) (formerly referred to as Designated Senior Person (DSP))	
Name of Lead for Prevent duties (under the Counter-Terrorism and Security Act 2015) (if different from above).	
Deputy Designated Safeguarding Lead(s) (if applicable)	
Name of Nominated Child Protection Governor(s)	
Name of Children Looked After Designated Teacher	

## **WHOLE SCHOOL SAFEGUARDING ISSUES:**

### **1. Summary of safeguarding training undertaken by school staff**

Reference: Sample North Yorkshire Child Protection Policy Appendix O School staff induction and training

School governors and proprietors are responsible for ensuring that staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where they feel able and are supported in their safeguarding role.

Schools should, through training needs analysis, determine what level of training individual staff will require, depending on their roles and responsibilities.

Staff must be able to:

- understand the policy and procedures;
- understand individual staff responsibilities to ensure that concerns for the safety of a child are effectively addressed;
- identify signs of possible abuse and neglect at the earliest opportunity;
- respond in a timely and appropriate way
- communicate appropriately with children
- understand the role of the DSL;
- be aware of external avenues for notifying concerns including the use of escalation and whistle-blowing procedures;
- comply with record-keeping requirements;
- recognise grooming behaviour by adults including inappropriate sexual comments; excessive one-to-one attention or inappropriate sharing of images;
- recognise normal and concerning sexual behaviours of children;
- have up to date knowledge of safeguarding issues

### **Additional training**

Depending on their role and responsibilities some staff will need to undertake additional training to provide them with the relevant skills and knowledge to fulfil that role effectively.  
<http://www.safeguardingchildren.co.uk/learning-improvement/training-courses>

### **Updates**

DSLs should update the training specific to this role at least every two years

In addition DSLs should have their knowledge and skills updated at least annually to keep up with any developments relevant to their role, (for example, via accessing the NYSCB website News <http://www.safeguardingchildren.co.uk/> following the NYSCB on Twitter meeting other DSLs.)

All staff should receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

## Other Child Protection Training Resources

**School governors** can access the NYCC training materials *Safeguarding the children in your school* @ <http://cyps.northyorks.gov.uk/child-protection-training-materials>

NYSCB online and face to face training <http://www.safeguardingchildren.co.uk/training>

**NYCC Child Protection Whole School training materials** with teaching notes to enable DSL to deliver: <http://cyps.northyorks.gov.uk/child-protection-training-materials>

**Online safety** training is available from NYCC Education and Skills team  
<http://nyeducationservices.co.uk>

Female Genital Mutilation	<a href="http://www.fgmelearning.co.uk/">http://www.fgmelearning.co.uk/</a>
Domestic Abuse Basic Awareness	<a href="http://www.idas.org.uk/training/index.asp">www.idas.org.uk/training/index.asp</a>
Forced Marriage	<a href="https://www.gov.uk/forced-marriage">https://www.gov.uk/forced-marriage</a>
Prevent	<a href="https://www.elearning.prevent.homeoffice.gov.uk/">https://www.elearning.prevent.homeoffice.gov.uk/</a>

Understanding Pathways to Extremism and the Prevent Programme  
<http://www.safeguardingchildren.co.uk/learning-improvement/training-courses>

Safeguarding Team	Number	Date Of Training	Title and Method of training	Course Provider (if applicable)
DSL				
Deputy DSL(s)				
Head Teacher				
Designated teacher CLA				
<b>Other Staff</b>				
Teaching staff				
Teaching assistants				
Midday supervisors				
Administrative staff				
Caretaking and cleaning staff				
Technicians				
Volunteers				
Governing Body				

Further reference: School training records

## 2. Safeguarding induction and training of new staff (including temporary staff) and volunteers, including school safeguarding policies and procedures

### Induction

Annual safeguarding report to the governing body

Reference: Sample North Yorkshire Child Protection Policy Appendix O School staff induction and training

All staff (including temporary staff, school governors and volunteers) are provided with the school's child protection policy and informed of school's child protection arrangements including the role and identity of the DSL

All staff should read at least part one and Annex A of Keeping Children Safe in Education July 2016

All staff including non-teaching staff and school governors should undergo safeguarding and child protection training

The e-learning 'Introduction to Safeguarding' <http://www.safeguardingchildren.co.uk/learning-improvement/training-courses> provides a very brief, basic introduction to safeguarding and recognising abuse and neglect. It is aimed at those who have occasional contact with children

The e-learning 'Safeguarding Children in Education' is a more comprehensive module and is considered appropriate induction training for the majority of staff working in schools <http://www.safeguardingchildren.co.uk/learning-improvement/training-courses>

DSLs and Head teachers should read the NYCC Induction pack available at <http://cyps.northyorks.gov.uk/child-protection-and-safeguarding-schools> and undertake training in order that they can effectively contribute to interagency working. The available NYSCB course is *Comprehensive Child Protection Pathway* (CCPP,) <http://www.safeguardingchildren.co.uk/learning-improvement/training-courses>

Role	Number	Date of safeguarding induction	Safeguarding induction, including policies and procedures given (yes/no)	Date of safeguarding children training
Teachers				
Support Staff				
Volunteers				
Governors				

"All staff members should be aware of systems within their school or college which support safeguarding and these should be explained to them as part of staff induction. This should include: the child protection policy; the staff behaviour policy (sometimes called a code of conduct); and the designated safeguarding lead." DfE KCSiE 2016

Ref Sample North Yorkshire Child Protection policy Appendix N Safer Working Practice

### **Staff behaviour policy**

Schools are required to have in place a staff behaviour policy, (sometimes called a code of conduct). The school adopts and makes all staff and volunteers aware on induction of the

Guidance for Safer Working Practice for those working with Children and Young People in Education Settings

<http://cyyps.northyorks.gov.uk/child-protection-and-safeguarding-schools>

<http://www.saferrecruitmentconsortium.org/>

and information provided by NSPCC

<http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/> to ensure that staff are aware of behaviours which should be avoided and that staff and children are safe.

(Or insert alternative arrangement/behaviour policy.....)

### 3. Safer Recruitment training undertaken and completed by at least one member of the recruitment panel:

Reference: Sample North Yorkshire Child Protection Policy Appendix M Safer Recruitment and Selection

Training is available as follows:

- Bespoke session for individual or groups of schools through North Yorkshire Education Services <http://smartsolutions.northyorks.gov.uk/>
- E-learning on NYSCB website <http://www.safeguardingchildren.co.uk/learning-improvement/training-courses>
- NSPCC on line and face to face training <https://www.nspcc.org.uk/what-you-can-do/get-expert-training/safer-recruitment-training/>

Head Teacher..... Date .....

Senior Leader..... Date .....

Governor ..... Date .....

Governor ..... Date .....

Governor ..... Date .....

Other ..... Date .....

### 4. Policies and other documents relating to safeguarding

Safeguarding policies and procedures	Yes/No	Last review date	Date shared with school staff	Next review date *	Approval delegated to *
(S) Statutory					
Alternative Provision					
Anti-bullying (S)					
Attendance (including missing children)					
Behaviour (including use of reasonable force and restraint)					

- <i>physical intervention</i> ) <b>(S)</b>					
Central record of recruitment and vetting checks <b>(S)</b> ( including single central record and well managed staff files)					
Child protection policy and procedures <b>(S)</b> <i>(including management of allegations)</i>					
Children Looked After <b>(S)</b>					
Complaints <b>(S)</b>					
Drugs and substance misuse					
Educational Visits					
Equality information and objectives <b>(S)</b>					
First aid					
Health and safety <i>(including school security, risk assessments, premises management, road safety information)</i> <b>(S)</b>					
ICT including online safety, acceptable use					
Intimate care					
Management of allegations against staff and confidential reporting process <b>(S)</b>					
PSHE Curriculum <b>(S)</b>					
Radicalisation and extremist behaviour <i>NB It is not a requirement to have a separate policy for radicalisation and extremism – this can be integrated into existing school policies for example Child Protection Policy</i>					
Recruitment and selection					
Safeguarding statement on school website					
Relationships and Sex Education <b>(S)</b>					
Inclusion policy SEN information report <b>(S)</b>					
Supporting pupils with medical conditions <b>(S)</b>					
Staff behaviour policy (code of conduct) <b>(S)</b>					
Whistle blowing					
Work placements					
<i>Insert any additional policies/guidance e.g. self-harm, eating disorders</i>					

\* - see DfE guidance which covers how often each policy must be reviewed and shows the level of approval required, where this is prescribed in regulations.

<https://www.gov.uk/government/publications/statutory-policies-for-schools>

Is a record maintained to evidence that all staff/volunteers have been made aware of the above policies and how to access them? Yes / No

Who is responsible for maintaining that record?

Name..... Role.....

**5. Has the North Yorkshire Safeguarding Children Board School Safeguarding Audit been reviewed/completed for this academic year? Yes / No**

Progress made on areas requiring action as identified in audit (continue overleaf).	Actions still outstanding including how, when and by whom these will be addressed.
Additional comments:	

Who was involved in the completion of the audit?

Name..... Role.....

Name..... Role.....

Name..... Role.....

**6. Is safeguarding a standing agenda item at all governing body meetings? Yes / No**

**INDIVIDUAL CASEWORK SAFEGUARDING ISSUES:**

***NB due to the sensitive nature of safeguarding information it is essential to maintain confidentiality, as the information shared in this report could lead to the identification of individuals. Governors should not have information about individual safeguarding cases, unless fulfilling disciplinary functions, therefore names and specific circumstances cannot be shared.***

7.

<b>Total number of referrals made to Children’s Social Care.</b>	
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Note: The designated safeguarding lead should maintain:

- A list of referrals made to the designated safeguarding lead for safeguarding in the school and those that were subsequently referred to the local authority, along with brief details of the resolution
- A list of all pupils who are open cases to children’s services/social care and for whom there is a multi-agency plan

**8. School participation in child protection conference process**

<b>Number of child protection initial and review conferences held</b>	<b>Number attended</b>	<b>Number of reports submitted</b>		<b>Number of core group meetings held</b>	<b>Number attended</b>

9.

<b>Number of Pupils with a Child Protection Plan</b>	
<b>Number of Pupils with a Children in Need Plan</b>	
<b>Number of Early Help Assessments</b>	
<b>Number of Children Looked After</b>	
<b>No. of privately fostered children in school</b>	
<b>No. of children reported to LA as “Missing from Education”</b>	
<b>Number of bullying incidents dealt with and recorded</b>	
<b>Number of incidents reported relating to equalities (e.g. discrimination, harassment in relation to gender, sexual orientation, gender, ethnicity)</b>	
<b>Number of Allegations made against Staff</b>	



<b>Were North Yorkshire Safeguarding Children Board Procedures complied with for each allegation made against staff?</b>	<b>Yes/No</b>
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**10. Other comments on safeguarding issues**

<p><b>Comments</b></p> <ul style="list-style-type: none"> <li>• Emerging priorities ( e.g. from the use of NYSCB School safeguarding audit, Growing Up in North Yorkshire school survey results)</li> <li>• Impact of safeguarding actions</li> <li>• Barriers to implementation of the school’s statutory duties to safeguard children (2016 DfE Keeping Children Safe in Education)</li> </ul>
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**Signed** ..... **Date** .....

**Job title** .....

**Date approved by the Governing Body** .....

Signed ..... Date  
.....  
Chair of Governors

Signed ..... Date  
.....  
Head Teacher