



Meeting regarding safeguarding procedures and processes at St Matthews Primary School

24th November 2016

Present: Jonathan King, Education Practitioner MARAT Trafford Children's Social Care, Tom Johnson, Headteacher, Stacey Cavanagh, Pastoral Lead.

Findings and actions

Leaders

The Designated Safeguarding Lead (DSL) is shared between Mr Johnson and Ms Cavanagh. Ms Cavanagh is a member of the Senior Leadership Team. As there are two safeguarding leads, then there is no deputy DSL.

Mr Johnson is trained in level 4 safeguarding (within the past two years) and this meets statutory guidance. Ms Cavanagh is to access this training-she is booked on the TSCB training in the near future. Both are aware that in line with the new statutory guidance, they must attend relevant training on an annual basis. The new Deputy Head, Mr Langridge, is attending level 4 safer recruitment training in the new year.

Mr Johnson accessed the TSCB Prevent training on 24th November 2016.

The nominated safeguarding governor, Janette Crump is trained to level 4. She has attended the TSCB Safer Recruitment training. There is also a Deputy safeguarding governor, Emma Nicholls.

The Chair of Governors, Bernice Garlic, is aware that she would liaise with the LADO in the event of an allegation made against the Headteacher.

The SENCO at the school is trained to level 3 safeguarding and the new incoming SENCO is also to be trained to this level.

All governors have recent DBS checks apart from one, which is in process.

I was informed by Mr Johnson and Ms Cavanagh that the Single Central Record is up to date.

Statutory and non -statutory documents are kept by school and shared appropriately, e.g. Prevent duty guidance, and 'Working Together'.



Actions

Ms Cavanagh' s role of DSL is to be made explicit in her job description .

A list of all staff and the safeguarding level training they have received is be collated by Mr Johnson.

Staff

Most staff have received face to face level one safeguarding training and this was carried out in September 2016 by the Pastoral Lead at the time, Janette Crump. This includes information on areas of safeguarding such as Child Sexual Exploitation, Female Genital Mutilation, Domestic Abuse and online safety.

All staff have read 'Keeping Children Safe in Education ' 2016 part one, and have signed to say that they have read and understood the statutory guidance.

All new staff have provided with an induction pack which includes the school safeguarding policy and the school's Code of Conduct, as well as the DFE document, 'What to do if a child if you are worried a child is being abused' and are aware who the safeguarding leads in school are.

All staff are to receive at least annually, safeguarding updates in line with statutory guidance. This could include the TSCB schools safeguarding newsletters.

All staff have received recent face to face training on Prevent, facilitated by the previous Pastoral Lead.

Action

Staff who could not attend the level one safeguarding training in September due to working hours, are to receive this training this term, led by Mr Johnson and Ms Cavanagh.

Files and record keeping

All safeguarding logs, referrals and information are kept securely through the CPOMS system and only Mr Johnson, Ms Cavanagh and Mr Langridge have access to these. Staff can place concerns in this system and Mr Johnson and Ms Cavanagh receive an alert. All staff apart from lunchtime organisers has access to this. Lunchtime organisers can record any concerns on the Trafford recording incidents form.



All previous paper child protection reports are archived securely and only Mr Johnson, Mr Langridge and Ms Cavanagh have access.

In the event of a child leaving the school who has safeguarding files, both Mr Johnson and Ms Cavanagh are aware of how to pass these files on to the next establishment and that a receipt from this establishment is required. Should a child come from another school with safeguarding files, again, they are aware that a receipt must be sent to that establishment.

Policy

St Matthews Primary School has adopted the model schools safeguarding policy from Trafford which was recently updated in light of the renewed statutory guidance, 'Keeping Children Safe in Education' September 2016. This has been approved recently by the governors.

Action,

The updated policy will be placed on the schools website.

Curriculum

School use the SEAL curriculum and hold weeks in school such as Anti Bullying Week. Children have accessed the Real Love Rocks programme for Child Sexual Exploitation and the NSPCC resources on Keeping Themselves Safe. They have also been able to watch the anti homophobia play, 'Happily Ever After', led by The Proud Trust.

Parents

Action –Mr Johnson and Ms Cavanagh to are to place information on school website and in the school newsletter so that parents are aware who the Designated Safeguarding Leads are.