

# EASTERSIDE ACADEMY

## Safeguarding Annual Report to Governors 2015 - 2016



A	Policy & Procedures	YES	NO	Comments	Action
1.	Does your school have a Safeguarding Children Policy?	√			
2.	Has it been updated in the last 12 months?	√		Updated in light of conversion – 1 <sup>st</sup> April 14. Updated again in Summer 14 in light of the “Safeguarding Children in Education” (April 2014) document. Updated again in Summer 15 in light of ‘Keeping Children Safe in Education’ (July 15).	Take to FGB Autumn 16 – further updates will be coming out before this date and the policy will be amended accordingly.
3.	Is your Safeguarding Children Policy copied into a folder and made available for parents and others to access?	√		Parents can access the policy on the Academy website. Parents can also request copies of policies through the main academy office A key policy document file will be available for parents to view in the main entrance, Spring 15 – completed..	
<b>B</b>	<b>Recruitment</b>				
1.	Have the Head Teacher, an appropriate Governor and other relevant staff completed the Safer Recruitment Training? Is this due for renewal and date?	√		(HT) D. Linacre completed training March 13. (G) D. Foster completed training Oct 10. (G) J. Reay completed training Summer 16.	This no longer needs to be updated. Training for JR and DF.  PP / CT / SH from the leadership team will also complete training Summer 16.
2.	Does your school: <ul style="list-style-type: none"> <li>Have an appropriate recruitment and vetting procedure in place?</li> </ul>	√		Recruitment Safeguarding Procedures in place – reviewed by HT Spring 2015 due to the introduction of the ‘Disqualification by Association’ procedures. Documents have been altered accordingly.	Governors were made aware of the ‘Disqualification by Association’ procedures at FGB meeting Spring 2015. Since this it now also includes

# EASTERSIDE ACADEMY

## Safeguarding Annual Report to Governors 2015 - 2016



				Last reviewed by Governors in Autumn 15.	Volunteers – as a result all our volunteers have also completed.
3.	<ul style="list-style-type: none"> <li>Carry out all appropriate checks and take up all references before an appointment?</li> </ul>	√		Carried out by the Head Teacher (HT) and School Business Manager (SBM). Introduction of the Disqualification by Association checks. All staff completed checks and now carried out as part of the recruitment process.	Following our Safeguarding Review with Safeguarding First Ltd, we will no longer photocopy interviewees ID but only have sight of them. We will then only take copies of the successfully candidates ID.
4.	<ul style="list-style-type: none"> <li>Record all recruitment, checks, etc. and keep these records on file with the DBS checks?</li> </ul>	√			
5.	<ul style="list-style-type: none"> <li>Is your Single Central Record up to date and checked on a regular basis?</li> </ul>	√		David Foster Governor checked it Autumn Dec 2015	
6.	<ul style="list-style-type: none"> <li>Disqualification by Association checks in place?</li> </ul>	√		Carried out with all current staff and records kept with the central record. These checks will now be carried out as part of the recruitment process for anyone working in the school.	This form and information has been passed on to our Catering Manager at the LA for the staff that work within our kitchens/dining hall.
<b>C</b>	<b>Safeguarding Ethos</b>				
1.	Does the school make clear to children, parents, staff, volunteers and governors its commitment to safeguarding children and promoting the welfare of its pupils?	√		Volunteer Policy and Procedures have been updated Spring 2015 and shared with FGB Spring 2015. SBM has trained HLTA's with regard to safeguarding training and procedures for students and volunteers in school. Policy is on the school's website. New Online Safety page written on the website promoting and supporting parents	We have added to the bottom of our headed paper the following:  <b><i>Staff and governors are committed to the safeguarding and wellbeing of all the children in their care.</i></b>

# EASTERSIDE ACADEMY

## Safeguarding Annual Report to Governors 2015 - 2016



				and pupils with internet safety. (Spring 2015)	
2.	Does the school collect and evaluate the views of pupils, parents, staff and governors in relation to the effectiveness of these arrangements? How are concerns responded to?	√		Annual Pupil and Parent Questionnaire. Analysed by the HT. Shared with all staff. HT or Care Team follow up anything brought to light. Promotion of 'Parent View' through the parent governors and through the HT's newsletter. (Summer 2015)	Annual questionnaires due in the Summer Term. HT to also share outcomes with governors in the Autumn 16 Term. Results will also be put on the website. Parent View will also be promoted again through the HT letter.
3.	Is safeguarding addressed through the curriculum? How?	√		All teaching staff receive annual Curriculum Health and Safety Training. Pupils receive safeguarding training through sessions in: ICT PSHCE Science All staff received two lots of Online Safety training (Autumn 15).	Following the Safeguarding Review with Safeguarding First Ltd (Summer 16) we are re-looking at our online safety signs across the school to ensure they are clear and age appropriate. 'Mouse Mats' have been purchased for classroom IT including portable devises, that clearly have online safety messages on. These can be placed in centre of table when portable devises are being used.
4.	Does the school engage parents in supporting pupils' achievement, behaviour, safety and their spiritual, moral, social and cultural development?	√		New approach to consultation time through "Learning Conversations" with pupil, parent and teacher. This facilitated a better discussion around these areas and in relation to their child. The Academy works hard to engage parents in their child's learning and achievements through a range of different strategies, including: Open Mornings / Stay and Play / Activity Sessions	

# EASTERSIDE ACADEMY

## Safeguarding Annual Report to Governors 2015 - 2016



				Celebration Assemblies Church Events School Events	
<b>D</b>	<b>Basic Training</b>				
1.	Do staff induction arrangements focus on safeguarding?	√		Carried out with the Head Teacher if it is a member of the teaching staff. Carried out with the SBM if a member of the premises team. HLTAs carry it out with students and volunteers. New inductions were written by the HT in light of the "Safeguarding Children in Education" (April 14) document and updated in light of the 'Keeping Children Safe in Education' (July 2015) document.	
2.	Do all new staff complete the Safeguarding Online Learning training?	√		As well as completing the CP online training, all staff now also complete the Home Office PREVENT elearning training. Certificates held by HT and SBM.	
3.	Do all staff have basic child protection awareness / safeguarding children training every three years? How is this recorded and monitored?	√		Carried out by LA Child Protection Officer Mary Griksaitis bi-annually. All staff including lunchtime supervisors and cleaners received CP training from the LA on 23.02.16. All staff also receive annual safeguarding / CP training regarding procedures annually (September 15).  HT keeps a record in "Safeguarding Training" file. Employees sign to say they have attended.	First Contact signs with contact number have been put up in the main office / SBM office / HT Office / Care Team Office, by the phone. <b>All staff are aware that anyone can make a referral.</b>
4.	Have all your school adult	√		Yes – this has been looked at this year and updated (2014 – 15).	

# EASTERSIDE ACADEMY

## Safeguarding Annual Report to Governors 2015 - 2016



	volunteers (including Governors who have contact with children) had Safeguarding children induction/training?			Specific training in regards to safeguarding and visits is carried out by HLTA's with any students and volunteers prior to the visit. HT goes through this with new Governors.	
<b>E</b>	<b>Designated Person for Child Protection</b>				
1.	Does your school have a lead and deputy Designated Senior Person/s (DSP) for Child Protection?	√		DSP – Mrs D Linacre (HT) (11.09.15) DDSP's – Mrs Thomas (DHT) (11.09.15) and: Mrs Carter (July 16) Miss Sharp (23.05.16) <b>Mrs Roffe (June 14)</b> WRAP trained – Mrs Carter (Sept 15)	RR has not been successful in getting a place on training so far this year, they are hoping to secure a place Summer 16/Autumn 16. This is being organised by HT.
2.	Do you have a policy in place for safeguarding arrangements when the lead DSP is not available?	√		All staff understand that <b>anyone</b> can refer and procedures for it. Covered in the start of year Health and Safety training. 'First Contact' number and form is available to everyone.	
3.	Has the lead DSP and Deputy DSP/s completed Level two safeguarding training? If so, when?	√		*See Number 1. This is in relation to Level 3 training.	
4.	Has any other training be covered by the DSP and Deputy DSP/s this year?	√		14.09.15 - Operation Encompass (DL/TS) 24.09.15 WRAP Prevent Training (LC) 24.11.15 Tackling Racism and Promoting Equality (LC/TS/RR) May 2016 FGM elearning – Home Office (DL) *See also all staff training at bottom of this document.	
5.	Is the DSP and Deputy DSP(s)	√		HT shared with Care Team – hard copy of document in the Care Team and HT's	We are expecting further updates to this document shortly.

# EASTERSIDE ACADEMY

## Safeguarding Annual Report to Governors 2015 - 2016



	up to date/aware of new "Keeping Children Safe in Education" (July 15) document?			office/s. Policies adapted accordingly. All staff have been given and read 'Keeping Children Safe in Education' Part 1 – they have all signed to say they have read it.	
6.	Are there arrangements in place for record keeping in relation to safeguarding concerns?	√		Yes – rigorous. Care Team have their own systems in place and referral forms for staff to share/record concerns with them. CPOMS has been purchased as a new system in which staff can report concerns and information. CPOMS also links to 'The Bungalow Partnership' in order to share information and allows for a chronological record to be kept.	CPOMS up and running across the school for September 2015 – this is now well established and in place. Chronological reports have been used off CPOMS this year for referrals.
7.	Does this system clearly identify vulnerable pupils, record any information shared with staff and any action taken by the DSP?	√		Very detailed – paper trail kept for every individual child the Care Team / DSP comes into contact with regarding concerns. CPOMS now well established and in place across school. Where appropriate paper documents are uploaded and attached in CPOMS.	
8.	Are there arrangements in place regarding the transfer of information at key transition points e.g. EYFS and Year 6 in relation to vulnerable children and safeguarding concerns? Are these arrangements	√		Year 6 – transition procedures are in place to ensure records are handed over securely and confidentially. Records are made to be signed for when handed over to the receiving school. A face to face hand over is usually arranged so that information can also be shared verbally. This helps to ensure	

# EASTERSIDE ACADEMY

## Safeguarding Annual Report to Governors 2015 - 2016



	effective?			arrangements are put in place at the other end if required. This process also happens for anyone transferring schools.	
9.	Are there arrangements for the completion of risk assessments, in relation to school activities, educational visits and work-based learning and work experience?	√		<p>Risk assessments are carried out by the lead teacher, following Academy policy and after a pre-visit.</p> <p>Children are involved in risk assessing and risk benefit assessment.</p> <p>Risk assessments are shared with the children prior to the visit and any other adult supporting the visit.</p> <p>Volunteers/students sign to say they have had the safeguarding training. This is delivered by SLT/SBM or a HLTA who has been specifically trained.</p> <p>The EVC (usually the HT) signs off the risk assessment in plenty of time prior to visit.</p> <p>All risk assessments for the school were updated by the site manager / HT / SBM in Spring 2016.</p> <p>Staff received a staff meeting on Risk Benefit Assessment within the Autumn Term (2015) and as part of their visits annual training (Spring 2016).</p>	
10.	Does the DSP ensure the school is represented and contributes to child protection conferences/reviews and inter-agency working together, for example assessments and	√		<p>Care Team in place to support these meetings and processes. The Academy is always represented where possible.</p> <p>Two Academy staff members including the HT attended a Serious Case Review this year.</p>	

# EASTERSIDE ACADEMY

## Safeguarding Annual Report to Governors 2015 - 2016



	attendance at core group or other professional meetings?				
11.	Do all staff and adults in school know about the school's child protection policy and procedures and the name and contact details of the Designated Senior Person for Child Protection?	√		Basic training is carried out annually as part of the Health & Safety training with all staff. Signs around school, including the main entrance, identify for adults who the DSP/S are.	Photographs and names of the main people in school who are responsible for safeguarding the children will be displayed in the entrance. This will be completed by the end of the Summer Term (2016).
12.	Is the child protection policy made available to parents?	√		Can be viewed on website or requested from the main office. Policy put in folder in the entrance for key policies – Spring 2015.	CP Policy will be updated in the term Autumn 16.
<b>F</b>	<b>Head Teacher</b>				
1.	Are systems in place for monitoring and responding to children who are occasionally/persistently absent from school or missing from education?	√		Education Welfare Ltd are employed by the Academy to monitor and follow up any attendance and punctuality issues. R Pickering comes in every Wednesday morning for half a day in which to do this. The Care Team at the Academy support this and an attendance team, including the HT and Pupil Well-Being Leader, meet regularly.	
2.	Are there procedures for managing allegations or concerns about safeguarding regarding staff?	√		The Academy adheres to the:  LADO Policy Safeguarding Policy Whistleblowing Policy Discipline for School Policy Appraisal Policy Also:	



# EASTERSIDE ACADEMY

## Safeguarding Annual Report to Governors 2015 - 2016



				The Staff Code of Conduct Policy	
3.	Is there a staff Code of Conduct Policy?	√		All teachers and Governors have signed the new Code of Conduct. It has also been adapted for students and volunteers.	
4.	Does the Head Teacher ensure that all staff and volunteers feel able to raise concerns about unsafe or poor safeguarding practice in line with the school's whistleblowing policy?	√		During refresher Health and Safety training at the beginning of each academic year the HT will go over the main points of the Whistleblowing Policy. All staff are aware the policy is in the staff room and if whistleblowing regarding the HT, a contact name / number of the CGB is on the staff room wall. (The number can be obtained from the SBM).	Refresh in September 16.
<b>G</b>	<b>Information Storage and Sharing</b>				
1.	Do previously involved agencies, e.g. school, nursery and health, share adequate and appropriate safeguarding information about a new pupil with your setting?	√		Where it is not readily available the Care Team at the Academy, along with the HT will follow this up until the information needed is sought.	
2.	Does the information arrive quickly?		√	In some cases yes and others no. Care Team and HT chase it up if it is not readily available.	
3.	If the information is incomplete or slow, do you follow this up immediately?	√		Yes – The Care Team or HT if needed.	
4.	Are children's safeguarding records (e.g. Common	√		All records are locked away securely in the Care Team's office or Child Protection Records are locked securely in the HTs	

# EASTERSIDE ACADEMY

## Safeguarding Annual Report to Governors 2015 - 2016



	Assessment, Child in Need or Child Protection) stored securely at your school/setting?			office.	
5.	Can only appropriate staff members access these records?	√		No one other than the HT/DHT and Care Team (DSP/S) have access to records.	
H	<b>Online Safety</b>				
1.	Does school have the policies and procedures in place?	√		ICT Curriculum Policy Data Protection Policy Photos and Videos Policy Online Safety Policy Anti-Bullying Policy Social Networking Policy Camera and Mobile Phone Policy	
2.	Is there an Online Safety lead in school?	√		M. Coldwell supported by C. Thomas (DHT) /D. Linacre (HT) HT monitors the use of the computers through weekly Policy Central reports and going online.	
3.	Does your anti bullying policy include references to cyberbullying?	√			
4.	Have you raised online safety awareness with staff, pupils and parents during the year?	√		Yes – children are safety trained annually and also it is part of the lesson when working online. Reminders about what to do are up in every classroom including the ICT suite. All teaching staff received safety training this year as a staff meeting and some members of staff received further training	Re-looking at online safety signs around school (Summer 16).

# EASTERSIDE ACADEMY

## Safeguarding Annual Report to Governors 2015 - 2016



				– see list at end of form. Website completed with Online parent information (Spring 2015).	
5.	Are all staff online safety trained and aware of how to conduct themselves professionally on line and how to protect themselves on line?	√		Staff have received Social Networking Training Spring 2015 and are reminded of this annually. New starters (staff) are taken through the policy as part of their induction. Staff have had online safety training X2 in the Autumn Term (2016).	
6.	Do you monitor safety incidents in school?	√		As an Academy we had bought into Policy Central. Weekly reports and any incidents are kept in a file in the HT's office.	
I	<b>Governors</b>				
1.	Does your governing body have a nominated governor for safeguarding*? Who is it?	√		D. Foster	
2.	Does the nominated governor for safeguarding ensure effective liaison with the DSP and/or Head Teacher regarding safeguarding matters?			D. Foster has been into school in the Autumn Term 2015 to check the Central Register. This annual report will be shared with the named Governor towards the end of the Summer Term 2016. Safeguarding is reported termly to governors through the Head Teacher's report and F&R termly meeting.	
3.	Does the nominated governor for safeguarding audit compliance with local and national guidance on safer recruitment, including DBS	√			*As Above.

# EASTERSIDE ACADEMY

## Safeguarding Annual Report to Governors 2015 - 2016



	checks and the single central record of checks completed for staff, volunteers, governors and contractors?				
4.	Have all Governors (including the nominated Child Protection Governor) undertaken Governor training on safeguarding children that will enable them to fulfil their responsibilities in respect of safeguarding effectively?			Induction training of Governors includes safeguarding training.	
5.	Have any members of the governing body completed Safer Recruitment training?	√		(G) D. Foster completed training Oct 10. (G) J. Reay completed training Summer 16.	
6.	Is the physical environment made as safe and secure as possible? How?	√		Regular Premises Walks Risk Assessments in place. Procedures for identifying risks and reporting them. Security procedures Annual checks on equipment where needed PAT testing Fire Risk checks Safeguarding Review (May 2016) Health and Safety Annual Check (June 16)	
7.	Have appropriate risk	√		SBM keeps in her office. Checked by Health and Safety Officer and	

# EASTERSIDE ACADEMY

## Safeguarding Annual Report to Governors 2015 - 2016



	assessments been carried out where necessary?			Fire Safety checks.		
	<b>Policies</b>	<b>YES</b>	<b>NO</b>	<b>Review Date</b>	<b>Website</b>	
	<b>Are there written policies in place for:</b>				<b>YES</b>	<b>NO</b>
	• Safeguarding	√		Autumn 2016	√	
	• Attendance	√		Autumn 16	√	
	• Anti bullying	√		Spring 17	√	
	• Equality and Inclusion	√		Spring 17	√	
	• Complaints	√		Autumn 16	√	
	• Online Safety	√		Summer 17	√	
	• Behaviour	√		Spring 17	√	
	• Whistle blowing	√		Autumn 16	√	
	• Intimate care		√	Autumn 17		√
	• Health and safety	√		Autumn 16	√	
	• Staff code of conduct	√		Autumn 16		√
	• Recruitment and selection	√		Autumn 16	√	
	• Child Protection	√		Autumn 16	√	
	• Educational Visits	√		Autumn 16	√	
	• Lock Down	√		Autumn 16	√	
	• Emergency Planning	√		Autumn 16		√
	<b>Further Training</b>	<b>Date</b>		<b>Who Attended?</b>	<b>Action</b>	
	<b>Details of further training:</b>					
	Educational Visit Coordinator Training	Nov 13		D Linacre / C Thomas / P Pennock	Updating every 3 yes – Nov 16	

# EASTERSIDE ACADEMY

## Safeguarding Annual Report to Governors 2015 - 2016



Emergency Planning & Disaster Recovery	Feb 2014	D. Linacre / M. Bailey / P. Pennock	Update Emergency Plan with SLT.	
The Cube Listening to Young Children	May 2014	L Carter	Purchased resources to be used. Arranged further training with other staff next term. JG to use skills with identified child in IAC and then within school next year.	
Drawing & Talking Therapy	June 2014	J Gaskarth		
Level 3 Child Protection Training	June 2014	R Roffe		
Level 3 Child Protection Training	Oct 2014	L. Carter		
Level 3 Child Protection Training	Nov 2014	T. Sharp		
Basic Child Protection Training (TA's)	Dec 2014	TA's		
The Cube Listening to Young Children	October 2014	Care Team / TA's		TA's used skills during 'Anti-Bullying' week.
Epi Pen Training	September 2014	All Staff		
Team Teach	November 2014	Care Team / IAC Staff		Re-evaluated the Team Teach forms in school.
Mental Health Training	February 2015	L. Carter / T. Sharp		
<b>Low Mood and Depression</b>	September 2015	J. Gaskarth / K. Hinman		
<b>CPOMS</b>	September 2015	All staff		
<b>Operation Encompass</b>	September 2015	All staff		
<b>Online Safety with Steve Bell – Child Exploitation &amp; Online Protection Team.</b>	September 2015	All staff		

# EASTERSIDE ACADEMY

## Safeguarding Annual Report to Governors 2015 - 2016



Online Safety training – Northern Grid – Simon Finch	October 2015	Teachers	
Lifeline Drug Training	October 2015	All staff	
PREVENT online training (Chanel)	November 2015	All Staff	
Staff Meeting – British Values / SMSC	November 2015	Teachers	
Radicalisation and Extremism Online	November 2015	M. Coldwell / S. Carroll	
Tackling Racism and Promoting Equality	November 2015	Care Team Staff	
Online Safety Training – Simon Finch	December 2015	TAs / Care Team	
Fire Safety Training – external provider	January 2016	All Staff	
PREVENT online training	January 2016	Lunchtime Supervisors	
Team Teach/Positive Handling Training	January 2016	S. Carroll / T. Willans / R. Smith	
Local Authority Child Protection Bi-annual training	February 2016	All Staff	
Home Office online training for PREVENT	April 2016	Teachers	
LGBT Training online	May 2016	Teachers / Care Team	
Safeguarding in a Digital World	May 2016	M. Coldwell	

# EASTERSIDE ACADEMY

## Safeguarding Annual Report to Governors 2015 - 2016



	<p>Master Class</p> <p>Home Office online training for PREVENT</p> <p>FGM elearning – Home Office</p>	<p>May 2016</p> <p>May 2016</p>	<p>Cook / Kitchen Staff</p> <p>D. Linacre</p>	
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