

Orchard Therapeutic Farm Centre

Keeping Children Safe in Education 2024

Centre Safeguarding Audit 1st February 2024

This is a self-assessment tool for 2024/25 and has been reformatted and reviewed for 24/25 to include:

- An enhanced role surrounding Early Help
- Local Authority safeguarding requirements
- Reporting on certain vulnerabilities numbers for records and audit purposes

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 2023, DfE Alternative Provisions- statutory guidance 2016,

The S175 section requires Centre Governing bodies to carry out an annual review of their Centre's Safeguarding practice and to provide information to their Local Authority regarding how the duties set out in the guidance have been discharged.

This audit enables the Centre to:

- Assess our Centre's Safeguarding practice, identify any gaps, and develop an Action Plan to address any outstanding issues and future learning.
- Ensure that key people within the Centre (including the Governance) are aware and how the Centre is working to keep children safe as defined by current DfE Guidance
- How the Centre can demonstrate effective safeguarding in all that we undertake;
- Report to the Advisory Board and the Local Authority as required;
- Assemble our evidence of 'Impact of Practice' for any inspection and in support of external stakeholders.

Statutory Requirements / Documents	Evidence
Working Together to Safeguard Children (DfE July 2018)	<i>Available in Safeguarding Portfolio, ClearCare Read by appropriate staff</i>
Keeping Children Safe in Education (DfE Sept 2023)	<i>Available in Safeguarding Portfolio, ClearCare Read by appropriate staff</i>
Teaching Online Safety in Centres (DfE June 2023)	<i>Available in Safeguarding Portfolio, ClearCare Read by appropriate staff</i>
Mental Health and Behaviour in Centres (DfE 2018)	<i>Available in Safeguarding Portfolio, ClearCare Read by appropriate staff</i>
The Prevent Duty (Home Office 2016)	<i>Available in Safeguarding Portfolio, ClearCare Read by appropriate staff</i>
Children Missing from Education (DfE 2016)	<i>Available in Safeguarding Portfolio, ClearCare Read by appropriate staff</i>
Elective Home Education Guidance for Local Authorities (DfE April 2019) (pgs7, 22-30)	<i>Available in Safeguarding Portfolio, ClearCare Read by appropriate staff, ClearCare</i>
The Designated teacher for Looked after & Previously Looked After Children (DfE Feb 2018)	<i>Available in Safeguarding Portfolio, ClearCare Read by appropriate staff</i>
Child sexual abuse – Intra familial Child sexual abuse CSA	<i>Available in Safeguarding Portfolio, ClearCare Read by appropriate staff</i>
Critical Policies	Evidence
Child Protection & Safeguarding Policy (Sept 2023)	<i>Published on website Available in Safeguarding Portfolio & on ClearCare Read by appropriate staff Reviewed annually</i>
Guidance on dealing with drug and alcohol related incidents (Sept 2020)	<i>Available in Safeguarding Portfolio Read by appropriate staff</i>
Staff code of conduct - Discipline, Conduct and Grievance Policy	<i>Available in Safeguarding Portfolio & on ClearCare Read by appropriate staff</i>
Behaviour Management Policy, including exclusions (Centres own)	<i>Published on website Available in Safeguarding Portfolio & on ClearCare Read by appropriate staff</i>
Managing Allegations against Staff Policy	<i>Available in Safeguarding Portfolio & on ClearCare Read by appropriate staff</i>
Staff Confidential Reporting Code (Whistle blowing)	<i>Published on website Available in Safeguarding Portfolio & on ClearCare Read by appropriate staff</i>
Managing Allegations against other pupils guidance/statement - peer on peer abuse includes sexual violence & sexual harassment section 5 – KCSIE 2023	<i>Published on website (forms part of our Safeguarding Policy, Anti-Bullying Policy and there is a Child Friendly Peer to Peer abuse Policy) Available in Safeguarding Portfolio & on ClearCare Read by appropriate staff</i>
Equality, Diversity, Values – Centre's own	<i>Published on website Policy available on ClearCare Read by appropriate staff</i>
Anti- Bullying Policy/Process- Centre's own	<i>Published on website Available in Safeguarding Portfolio & on ClearCare Read by appropriate staff</i>
Centres Complaints Procedure	<i>Published on website Available in Safeguarding Portfolio & on Staff share Read by appropriate staff</i>

1 - Leadership and Management of Safeguarding	Yes	No
<p>The Designated Leads, SLT, Directors and Governance board are aware of the latest edition of the '<u>Keeping Children Safe In Education</u>' Guidance, ensuring that all staff have had sight of and read the relevant parts in relation to their role. Staff have signed to confirm they have read the information and a record is kept on file.</p> <p>Circulated during the first week of induction and signed for by Centre staff, Contractors, and Directors in September. All staff are refreshed in the guidance at the start of every academic year and ongoing CPD. All staff have completed the Educare KCSIE 24 refresher and have completed the questionnaires to highlight and confirm understanding.</p>	✓	
<p>The Designated Safeguarding Lead and Deputy Designated Safeguarding Leads have their roles made explicit in the job description, are suitable and regularly trained to fulfil the role.</p> <p>Have a statement relating to child protection and their DSL role in their JD.</p> <p>Training: Ludivine Parmentier</p> <p>Training: Jayne Andrews</p> <p>Training: Bobby Lynch</p> <p>Training is completed for:</p> <p>Safeguarding disabled children: Ludivine Parmentier 17.10.2023</p> <p>Train the trainer: Ludivine Parmentier</p>	✓	
<p>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 multiagency agreements (LA, Police and Heath).</p> <p>DSL training and OSCB Safeguarding termly e-briefings.</p> <p>The Centre has cross county inter agency responsibilities due to a percentage of LAC / Previously LAC children.</p>	✓	
<p>The Centre can demonstrate fulfilling all aspects of the Prevent Duty, and have a Designated Lead where advice is sought, and referrals are made.</p> <p>Extremism and Radicalisation Policy; DSL completed most recent training using an Extremism and Radicalisation training program has been issued to DDSL and DSL. All DSLs have received training through PREVENT / CHANEL / Educare . No referrals have needed to be made but would feel confident in doing so – referral form from the LA is in the safeguarding master file 'to hand'. DSL training covers Prevent Duty responsibilities.</p>	✓	
<p>The Centre has a Single Central record system with a nominated member of staff who is the custodian of the records. The SCR is checked and verified by the DSL which is reviewed at least termly to input updates and check compliances with all / LA / DfE / Ofsted current requirements for schools and beyond.</p> <p>SCR last monitored February 2024 as part of the Due Diligence process and on boarding safer recruitment policy. Keep an ongoing record of termly checks and updates as we recruit new staff.</p> <p>(Overview with actions) and use a checklist for SCR monitoring. The SCR template is fully transferred - robust and detailed.</p> <p>There are regular sign offs and this is a point of discussion at the Termly QA meetings</p>	✓	
<p>The DSL provides support to staff in all matters of safeguarding pupils, assisting in promoting pupil's health, safety and wellbeing.</p>	✓	

<p>The Centre has a Designated Safeguarding Lead on site at all times; if in any event they are not available a contingency plan is in place whereby all other staff can obtain advice.</p> <p>We have a designated Mental health First Aider on site at all times and who has completed the ST John Mental health first aid practitioners' qualification</p>	✓	
<p>The Centre has a Designated Safeguarding Lead who has attended the Safer Recruitment training; and to which they attend all staff interviews. Their training is regularly updated.</p> <p>SR Training: Ludivine Parmentier</p> <p>SR Training: Jayne Andrews</p> <p>SR Training: Bobby Lynch</p>	✓	
<p>There is an appointed Designated Safeguarding Link Advisor for Anti-Bullying who ensures that the Centre acts to prevent and tackle all forms of bullying.</p>		

<p>As Safeguarding Lead, Bobby Lynch automatically oversees Anti-Bullying initiatives within the Centre as this is included in our overarching policy.</p>	✓	
<p>The Centre has a Designated Teacher who is responsible for the educational achievement and care of Looked After Pupils. The lead will be trained and qualified being a central point of contact for LAC whilst they are onsite and offsite experienced (transfer out of care).</p> <p>Bobby Lynch and Alex Smith are responsible for the educational achievement of all young people at OTF, including LAC – Bobby Lynch is the point of contact for all outside agencies involved in the care of young people on our role.</p>	✓	
<p>The Designated Safeguarding Lead/s use the advice and support of the local Virtual Centre for looked after children.</p>	✓	
<p>The Centre has a Designated Teacher appointed for SEND who has received the relevant training.</p> <p>Bobby Lynch is designated SEND Lead</p>	✓	
<p>There is an up-to-date complaints procedure and one easily accessible for parents on the Centre website and with a child friendly version for pupils.</p> <p>Have adopted the DFE's model Complaints Policy and Serial and Unreasonable Complaints Policy – Created April 2023.</p> <p>Child Friendly Complaints Policy Created June 2023 – uploaded to complaints page on website.</p>	✓	
<p>Designated Safeguarding Lead training and refresher training is maintained in line with the recommendations of the latest KCSIE for all staff nominated as DSL / Dep DSL.</p> <p>Dates Completed:</p> <p>Bobby Lynch: September 2024</p> <p>Jayne Edwards: September 2024</p> <p>Ludivine Parmentier: September 2024</p>	✓	

<p>All staff including Advisors, volunteers and non-teaching staff employed by the Centre undertake annual safeguarding training.</p> <p>All training is recorded on our Centre Matrix - a dedicated spreadsheet which dates the training for all staff.</p> <p>Annual safeguarding training always takes place in August / September for all staff at Inset days</p> <p>Safeguarding is discussed daily and recorded and saved on Sharepoint, any concerns are logged on CPOMS.</p> <p>Re-fresher training is scheduled over the 39 weeks of the academic year.</p>	✓	
<p>The Centre has set up a Safeguarding Portfolio to evidence policy, procedures and safeguarding activity. The Safeguarding Portfolio holds all the relevant policies we have in Centre as does the electronic folder on the server. These are updated as and when updates are sent through via OSCB Safeguarding Board or in line with our policies schedule record.</p>	✓	
<p>The Centre has set up a Staff Safeguarding Training Portfolio which is kept up to date (which includes version control). This includes original certification and evidence of attendance.</p> <p>Staff training certificates are saved on SharePoint – due an audit by Jayne Andrews</p>		✓
<p>The Centre has created a Staff Induction Portfolio which has the Centres safeguarding information and appropriate policies and procedures for supply agency and frequent visitors who have contact with children within the Centre.</p>	✓	
<p>The Centre includes on their website a specific area which celebrates safeguarding in the Centre and keeps pupils, parents and the local community up to date with information and activities to help children keep safe, and this includes a report abuse on line icon (CEOP/Internet Watch Foundation).</p>	✓	
<p>Actions:</p> <ul style="list-style-type: none"> Audit Staff training matrix to ensure it is kept up to date – Jayne Andrews 		

2 - Safeguarding Governance	Yes	No
<p>There is evidence that all QA Board in their role receive annual safeguarding training including Managing Allegations, which is kept up to date.</p> <p>N/A as advisors are from the LA.</p>	✓	
<p>The QA Board are aware of local Safeguarding arrangements initiated by OSCB.</p> <p>Covered as part of their safeguarding training by OSCB</p>		
<p>The SLT have ensured there are up to date Safeguarding Policies and Procedures within the Centre and regularly oversee that activity. This includes the endorsement of Policies such as CP Policy, Staff Code of Conduct and any others relevant to Safeguarding within the Centre.</p> <p>Annual training always takes place in August / September for all staff at Inset days. Behaviour and Relationship policy is being updated inline with Trauma Informed – Jan 2025</p>	✓	
<p>The SLT ensures they have a policy and system of safer recruitment which is recorded, and the location of these records are known.</p> <p>See Safer recruitment policy.</p>	✓	
<p>The QA Board are familiar with information sharing, GDPR and the boundaries of confidentiality in matters of safeguarding, consideration is given to this when appointing governors who take a role in safeguarding</p>		✓
<p>Where the Centre has other Designated Safeguarding Leads in post they are trained in that role.</p> <p>All SLT members are trained DSL's.</p>	✓	
<p>The SLT ensures there is an annual whole Centre update on safeguarding to keep all staff including non-teaching staff abreast with national and local procedures, reporting procedures in the Centre, emerging safeguarding themes and local issues facing their community.</p> <p>Monthly email briefing to be sent to staff.</p>	✓	
<p>The Director ensures the Designated Safeguarding Lead/s are supported in their role, and get regular safeguarding updates, training, time and resources to fulfil the role.</p> <p>Bobby Lynch designated protected time (weekly) to safeguarding, whilst also managing cases as they come in.</p>	✓	
<p>The Centre has a nominated Link Safeguarding QA in post</p> <p>QA OSCB To be confirmed</p>		
<p>The nominated QA Lead has completed safeguarding training to help fulfil the requirements of the post.</p> <p>QA Lead is Ludvine Parmentier and OSCB Auditors</p>	✓	
<p>The Safeguarding QA Lead plays an active role in the Centre to QA, review and audit.</p>	✓	
<p>The Safeguarding QA Lead assist with Centre questionnaires and surveys to evidence pupil safety and feeling safe (pupil voice) and includes parents views.</p>	✓	

Parent Surveys to be sent out: Jan 2025 Commissioners Surveys to be sent out: Jan 2025 Pupils surveys/Voice: Jan 2025		
There is regular communication to the Centre Governing Body about safeguarding matters and reports of activity presented to the Governing Body. Termly Report to Directors. Also complete an Annual Safeguarding Return which summarises key info for QA Lead. Safeguarding is a fixed item within the centre lead's report to every term and includes details re: absences and incidences. The board is still under incorporation.	✓	
When considering contract terminations the SLT ensure that all avenues have been looked at, including with supportive evidence before a decision is made to refer back to the school.	✓	

3 - Partnership Working and Training	Yes	No
The relevant Senior Leads are familiar with Working Together 2018, Local Safeguarding arrangements, Multi-Agency Safeguarding Children Procedures and the role Centres play in their organisational responsibilities.	✓	
<p>The relevant staff in the Centre know about and use Children Missing Education 2016 to inform their safeguarding CME Policy, practice and procedure.</p> <p>Director and DSL fully confident in undertaking a safe and well check each morning and chasing any unauthorised absence.</p> <p>All absences are reported to the referrers and recorded on the centre's registers.</p>	✓	
<p>All staff including QA Leads and volunteers know about the mandatory reporting of FGM 2015.</p> <p>All staff to be trained and recorded onto MATRIX.</p>	✓	
<p>The Designated Safeguarding Lead/s and Senior Managers including the QA Leads are aware of the <u>Government Prevent Duty</u> and have completed or are enrolled onto the Prevent/ WRAP training. All other staff are either completing an on-line prevent training course or an available Channel online course. All certificates for the completed training are printed and made available in the staff safeguarding training portfolio record.</p>	✓	
<p>The DSL is receiving and retrieving Domestic Abuse Notifications, following the protocol and guidance developed ensuring appropriate staff are made aware to support pupils experiencing and exposed to domestic abuse (Operation Encompass).</p> <p>We are part of Operation compass and the 3 DSL have all received OC training. We require a section about Operation Encompass on the website</p>		
<p>The relevant senior leads are aware of LADO (Local Authority Designated Officer for allegations against staff, carers, volunteers) are familiar with the Allegations Against Staff, Carers and Volunteers Procedure and know how to make a referral.</p>	✓	
<p>All staff within the Centre understand the role of LADO and how to raise concerns.</p> <p>September training included info to help all staff know content and purpose of Whistleblowing Policy plus LADO.</p>	✓	
<p>There is/are nominated staff who have received First Aid Training which is kept up to date.</p> <p>Training Record kept of all First Aiders – currently 3 staff have First Aid Qualification.</p>	✓	
<p>The Centre is aware and has access to OSCB website and to West Berkshire Safeguarding Multi-Agency Online Procedures.</p>	✓	
<p>There is evidence in the use of a variety of training methods including: face to face (importantly for the DSL), online, updates through research, and cascading of relevant and critical changes /updates in Safeguarding to the whole Centre.</p> <p>Annual safeguarding training PPTs and accompanying materials.</p>	✓	
<p>There's is evidence that the Designated Safeguarding Lead/s, pastoral staff attend multi / inter agency training (training which has a mix of other professionals).</p> <p>Mental Health First Aiders, LAC, PEP meetings. CPOMS entries on support provided to YP</p>	✓	
<p>The Centre engages with national and local Safeguarding initiatives e.g.- Black History month, LGBTQ+, events which celebrate diversity.</p> <p>As part of the centres curriculum, we celebrate all 'special days' to promote diversity and inclusion. Relevant staff have Diversity and Inclusion training, including working with LGBTQ+ young people.</p>	✓	

The Centre uses external contributors to inform and educate pupils about keeping safe including external organisations and support groups e.g. - NSPCC, the police, public health.		✓
The Centre uses questionnaires and surveys with pupils and parents e.g. anti- bullying, feeling safe, on line safety in the Centre.	✓	
Actions: <ul style="list-style-type: none"> The Centre to organise external contributors to inform and educate pupils about keeping safe, eg. NSPCC, the police, public health. 		

4 – Early Help	Yes	No
The Leadership Team / DSLs are aware of and can describe the duties around supporting pupils within the Centre in Early Help and the Centre has a mechanism for identifying individual emerging needs.	✓	
The Leadership Team / DSLs have been clear about their Centres Early Help offer and display this on their website for parents/carers/ and their local community.	✓	
There are regular Pastoral Safeguarding / Pastoral meetings where vulnerable pupils are discussed and arrangements made for how they can be supported. <i>These are completed as part of brief and debrief meetings – Staff are very aware and share information relating to mental health support and pastoral needs.</i>	✓	
<i>The Director and Laura Bretherton are trained in Trauma informed and OTF is now a Practitioner Status centre.</i>		
Any appointed person undertaking the role of Early Help has received the appropriate Safeguarding training in Early Help, reports to the Centres Leadership Team, and receives supervisory support.	✓	
The mechanisms for step up / escalation into Children’s Services are known about.	✓	
The Centre maintains regular general contact with other agencies, as appropriate, especially Children’s Social Care and the Local Authority Early Help Teams.	✓	
Where a Centre is undertaking Early Help referrals there is a record of the numbers of referrals that have been undertaken. These records can identify those currently open to the service, that there is a mechanism for regular review / closure, and evidence can be provided in writing of the rationale for closures on those cases.	✓	
<i>Actions:</i>		

5 – On Site and Off Site Safety	Yes	No
The Centre has a clear and visible system/procedure for the arrival of pupils at the beginning and during the Centre Day. <i>There is now a new building and car park where pupils are dropped off safely and staff accompany the children to their designated areas of learning. Collection of children via taxi companies are organised via the school and the staff at OTF check ID prior to children getting into taxis. Any safeguarding concerns have been shared with the schools .</i>	✓	
The Centre has a clear and visible system/procedure for the safe handover of pupils to the authorised parent/carers at the end of the Centre day.	✓	

The DSL knows about hot spots (where pupils don't feel safe) on Centre premises and the surrounding area.	✓	
The Centre makes use of <u>District and Community Profiles</u> along with <u>Police Data</u> to be aware of the wider contractual Safeguarding issues. To be actioned.		✓
Reasonable force, including restraint is only used in line with statutory expectations and all incidents of restraint are recorded including the pupils views and consultations with parents Positive Handling Policy; Positive Handling Paperwork and Recording Templates; all us of restraint logged on pro-forma and kept in secure ONLINE system. Staff Positive Handling training is up-to-date.	✓	
Non-teaching staff are made familiar with the safeguarding procedures of the Centre, they are aware of who the Designated Safeguarding Lead/s are and who to report concerns to. They have been provided with safeguarding training relevant to their role. All site staff receive annual training.	✓	
The Centre has signing in and out for all visitors and contractors with information on expectations made available and visible on reception. Leaflet for Visitors available at reception	✓	
Reassurances are sought by the SLT on those not centrally employed, regular visitors and contractors to the premises. Details are recorded as supporting evidence to the SCR. Where relevant evidence is included of separate mechanisms when needing contractors need to be on site (building and maintenance). HR undertakes relevant checks. Business manager oversees SCR	✓	
The DSL seeks advice on safeguarding matters relating to external contracting. SBM undertakes relevant checks.	✓	
There is an emergency contact to a Designated Safeguarding Lead when off site with pupils. All trips are approved by SLT.	✓	
There is more than one emergency contact for all pupils whether onsite or off-site and those details identify who has parental responsibility and other care arrangements that may be in place.	✓	
The Centre uses pre planning risk assessment tools in any off site activity and complies with risk assessment and planning of offsite activity and in a timely way on submission for approval. All visits are Risk Assessed by SLT.	✓	
When using external speakers and contributors a risk assessment and/or policy is used clarifying the expectations of them when on site and in the classroom.	✓	
The use of Centre premises to contractors, groups, clubs etc. - is regularly reviewed and the Centre is reassured of their safeguarding (employment checks, insurance, public, liability training etc	✓	
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 and addressed at regular intervals.	✓	
There is a student/work experience policy in place where relevant to age in the setting which is made available to pupils and parents. Not needed at this time		✓
There are nominated staff with up to date First Aid Training and a First Aid kit which meets requirements under the Health and Safety Act.	✓	

Notes (evidence of/ In what records/ location of in the Centre)

- Half termly SCR reviews are recorded and reported QA audits
- Single Central Record compliant
- All policies reviewed at least annually as part of safeguarding suite of policies. All policies published on the website
- PSHE coverage Comprehensive reviews of attendance undertaken termly - positive. Due to the strong and systemic approaches, attendance.
- Off site trips and outings policy has been implemented to ensure children are safe on / off site.
- Car checks and Ras are provided to the BM prior to car usage.

Actions:

- The Centre makes use of [District and Community Profiles](#) along with [Police Data](#) to be aware of the wider contractual Safeguarding issues.

Part Two

Policy and Procedures, Promoting the Welfare of Pupils, Safer Working Practices and Recruitment, Safeguarding and the Curriculum, Online Safety, Specific Safeguarding Issues

Self-assessment scoring

Work through the statements and score according to what currently describes your Centre at the moment.

Level 4 - There is very little or no knowledge of this area in the Centre or amongst the staff

Level 3 - There is knowledge of this area within the Centre/college; however, it is not fully effective in that not all staff are aware, understand or apply. A policy or details are being developed

Level 2 - Knowledge is effective and a policy or details is developed and due to be implemented within the Centre. Some staff training is still required

Level 1 - This area is well embedded within the Centre and Centre Curriculum (where required). There is evidence of positive work and practice and this can be evidenced

Effective Safeguarding - Striving to Achieve Best Practice

A. Policy, Procedures and Recording	Level 4	Level 3	Level 2	Level 1
<p>The Centre has a current Child Protection and Safeguarding Policy which is consistent with OSCB multi-agency safeguarding procedures and has been reviewed and approved by the Director. The policy has its own statement reflecting the local community, local pupil's needs and the vision and ethos is made clear. The policy is known to everyone in the Centre including the Governing Body and is in consultation with pupils; it is fully understood and applied including reference to an annual Child Protection Audit. It is easily accessible to parents/carers. The Policy is also available on the Centre website.</p>				✓
<p>The Centre has developed a Safeguarding Information Leaflet for pupils/parents/carers/visitors. Best practice is one developed with pupils and one which explains who is who in the Centre and safeguarding information for new pupils</p> <p>Information 'poster' for parents/visitors re: DSLs and key safeguarding information Will be in main classrooms</p> <p>Child Friendly Safeguarding leaflet & Peer to Peer Abuse Policy for pupils</p>			✓	
<p>The Centre has reviewed all policies and identified those that should be consistent with the Child Protection/Safeguarding Policy. All Policies have a version control which are aligned and merged where relevant. An Action Plan is produced to ensure that policies are consistent and cross-referenced appropriately.</p> <p>Use LA model policies for all safeguarding and child protection procedures therefore no action plan required as LCC do the cross-referencing.</p> <p>Have a specific collection of safeguarding policies – policy schedule dictates review date, although most are annual</p> <p>All key DFE information/guidance is stored in an electronic folder on the server and Directors laptop, as is all key LA guidance</p>			✓	
<p>There is evidence of quality assurance and rectification by the Governing Body before implementation of a policy. Staff have confirmed they have received, read (and understood) and signed copies where relevant to their role; a detailed log is kept on file of this activity</p> <p>Policies read and signed for – sheets in the overarching policies folder</p> <p>All policies are kept on ClearCare and all staff sign declaration of reading</p>				✓
<p>The Centre is following recommended national GDPR (General Data Protection Act 2018) and LA guidance's on access to, sharing and retention of CP / Safeguarding records on children.</p> <p>The guidance needs to be downloaded.</p>			✓	

<p>The Centre has the current guidance on recording, retaining, and transfer of child protection records which is evidenced.</p> <p>Use the OSCB retention record; transfer information is in policy</p>			✓	✓
<p>The Centre has a system of tracking transfer in and transfer out of child protection records which is maintained and audited (as per the DCC Child Protection Record Keeping Guidance for Centres -Transfer, Storage and Retention).</p>				✓
<p>There is a system of safe storage of CP/safeguarding files which have restricted access applied and staff who have access are justified in their role to have that access.</p>				✓ ✓
<p>The Centre has a Cpoms system reporting and recording child protection concerns which can be evidenced as acted upon, this includes:- a record of actions taken; outcomes, and the use of a specific CP/ Safeguarding chronology for each child where there are concerns.</p>				✓
<p>Evidence is recorded where advice has been sought from external agencies; which includes the step up/step down with preventative and social care partners. Evidence is recorded of tracking, contacts and referrals made.</p>	✓			
<p>The Anti- Bullying Policy has been produced in participation with the whole Centre community, with a child friendly version produced for pupils.</p> <p>We require an Anti-Bullying leaflet for pupils (Child Friendly Policy) on the AB of the website</p>	✓			
<p>There are separate records of bullying incidents and evidence that incidents are analysed for patterns, trends, and hot spots. This includes strategies/models to prevent and intervene. These are recorded onto CPOMS</p>				✓
<p>B. Promoting the Welfare of Pupils - children are protected and feel safe</p>	Level 4	Level 3	Level 2	Level 1
<p>The Centre can demonstrate clear lines of communication on safeguarding matters and there is evidence of regular meetings and structures with Designated Safeguarding Lead/s and or pastoral staff which also allows for discussion, reflection and reviews of pupils who are deemed as vulnerable, records are kept of this activity</p>				

Where a child is currently receiving services or support from Childrens Social Care and / or is subject to a Multi-Agency Plan, or where a child has been referred into services by the setting. The Centre can show participation in partnership with external agencies with an aim of improving the child's situation, following up and challenging decisions where they feel a child is at risk, where necessary using the Dispute Resolution and Escalation policy.				✓
Early indicators of pupils experiencing living with Domestic Abuse are identified, are acted upon and referrals and services are sought for victims and alleged perpetrators. Clear understanding of Operation Encompass procedures				✓
C. Managing Allegations- Safer Working Practices and Recruitment	Level 4	Level 3	Level 2	Level 1
There is a Code of Conduct for Behaviour and Safer Working practice, which applies to and is known to all Staff and all those who regularly come into Centre. All have signed to confirm that they have read the Code of Conduct.				✓
Section 128 for Governors / Prohibition and Barring checks for relevant staff are completed and full evidenced on the SCR and in personnel files.				✓
The Disqualification Under Child Care Act 2006 (2018) is applied and adhered to.				✓
The DfE guidance ' Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings 2019 ' is referred to and used within the Centre and there is activity evidenced through practice.				✓

The Designated Safeguarding Lead/s has undertaken Safer Working Practice training which has been discussed in staff meetings. This includes staff and pupil acceptable use of IT, use of mobile phones and social media. It is part of a rolling programme of staff training and is also part of the staff induction for all staff including non-teaching staff. Is included in the DSL training – included in staff induction (see induction portfolio)				✓
There is a continuous induction in the Centre for all new staff including supply, temporary, agency and students which fully informs all new staff of their role in safer working practices and expectations around professional and personal boundaries.				✓
All members of staff including non-teaching staff are aware of the Centre procedure for responding to and managing allegations against staff, with clear procedures on how to report any concerns they may have. This includes the process for whistle blowing.				✓
Whistle Blowing processes are accessible and displayed in the Centre. Whistleblowing Policy is on staffroom board, is on ClearCare and is in the Safeguarding Policies folder				✓
When a LADO referral is made , records are clear, in detail and fully recorded with all advice taken, actions and outcomes	Haven't had to make a referral since opening in 09.23			
If advice/a referral is made to LADO these are retained in compliance with the current LA record retention policy	NA			
Where relevant following an LADO enquiry staff are referred to the DBS and Teacher Regulation Agency	NA			
There is a policy/guidance in place for the supervision of volunteers where a risk assessment is undertaken and recorded of the role of the volunteer/s within Centre; this includes frequent visitors / contractors to the Centre site To be created where necessary				NA
Recruitment and Selection processes are regularly reviewed to ensure that they are in line with DFE/ KCSIE Guidance. DBS checks are rigorous including overseas checks. References are pursued and retained. There are other measures in place including the use of declarations and risk assessments. The				✓

Centre office has a clear and accessible system for monitoring and recording recruitment outcomes.				
Notes- development/ progress on/ evidence /location				
D. Safeguarding and the Curriculum	Level 4	Level 3	Level 2	Level 1
There is evidence of all teaching, mentoring and support staff contributing to safeguarding in the curriculum and this can be evidenced in planning and continuous review. Appraisal targets, ELSA training, intervention planning and record keeping, Mental Health training. Records of 1;1 support				✓

<p>The Centre is aware of the statutory requirements and expectations for effective the delivery of Relationships and Health Education (Primary) and Relationships, Sex and Health Education (Secondary).</p> <p>Staff are aware of the school statutory RSE education. OTF do not deliver explicit lessons however, queries are referred back to the school if applicable.</p>				✓
<p>Pupils are able to explore healthy and safe relationships and understanding consent. The Centre can demonstrate a commitment to Relationship, Sex and Health Education, as part of a Whole Centres Approach, relevant to their pupil's needs, age and understanding.</p> <p>1:1 / Group sessions explore healthy relationships. Staff are Thrive trained.</p>				✓

<p>Pupils clearly know who is a trusted adult within the Centre who they can share worries and concerns with. This about being able to share worries in the Centre, out of Centre and about their local community</p> <p>Group sessions, PSHE lessons, Anti-Bullying pupil leaflet, child friendly Safeguarding Policy; child friendly peer to peer abuse leaflet</p>				✓
<p>Pupils are able to articulate what is keeping safe, how to keep themselves safe, how they can report any concerns when in the community, when on line and when using social media.</p>				✓
E. Online Safety	Level 4	Level 3	Level 2	Level 1
<p>The Centre has an On-Line Safety Policy/Guidance which has been developed in consultation with a wide range of staff and pupils. Questionnaires and the pupil voice has been used ensuring there is a whole Centre ownership. The Policy is displayed on the Centre's website. It is evidenced that the policy is reviewed on an annual regular basis to take into account new and specific Safeguarding concerns.</p> <p>All staff are trained in IT filtering and Monitoring (KCSiE2024)</p>				✓
<p>The Centre is using an electronic communications and social media policy to support the work of online safety in the Centre.</p>			✓	
<p>The Centre is aware of Cyber Crime, its issues, impact and what to do should cybercrime be suspected. Including early identification of vulnerable pupils/ students and providing appropriate support / interventions.</p> <p>All staff are trained in Cyber crime (KCSiE2024).</p>			✓	
<p>Pupils are made aware of Cybercrime and risks around this.</p> <p>OTF do not deliver explicit lessons however, queries are discussed as part of other sessions such as PSHE.</p>			✓	
<p>The Centre can demonstrate effective use of the national guidance 'Sexting (youth generated images) Guidance for Centres/Colleges and are aware on how to apply this in the Centre. They have taken advice from preventative and child protection agencies (including the Police) in making appropriate referrals as and when required.</p> <p>https://www.gov.uk/government/publications/sexting-in-Centresand-collegescolleges</p>			✓	

The Centre attempts to inform/engage pupils and their parents in taking a shared responsibility in keeping safe. It is effective in the education and protection of vulnerable children who may be put at particular risk from their own and others' actions whilst online. The Centre regularly evaluates the effectiveness and impact of the programmes and uses national and local initiatives. To be actioned.	✓			
The Centre has a policy aligned with national, LA policies on acceptable use of the internet/social media/ video, mobiles and CCTV cameras				✓

The Centre has appropriate filtering and monitoring systems and leaders monitor. Director to work with EAC to review how Monitoring can be shared.		✓		
F. Children Missing from Education (Pre 16 provision)	Level 4	Level 3	Level 2	Level 1
The Centre has clear CME processes which is communicated to parents. All staff in Centre are aware of the policy and local procedures. Parents informed of CME via Attendance Policy and a section on the website on the attendance page. Update the Policy			✓	
Parents are asked for key information which is pursued when children move out of the area, go abroad or when families arrive from another area at Centre to obtain a place.		✓		
The Centre have a CME lead who regularly makes checks to ensure the systems are robust and effective. Clear plans are in place to support vulnerable learners who go missing or who are regularly absent or late. This lead is aware on how to seek advice from the LA when CME is suspected or known. SBM (also Deputy DSL) takes the lead with CME issues.			✓	
G. Parental Responsibility and Private Fostering	Level 4	Level 3	Level 2	Level 1
Parental Responsibility is asked about and routinely recorded, and included as a question on consent forms The pupil data sheet asks specifically about parental responsibility. It is recorded on registration form and Clearcare				✓
Where possible the Centre holds more than one emergency contact for each pupil and this is regularly reviewed and kept up to date . All recorded onto Clearcare				✓
The Designated Safeguarding Lead/s has received information/training on private fostering and knows how to identify and that they must report any such possible arrangement to the LA. Included as part of DSL training				✓

The DSL is aware on how to seek further advice from Children's Services to clarify any arrangement(s). The Centre is aware of the multi-agency services that are available to support Private Fostering arrangements (pre 16 only)				✓
Included as part of DSL training				

All staff including non- teaching staff are familiar with Private Fostering and can discuss and report concerns (pre 16 provision only)			✓	
Included as part of annual whole Centre safeguarding training.				
The Centre has implemented a Private Fostering Policy/statement which is accessible to parents and on the website (pre 16 provision only)				✓
Private Fostering paragraph is on the safeguarding page on the website; policy is also on website.				

Staff are aware of the issues relating to FGM, HBV, Forced Marriage, Breast Ironing/Flattening				
FGM, HBV and Forced Marriage are raised in Year 6 as part of the new RSE scheme of work and will learn about the above in the Summer Term.				
J. Child Exploitation and Trafficking (CRE)	Level 4	Level 3	Level 2	Level 1
A Designated Safeguarding Lead has developed an understanding of Child Sexual Exploitation, Exploitation and Trafficking and is familiar with the relevant CRE Multi-Agency Safeguarding Children Procedures. The DSL knows how to identify the signs, seek advice and make a referral on concerns regarding pupils who are suspected of; or, who may be a victim.				✓
A planned teaching programme on this specific issue takes place through PHSE and through similar approaches in the curriculum. This is a continuous activity which also includes grooming and trafficking. Pupils are aware of the issues and know who to report any concerns to which is relevant to their age and understanding. Appropriate resources are being used which may include national and local campaigns / initiatives			✓	
Topics in CSE is touched about through the discussion of good and bad relationships; coercion, pressure etc.				
The Centre is aware of the need to educate and protect vulnerable children who may be put at particular risk from their own and others actions. The Centre can also demonstrate knowledge in how they have taken advice, are using local mechanisms (local partnership groups), are using the CSE toolkit and or made a referral using safeguarding procedures	NA: Haven't had any concerns or cases involving CSE			
L. Gangs and County Lines	Level 4	Level 3	Level 2	Level 1

A Designated Safeguarding Lead has developed an understanding and knowledge on how to identify the signs of pupils involved in Gangs and County Lines issues and CRE Procedures. They are aware on how to identify issues, seek advice and make an appropriate referral on pupils suspected of; or, who may be a victim				✓
All Staff have a working knowledge of these issues. They can identify the signs, and are aware of the process in who to make a report to in the Centre. They are kept up to date with any ongoing issues / concerns.				✓
Pupils understand the dangers of being involved in gangs relevant to their age and understanding and are aware as to who to report any concerns to. Staff discuss these at every opportunity where appropriate			✓	
M. Sexual Violence and Harassment , Peer on Peer Abuse	Level 4	Level 3	Level 2	Level 1
A Designated Safeguarding Lead has developed an understanding and is aware of the current Guidance on Sexual Violence and Sexual Harassment between children in Centres and colleges (Dec 2017) and the LCC procedures on Children who Present a Risk of Harm to Others Included as part of DSL training				✓
All staff including non-teaching staff have an awareness and understanding of the differences between healthy, problematic and harmful behaviours, in the context of promoting a safe and secure Centre environment				✓
All staff including non-teaching staff promote positive behaviours, respond with clear and consistent boundaries. They understand the triggers for problematic and harmful behaviour and using de-escalation techniques are able to create alternative strategies.				✓
N. Extremism and Prevent	Level 4	Level 3	Level 2	Level 1
All Staff including non-teaching staff have a working knowledge of the issues and available support for pupils through Channel and Police Prevent.				✓
The Centre is aware about its Prevent duties including the local protocol of referring in all possible cases of to the local Police Prevent Team				✓

The Centre provides information and education in the curriculum on British Values for pupils including access to online websites, approved organizations and speakers. *The Centre can evidence proactive challenge of views using filtering and monitoring systems to protect pupils.*



Audit and Action Plan 2024-2025 has been completed and reviewed by

Designated Safeguarding Lead: Bobby Lynch

Term 1 Audit

Date: 16.12.2024

Print Name: Bobby Lynch

Job Title: Assistant Head of Centre