

**NCC & NSCP Safeguarding Children in Education: Annual Self-audit tool 2020-2021**

**NAME OF YOUR SCHOOL/ACADEMY: ……………………………………………**

This self-audit tool has been designed to support schools and colleges to undertake their own quality assurance of safeguarding arrangements in their setting, and by detailing evidence, to demonstrate compliance with statutory requirements. Nottinghamshire’s maintained schools’ Governing Bodies are expected to use the self-audit tool to support the quality assurance and reporting of safeguarding arrangements at the Autumn Term meeting 2020. The self-audit tool reflects the statutory requirements within Keeping Children Safe in Education (KCSIE 2020 as of 1st September 2020).

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| **AUDIT FOR ACADEMIC YEAR 2020/2021***‘Evidence’* provides the opportunity to demonstrate compliance with statutory safeguarding requirements. The person completing the self-audit should ensure that they have seen the evidence before confirming and signing off the annual self-audit prior to it being presented to the full Governing Body for sign off during the autumn term 2020.The examples of ‘evidence’ outlined below is often the evidence sought by Ofsted during the HMI’s inspection of the school’s ’safeguarding arrangements’. |  **Yes** |  **No** |
| **1** | **GOVERNOR SAFEGUARDING LEAD (statutory requirement):** A member of the Governing Body/Trust has been nominated to take leadership responsibility for ensuring the school discharges its duties appropriately in relation to safeguarding (KCSiE 2020 Part Two Leadership and Management & paragraphs 60 - 130). |  |  |
|  | *Evidence**Name of Safeguarding Governor:**Date appointed:* |  |  |
| **2** | **WHOLE SCHOOL CHILD PROTECTION POLICY (statutory requirement):** The school/college has in place an effective individualised child protection policy that has been agreed by the governing body and is available to parents on request and published on the school’s website. The policy reflects DfE KCSiE 2020 statutory guidance and reflects NSCP local safeguarding arrangements. The policy must be reviewed and updated at least annually.(KCSiE 2020 Part One Safeguarding Information for All Staff & paragraphs 13, 30, 37, 43, 62 to 66, 80, 91, 106 & Annex B page 99). |  |  |
|  | *Evidence**Date when policy was reviewed and tailored to reflect the school/academy’s individual ‘safeguarding arrangements’:* *Date when the policy was signed off by the Governing Body:* |  |  |
| **3** | **SAFEGUARDING POLICIES AND PROCEDURES (statutory requirement):** All school staff (teaching and non-teaching and volunteers) are aware of arrangements in place which support the protection and safeguarding of all children. These have been explained as part of all staff induction and before working with children. They are part of the school/academy’s safer working practice. This includes: * The child protection policy.
* The behaviour policy.
* The staff behaviour policy (code of conduct),
* What to do when children go missing.
* The management of allegations and whistleblowing,
* The early help process, and
* The role of the Designated Safeguarding Lead (DSL).
* KCSIE 2020 Annex A, B and C.

All staff are confident in being able to identify concerns early, provide help to children and prevent concerns from escalating. The Governing Body has ensured that all staff have read Part One and Annex A of KCSiE 2020 and has ensured mechanisms are in place to assist staff to understand and discharge their role and responsibilities. All staff receive appropriate safeguarding and child protection updates to provide them with the relevant skills and knowledge to safeguard children effectively. (KCSiE 2020 Part One Safeguarding Information for All Staff paragraphs 1 to 60,62 to 66, 91, 101 to 130 & Annex A and B). |  |  |
|  | *Evidence**Date staff have read Part One of KCSIE 2020**The Snr DSL has provided a quiz or other alternative to confirm individual staff understanding of the school’s ‘safeguarding arrangements’.**DSL’s provide regular staff updates/ bulletins or notices on staff notice board provide examples* *Best Practice The school maintains a register of staff having received and read the policies.**Best Practice Staff meetings/ briefings have a standard safeguarding item.* |  |  |
| **4** | **CHILD PROTECTION PROCEDURES (statutory requirement):** The child protection policy details the setting’s own individual ‘safeguarding arrangements’ and clearly describes procedures which are required by DfE KCSiE 2020, referring to locally agreed inter-agency safeguarding procedures put in place by Nottinghamshire Safeguarding Children Partnership (NSCP). The whole school child protection policy is specifically tailored to the school’s child population. Other statutory safeguarding policies are in place and are referred to within the child protection policy. The policy describes procedures to be followed by **all** staff and volunteers where there are cases of suspected abuse and neglect. (KCSiE 2020 Part One Safeguarding Information for All Staff and staff roles and responsibilities identified throughout this guidance and Annex A). |  |  |
|  | *Evidence should include reference to the following:** *The child protection policy.*
* *The behaviour policy.*
* *The staff behaviour policy (code of conduct).*
* *The attendance policy which informs of actions to address children who go missing from home, school or education.*
* *The role of the designated safeguarding lead.*
* *Anti-bullying (including cyber- bullying) policy.*
* *Online safety, e- safety policy.*
* *Information Sharing.*
* *Peer on Peer Abuse policy (takes into account KCSIE 2020 Part Five ‘sexual violence and sexual harassment between children in schools and colleges)*
* *Safer Recruitment and Safer Working Practice*
* *Management of Allegations and Whistleblowing.*
* *Physical Intervention policy.*
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| **5** | **DESIGNATED SAFEGUARDING LEAD FOR CHILD PROTECTION** **(statutory requirement):** There is a Designated Safeguarding Lead (a senior member of staff from the school or college leadership team) to take lead responsibility for safeguarding and child protection. DSL role and responsibilities are explicit in the role-holder’s job description. There is at least one deputy designated safeguarding lead and they have been trained to the same standard as the Snr DSL. The designated safeguarding leads liaise with the LA and other agencies (KCSiE 2020 paragraphs 10,11, 21, 33, 37, 43,45 to 47, 54, 59, 67 to 73, 87 to 88, 109 to 112, Annex A & Annex B). |  |  |
| **6** | **COVER ARRANGEMENTS FOR THE DESIGNATED SAFEGUARDING LEAD (statutory requirement):** During term time the designated safeguarding lead and/or a deputy are always available (during school or college hours) for staff in the school or to discuss any safeguarding concerns. There is adequate and appropriate DSL cover arrangements in place for any out of hours/out of term activities. (KCSIE 2020 paragraphs 10,11, 33, 43,47 & 67 to 73, Annex A & Annex B Covid-19 non- statutory interim guidance during the pandemic). |  |  |
| **7** | **DESIGNATED SAFEGUARDING LEAD TRAINING (statutory requirement):** The senior designated safeguarding lead and deputies undergo formal training every two years. In addition, their knowledge and skills are updated at least annually. (KCSiE 2020 paragraphs 67 to 73 & Annex B).**Please complete the Training Form below to evidence compliance of training attended. This will also support NCC and NSCP collation of data to inform arrangements for future training needs**. |  |  |
| **5/6/7** | *Evidence for questions 5,6 and 7 (additional information can also be found on SiE Training Form attached).**The school/academy adopts the NCC & NSCP whole school child protection policy template?**The school/academy adopts the Family or Trust’s whole school child protection policy template.**The DSL role and responsibilities are written into each named DSL’s job description.**DSL’s should always provide reports to Child Protection and Child in Need conferences and reviews during the academic year and attend unless exceptional circumstances arise. Communication between schools and social care remains paramount to keep children safe.* |  |  |
|  **8** | **CHILD PROTECTION TRAINING (statutory requirement):** All staff members have received regular child protection training and updates (updated as a minimum three yearly). This includes, the indicators that a child may be at risk of different types of abuse, e.g. from sexual violence and sexually harmful behaviour, CSE, CCE, forced marriage, honour-based abuse, domestic harm/abuse, FGM and Prevent (radicalisation), up skirting, peer on peer abuse, serious violence and children who require mental health support. Contextualised safeguarding and County Lines.There is the opportunity for staff members to receive safeguarding and child protection updates at least annually by face to face training and regularly through staff meetings, bulletins and staff notice boards. There is opportunity provided to staff to contribute to safeguarding arrangements and development of the child protection policy. (KCSiE 2020 paragraphs 13 to 49, new paragraphs at 28 for CCE, 32 for contextualised safeguarding, paragraphs 89-91,113-116, Annex A, B & C). |  |  |
|  | *Evidence (additional information can also be found within the Training Form).**A register is maintained of all safeguarding and child protection training.**Staff are consulted about the ‘safeguarding arrangements’ in place.* |  |  |
| **9** | **CONCERNS ABOUT PRACTICE/WHISTLE BLOWING (statutory requirement):** There is a culture that all staff can raise concerns about poor or unsafe practice and that concerns are taken seriously by the leadership team. Appropriate whistleblowing procedures are reflected in staff training, and staff behaviour polices are in place for staff to raise concerns about safeguarding practices. (KCSiE 2020 paragraphs 56 to 59, 211 and Part Four Allegations of abuse made against teachers and other staff, including supply teachers and volunteers’ pages 56 to 62). |  |  |
|  | *Evidence**Date when whistleblowing policy was signed off by governing body:**When was it last shared with you staff:**New Does your policy and arrangements include allegations against supply teachers and volunteers:**New Do you safeguarding arrangements include where and individuals’ behaviours indicate they may not be suitable to work with children (KCSIE 2020 paragraph 211).*  |  |  |
| **10** | **LOOKED AFTER CHILDREN (statutory requirement):**There is a Designated Teacher for Looked After Children who has received appropriate training and or networking opportunities to work effectively in this area. All staff have the relevant information regarding a child with looked after status and know when to share concerns for individual children.(KCSiE 2020 paragraphs 117 to 125, & Annex A). |  |  |
|  | *Evidence**Where schools/academies have LAC children on roll, the Designated Teacher works with staff from the Virtual School to discuss how best to use Pupil Premium funding for the child.**The DST contributes to and attends LAC meetings for children with LAC status.**Best Practice- Date of LAC specific training* |  |  |
| **11** | **CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (statutory requirement):**The child protection policy reflects the additional barriers for this vulnerable group of children with additional needs.All staff are conversant with the Early Help Offer and the NCC Pathway to Provision version 8 2019.The setting has put in place extra pastoral support for children with SEN and disabilities. (KCSiE 2020 paragraphs 18, 48, 82,109-116, 126 to130). |  |  |
|  | *Evidence**There is a dedicated section within the child protection policy which refers to this group of children and confirms the SEND provision and support that is in place.**Does the SENCO contribute to reports for children subject to safeguarding and child protection concerns?* *Does the school/academy put in place additional pastoral support for any children with SEND?* |  |  |
| **12** | **VULNERABLE GROUPS (statutory requirement):**All staff are fully conversant with the statutory requirements for responding to children with specific vulnerabilities and know when mandatory referring or reporting is required by receiving training, through DSL updates or briefings.All staff have received training and understand the term contextualised safeguarding and child criminal exploitation and understand the impact for individual children and communities:Private Fostering date:Honour Based Violence date:Child Criminal Exploitation; County Lines date:Sexual Violence and Sexually Harmful behaviour date:Female Genital Mutilation (FGM) date:Forced Marriage date:Missing Children, Children Missing Education date:Young Carers date;Prevent/ WRAP training date:Looked After Children/Care leavers date:Contextual Safeguarding date:Serious Violence:Peer on Peer Abuse date:New RSHE (statutory from 1st September 2020) (KCSiE 2020 paragraphs 18, 27 to 49,105 to119, Part 5, Annex A, C, E & H). |  |  |
|  | *Evidence* *In-house training or briefings have been provided by DSL dates:* *Staff have completed in house or on-line training or through NCC partner safeguarding leads NSCP etc dates:* *Case Records are maintained for cases in which mandatory reporting is required, which evidence information shared, actions taken, and outcomes achieved:* *Have all staff following appointment and before working in school received safeguarding training as part of their induction:**New Are staff aware of RSHE becoming compulsory and conversant with teaching resources:* |  |  |
| **13** | **COMPLAINTS (statutory requirement):** The setting has a Formal Complaints’ Policy which has been reviewed annually and is made known and available on the school/academy website. A comprehensive system is in place for children and families to make complaints and receive a response.Have complaints escalated to contacts with statutory agencies such as the NCC/LA, NSCP or Ofsted?(KCSiE 2020 Paragraphs 101-104 & Part Two The Management of Safeguarding). |  |  |
|  | *Evidence**The Complaints’ procedure is available on the school’s website. It is referred to so parents/carers and children know they will be listened to and concerns robustly addressed.**Date the complaints’ procedure was last reviewed.* |  |  |
| **14** | **SAFER RECRUITMENT (statutory requirement):** A culture of safer working practice is created as part of the adoption of safer recruitment procedures. There is a Single Central Record (SCR) that includes information on identity check, barred list/enhanced DBS check, prohibition from teaching check, qualifications check, further checks if lived or worked outside the UK, Section 128 check (for management positions of independent schools (including free schools and academies). Pre-appointment checks are made in accordance with statutory guidance.A staff Code of Conduct has been adopted and signed off by the Governing Body/Trust. Written recruitment and selection policies and procedures are in place. All maintained school governors have had an enhanced DBS check. (KCSiE 2020 paragraphs 56 to 59, 99 to 100 & Part Three Safer Recruitment, NCC HR or your learning environments own HR). |  |  |
|  | *Evidence**Date when Single Central Record was last reviewed:**Has the Head teacher and Governors reviewed the SCR to ensure it is up to date and complaint with KCSIE 2020 Part Three and your school’s HR processes?* |  |  |
| **15** | **SAFER RECRUITMENT TRAINING (statutory requirement):** Safer Recruitment Training has been completed as required.(KCSiE 2020 paragraphs 99 to 100 & Part Three. NCC HR Schools’ Portal or your learning environments own HR). |  |  |
|  | *Evidence**Dates for safer recruitment training by leadership members**Head teacher and Chair of Governors**New Best Practice Date for when Chair of Governors/ Governing body reviewed the Single Central Record:* |  |  |
| **16** | **MANAGING ALLEGATIONS (statutory requirement):** Procedures are in place for dealing with allegations of abuse against members of staff and volunteers which complies with the KCSIE 2020, HM Working Together to Safeguard Children 2018 and the NSCP local procedures. This includes having a named strategic lead who is conversant with how to contact NCC Local Authority Designated Officer (LADO)New Part Four has been revised to include allegations of abuse made against teachers, including supply teachers, other staff, volunteers and contractors. In addition; an additional bullet point has also been added which covers where an individual may have behaved in a way that indicates they may not be suitable to work with children.(KCSiE 2020 paragraphs 56 to 59, 101 to 104, paragraph 211. & Paragraphs 214 to 217, Part Four Allegations of abuse made against teachers, and other staff, including supply teachers and volunteers & NCC HR Schools Portal, or your learning environments HR). |  |  |
|  | *Evidence**Name of strategic lead within the school/academy for managing allegations if not the Head Teacher:**Date training completed:**Contact details for NCC LADO known and available.**The school/academy whole school child protection policy informs where advice and reports of concerns or allegations should be made and includes the contact details for the LADO, MASH and Police.* *Records are maintained and can evidence all concerns, actions and outcomes from referrals made to LADO.*  |  |  |
| **17** | **MANAGING ALLEGATIONS against the Head Teacher, Principal or Trust member (statutory requirement):** A member of the Governing Body/Trust (usually the Chair) is responsible for responding & liaising with the local authority in the event of an allegation being made against the Head Teacher. (KCSiE2020 paragraphs 56 to 59, 101 to104 & Part Four Allegations of abuse made against teachers, other staff, including supply teachers and volunteers). |  |  |
|  | *Evidence*Name of Governor or Trust member who has responsibility for managing allegations:Date Managing Allegations Training was completed:*New Do you safeguarding arrangements include where and individuals’ behaviours indicate they may not be suitable to work with children (KCSIE 2020 paragraph 211).**Have you made supply staff aware of the schools ’safeguarding arrangements?*  |  |  |
| **18** | **CHILDREN MISSING FROM EDUCATION (statutory requirement):** All staff are aware of, and follow the procedure relating to children missing from home, school, education or care.The school/academy has at least two telephone contact numbers available for responsible adults for each child on roll.Staff know how to contact the NCC Children Missing Officer to report concerns. (KCSIE 2020 paragraphs 27, 28, 62 to 64, & Annex A page 83). |  |  |
|  | *Evidence**Statutory requirement: Information has been shared with staff,* *Best Practice- Children Missing flow chart is on the staff noticeboard/made available to all staff, especially pastoral leaders.**Best Practice- Missing Children and CME training attended date:* |  |  |
| **19** | **CHILD ON CHILD SEXUAL VIOLENCE AND SEXUAL HARRASSMENT****(statutory requirement)**:The DSL is aware of national and local guidance regarding how to respond to incidences of child on child sexual violence and sexual harassment. (KCSIE 2020 paragraphs 27, 29 to 30, 105 to 106 Part Five & Annex A pages 92 to 94). |  |  |
|  | *Evidence**All those with DSL status are conversant with the Child Sexual Violence and Sexual Harassment guidance published December 2017.**DSL’s have accessed specific training to support them in practice.**Date of training for CSE:**Date of training for Sexual Violence and Sexually Harmful Behaviour:**DSLs have shared their learning with the staff team.**All Staff and volunteers know what actions to take to safeguard a child who is the subject of sexual violence/ harassment.**DSL’s understand the term ‘Contextual safeguarding.* |  |  |
| **20** | **CHILD PROTECTION AND CHILD IN NEED CONFIDENTIAL FILE AUDIT (Best Practice):** **Introduced into all County Schools following lessons learnt from local and national Serious Case Reviews into child deaths.**The Named Governor for child protection/safeguarding can confirm the school/academy maintains appropriate record keeping in relation to vulnerable children (child subject to child protection, child in need concerns, and those who have Looked-After status) by conducting the annual audit of a sample of child protection/safeguarding files between the spring and summer term 2020. The setting demonstrates SLT supervision of CP and CIN case files and takes action when areas of weakness are identified. The Named Governor acts as the DSL’s ‘critical friend’ when completing the ‘best practice’ file audits.The child’s journey through the safeguarding system is well managed, documented and referrals and actions are taken in a timely way to keep children safe.A record of the number of children open and subject to CP. CiN and LAC concerns is maintained and shared with the governing body annually.(KCSIE 2020 paragraphs 50,54,55, 82 to 88, 274, Annex B page 99, 100 and 101). |  |  |
|  | *Evidence**Date when child protection and safeguarding record audit was completed:**Were all case records signed and dated?**Did the child’s file contain a chronology?**Are files managed as specified in the school’s child protection policy?**Was the child’s journey able to be evidenced?**Has the Governor involved become aware of any weakness and put in place remedial actions/ advice?****New:*** *Did the child’s CP or confidential file move with the child or be transferred in a timely way required by KCSIE 2020 page 100-101?* |  |  |
| **21** | **TRANSFER OF A CHILD’S CHILD PROTECTION, CHILD IN NEED, LAC OR CONFIDENTIAL FILE (statutory requirement):** A file transfer policy is in place to ensure when a child moves school/education provision their child protection/confidential file is sent securely to their new educational setting when the child starts/ leaves the school/academy.(KCSIE 2020 Paragraphs 54, 55,82 to 88 Annex B page 100-101 and acts in accordance with the transfer of file procedures written in the school/academy’s child protection policy). |  |  |
|  | *Evidence**Records evidence discussions have been held between the DSL’s to share important information about the child and prior to transfer and arrangements for file transfer.**Confirmation of signed receipt is held to confirm safe and secure transfer of files between schools/ education providers for children subject to CP and CIN concerns.****New:*** *If the child’s file did not transfer as required was action taken by the DSL and or the use of escalations procedures actioned?* |  |  |
| **22** | **INFORMATION SHARING (statutory requirement):**Information is shared effectively, safely, and in a timely way. (Working Together to Safeguard Children 2018 page18, HM Information Sharing- advice for practitioners providing safeguarding services to children, young people, parents and carers. (KCSIE 2020 Paragraph 55 & Part Two the Management of Safeguarding 82 to 88 & Annex A & B). |  |  |
|  | *Evidence**DSL’s and staff are fully conversant with Information sharing protocols and the requirement to protect children, keep them safe and when and how to share information with agencies.**Information regarding children is kept safe and secure and in accordance with the school’s management arrangements for child protection and safeguarding, whether that be through paper files and systems or electronic systems such as CPOM’s or My Concerns.* |  |  |
| **23** | **SPECIFIC SAFEGUARDING ISSUES (statutory requirement):** Governors and all staff are aware of the specific safeguarding concerns which can make children more vulnerable to risk, harm, abuse and exploitation. Staff are conversant with the signs and indicators of: drug and alcohol abuse, going missing/truanting, CSE, sexting, online-abuse, domestic violence, knife crime, trafficking and criminal exploitation which put children in danger. All staff are aware safeguarding issues can manifest themselves via peer on peer abuse.All staff are conversant with the term ‘contextualised safeguarding’All staff are alert to the signs and impact of criminal child exploitation, linked to ‘County Lines’. Staff are regularly reminded and clear of the school, academy or alternative providers policy and procedures with regards to all forms of abuse and risks of harm and know where to report concerns and seek support.(KCSiE 2020 Part One Safeguarding Information for All Staff, Part Five & Annex A pages 82 to 96). |  |  |
|  | *Evidence*DSLs access regular training pertinent to specific areas of emerging threats to children, young people and communities.DSLs are proactive in maintaining up to date knowledge to be effective in their support to children and staff.Staff regularly take part in either face to face or on-line safeguarding training, The Snr DSL maintains a record or data base of all training completed by DSL’s and all staff including volunteers.Statutory DSL’s provide regular updates to all staff through staff briefings, training and opportunities to access on-line training such as the NSCP website.Best Practice DSL attendance at the Designated Safeguarding Lead Focus Group network meetings.The DSL can demonstrate actions taken and contact with regulated safeguarding agencies/ services. |  |  |
| **24** | **OPPORTUNITIES TO TEACH SAFEGUARDING (statutory requirement and some elements of best practice):** Children are taught about safeguarding, how to keep themselves safe and where they can access support (including on-line) through teaching opportunities and Relationship,Sex and Health Education (RSHE) (KCSiE 2020 paragraphs 93 to 95, 106, Annex A & Annex C Online Safety page 102). |  |  |
|  | *Evidence**Curriculum and assembly plans that reflect these issues.**New: Have staff access training or resources to teach RSHE suitable to the setting?**Best Practice Primary School and Specials’ School: engagement with the NSPCC ‘Stay Safe Project’**Best Practice Co-production work in schools with members of the TETC team**PSHE includes raising awareness of the strands of safeguarding vulnerability.**Best Practice Secondary school: Theatre/ drama performance opportunities.**Best Practice Engagement with PCSO’s, Police Early intervention Officers* |  |  |
| **25** | **ONLINE SAFETY (statutory requirement):** The Governing Body ensures that appropriate filters and monitoring systems are in place. (KCSiE 2020 paragraphs 92 to 95, 106, Annex A page 83,84 & 85 and Annex C). |  |  |
|  | *Evidence**A balanced approach is evident in the school/academy’s ICT policy**The school/academy’s E -Safety Co-ordinator can inform the processes in place to keep children safe, restrict access through required filtering systems and deal with any threats or incidents.**The DSL’s maintains an up to date knowledge of risks linked to online and social media platforms used by children and young people.**Best Practice School/Academy engages with NCC Anti- bullying and E safety Co-ordinator for advice and training for staff and parents.**New: Has the school’s on-line safety been reviewed?**New:* *Where children are being asked to learn on-line from home has the schools provided advice, guidance and risk assessments for children to do this safely especially during Covid-19 pandemic see Annex C page 104?*  |  |  |
| **26** | **FEMALE GENITAL MUTILATION (statutory requirement):** Staff are aware that FGM is a form of abuse and use safeguarding procedures where a child is thought to be at risk or has undergone FGM. Teachers are aware that they must personally report to the police under the mandatory reporting duty any case where they have evidence that FGM has been carried out. (KCSIE 2020 paragraph 33, Annex A page 88).  |  |  |
|  | *Evidence**FGM is referred to explicitly in the school’s safeguarding policy.**DSLs have completed FGM training can this be evidenced.**Staff have completed either face to face or on-line FGM training**Best Practice A record of FGM training is maintained and can be evidenced to Ofsted during inspection.**All staff are fully conversant with how to report concerns* |  |  |
| **27** | **RADICALISATION and Extremist Behaviour (statutory requirement):** Schools are aware of their responsibilities under the PREVENT duty (CTSA 2015) and this is reflected in existing safeguarding policies. This includes how to identify risks and vulnerability factors and are familiar with referral pathways.DSLs have completed Prevent/ WRAP training and maintain an up to date knowledge of emerging threats. (KCSIE 2020 paragraphs 18, Annex A pages 89 to 91). |  |  |
|  | *Evidence**Date DSLs have completed Prevent or/WRAP training:**Are the DSL team conversant with the guidance on Channel or Page 91?**New Best Practice: Have DSL completed Chanel awareness e-learning?**Best Practice A record of staff training is maintained and can be evidenced to Ofsted during inspection.**Best Practice How the DSLs and school staff maintain awareness of threats in order to keep children safe and address any anxieties.* |  |  |

**Training Form for 2020/2021**

**Assurance of statutory safeguarding arrangements in Nottinghamshire schools, colleges and independent providers.**

This form should be completed by the Head Teacher/Principal with support from the Snr Designated Safeguarding Lead for the school, academy or education setting.

In signing this SiE audit form, you are confirming that the ‘safeguarding arrangements’ are compliant with all statutory legislation KCSiE 2020.

The information requested below will allow the Local Authority and NSCP to have a degree of assurance about your ‘safeguarding arrangements’ for maintaining up to date and relevant safeguarding training; help inform the Local Authority and NSCP Learning and Workforce Development Group of the training needs within the County; and help to maintain a current register of relevant safeguarding leads in your organisation.

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| **NAME OF SCHOOL/ACADEMY:****Name of the Head Teacher/Principal:**  |
| **Head Teacher/****Principal** |  |
| **Safeguarding training completed:****Dates:** |  |

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| **Name of Snr Designated Safeguarding Lead:** *(It is a statutory requirement that this person must be a member of SLT)*  |
| **Date in post as Snr Designated Safeguarding Lead:** |
| **Role in school:** |
| **Details of training attended within the last 2 years** | **Date attended** | **Refresher due** |
| **The Responsibilities of the Designated Safeguarding Lead *(This training is provided by the Local Authority and must be refreshed within every two years)*** |  |  |
| **NSCP Working Together to Safeguard Children – one day course *(This training is provided by the NSCP and does not require refreshing).******Other courses should be completed to maintain an up to date knowledge of safeguarding vulnerabilities and risks for children.*** **Snr DSL: List other training accessed** |  |  |

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| **Name of Deputy Designated Safeguarding Lead:**  |
| **Date in post as Deputy Designated Safeguarding Lead:**  |
| **Role in school:** |
| **Details of Training attended within the last 2 years.** | **Date attended** | **Refresher due** |
| **The Responsibilities of the Designated Person** ***(This training is provided by the Local Authority and must be refreshed within every two years)***  |  |  |
| **NSCP Working Together to Safeguard Children – one day** ***(This training is provided by the NSCP and does not require refreshing).******Other courses should be completed to maintain an up to date knowledge of safeguarding vulnerabilities and risks for children.*** **List other training accessed:** |  |  |

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| **Names of additional Designated Safeguarding Leads (DSLs)** |
| **Name of DSL** |  |
| **Statutory Safeguarding training completed****Dates:** | NCC Designated Safeguarding Lead training and refresher NSCP Working Together to Safeguard Children  |

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| **Names of Designated Teacher (for Looked After Children)** |
| **Name of DT****Date Appointed** |  |
| **Safeguarding training completed****(Include training specific to LAC)****Dates:** |   |

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| **Whole School Safeguarding Training** (It is a statutory requirement for whole school safeguarding training is provided as a minimum within every three years and regular refresher training is provided along with regular safeguarding updates to keep all staff fully informed and aware of everyone’s responsibility to keep children safe).  |
| **Dates of training****Dates of any Online Training** | **Face to Face Safeguarding Training****Dates:****Refresher due:** **Online Course completed and by whom (are registers maintained YES/NO)****Dates:** |

***In signing this combined form, you are confirming that the ‘safeguarding arrangements’ in your setting are compliant with KCSiE 2020 and all statutory guidance and legislation.***

***This includes ensuring your most recent whole school child protection policy has been recently reviewed and tailored to meet your individual school/academy’s ‘safeguarding arrangements’ been signed off by you Governing body or Trust and has been published on your setting’s website.***

***I can confirm I am satisfied that I have seen enough evidence to sign this safeguarding self-audit for 2020/2021, and I have seen evidence of compliance for all 27 questions.***

**Name and role of the person completing the NCC & NSCP SiE Annual self-audit for 2020/2021(mandatory requirement)**

(**please print**)…………………………………………………

**Signed**………………………………………………………………**Date**…………………….

**Head Teacher/Principal**

(**please print**)…………………………………………………

**Signed**………………………………………………………………**Date**…………….

**Snr Designated Safeguarding Lead**

(**please print**)…………………………………………………

**Signed**………………………………………………………………**Date**…………….

**Name of Nominated Safeguarding Governor**

(**please print**)…………………………………………………

**Signed**………………………………………………………………**Date**………………

**Name of Chair of Governors**

**(please print**)……………………………………………………

**Signed** ………………………………………………………………**Date**………………………

**NOTE**

* For Nottinghamshire maintained schools, please sign off at the Autumn Term 2020 full Governing body meeting and ensure this is noted within the minutes of the meeting.
* It is good practice for all schools and academies to ensure your ‘safeguarding arrangements’ are robustly quality assured and well documented.
* Ofsted will inspect every school, academy or education provider’s ‘safeguarding arrangements’ within the Inspection Framework for leadership and management of the school or academy.
* **Please ensure you retain a copy of the SiE Self- Audit Form 2020/2021 within your school or academy’s safeguarding file so that you can provide evidence of ‘safeguarding compliance’ during Ofsted Inspections.**
* Further electronic copies of  ***the SiE Annual Self-Audit toolkit for 2020/2021*** can be accessed through the Nottinghamshire Schools Safeguarding Portal Link: LA communities, safeguarding or from the NSCP website <http://www.nottinghamshire.gov.uk/nscp/resources/for-schools>
* Additional information regarding Safer Recruitment Practice or training should be sought through NCC Human Resources Services. Duty Tel:- 0115 9774433 or hrdutydesk@nottscc.gov.uk
* Safeguarding in Education training queries or requests should be made directly to NCC Learning and Workforce Development Service Tel:- 0115 977 3065/0115 9772347 or safeguarding.training@nottscc.gov.uk
* Safeguarding Training: bookings for face to face and online training are through ‘Learning Pool’.

Any queries regarding the completion of the audit should be directed via email to cheryl.stollery@nottscc.gov.uk

**Completed and signed NCC & NSCP SIE Audit Forms for 2020-2021 should be returned no later than 20th December 2020 to**

**Email:** **cheryl.stollery@nottscc.gov.uk**

**Cheryl Stollery**

**Safeguarding Children in Education Officer**