

IM Safeguarding Ltd

Safeguarding Review of Wallace Field Junior School on Wednesday 11th March 2020

Wallace Field Junior School is 2 form entry with 272 pupils on roll. I last reviewed safeguarding policies, procedures and practice on 29th January 2019 at this school and since then all actions have been completed. An Ofsted inspection is due as the school as there has not been such a visit since 2008.

Summary of main findings:

Arrival

On my arrival I parked in the school car park and entered via a secure front door operated by an intercom buzzer. After gaining entry I was welcomed by the receptionist. After introducing myself I was asked to enter my details into the visitor's portal and a sticker showing my details and photograph was handed to me. There was safeguarding information on the portal as I "signed in". The badge stuck to my jacket but only for a short time and fell off. As a suggestion only, could the badge be placed into a plastic wallet and attached to a lanyard as this would ensure all visitors would have a badge that would not become detached.

I was also handed a leaflet "Safeguarding Procedures for Visitors 2019-2020. This leaflet gives information on the Designated Safeguarding Leads (DSL) and what to do if you are worried about a child, a visitor code of conduct and what to do in an emergency.

A safeguarding noticeboard is also an addition to the reception area with details of the DSL's and other information.

There is also now a partition wall with a door which can be controlled by the reception staff which allows authorised persons into the private part of the school. This is now a secure area of the school and prevents any unauthorised persons entering the school.

First impressions regarding safeguarding are very important for all visitors and there can be no doubt that safeguarding is a priority at this school.

School Tour

I was met in reception by the Deputy Headteacher and DSL Mrs Andrea Day and we went to the Headteacher's office. I met the Headteacher Mr Steve Lee and also 2 Governors, Mrs Mayson Muktar and Mrs Ni Hamblin who is the Co-safeguarding Governor along with Mrs Emma Ware who I met later in the day. During this meeting we discussed the action plan from the last review and updated the demographic information for the school which can be found at the end of this report.

I then accompanied Mrs Day on a tour of the school. I saw impeccably behaved pupils working hard and contributing to class discussions. All classrooms had 'mood' boxes which pupils place their name badges into at the start of the morning and afternoon classes. Red indicates they would like to speak with someone and green indicates they are feeling well. Amber is between the 2 so a member of classroom staff will speak with the pupil to ascertain if there are any issues.

All classrooms have the school ethos of "BELIEVE" on a display and this word was selected by the pupils which is an excellent example of recording the voice of the child.

In the main hall are various displays about mental health and emotional wellbeing and the Deputy Headteacher/ DSL has an office which also is visible for the pupils to seek help if required. The older pupils act as Peer Mentors for pupils who need to speak with someone of their own age if they feel they are being bullied. School staff also manage these instances as well. There is also a display about the School Council which have regular meetings and is chaired by the Headteacher. The School Council are consulted about any change to the school and again their voices are heard.

Child Protection and other policies

The Safeguarding and Child Protection Policy is based on the model policy issued by the Education Safeguarding Team at Surrey County Council. The latest update was issued in September 2019 but there are still some errors.

Page 13 – there is a reference to 'disqualification by association' which was rescinded in 2018 and no longer applies other than to domestic childcare.

On the front page of the policy all essential guidance is covered by a hyperlink but every school has a legal duty in The Prevent Duty so this document should also be listed.

Page 19 – refers to the SSCB which has now been superseded by the SSCP – Surrey Safeguarding Children Partnership.

Page 24 – refers to SSCB Professional Guidance and again should read SSCP.

Action 1: Review the Safeguarding and Child Protection Policy to ensure it complies with up to date guidance.

All other policies are up to date and regularly reviewed.

There is an excellent safeguarding leaflet designed by pupils on the website.

Designated Safeguarding Lead

The School Safeguarding Team are:

Andrea Day, Deputy Headteacher and Designated Safeguarding Lead (DSL)

Corinne King, Group Teacher, SENDCo and Deputy DSL

Steve Lee, Headteacher and Deputy DSL, and

Debbie Bruen, Emotional Literacy Support Assistant, HLTA and Deputy DSL

The School Safeguarding Team meet every week on a Monday afternoon. The agenda for the meeting consists of all new cases referred in by staff, pupils who are subject to statutory plans and pupils who are regarded as vulnerable but who have not met the threshold for referral to Children's Services.

Each case is assessed to ascertain if the risk is higher, lower or remains the same and decisions can be made on the next steps. If a case has remained in the low risk category, then it can be closed and removed from the list.

Currently all case details are recorded on an online spreadsheet with access granted only to the School Safeguarding Team members. Paper records are also kept which contain a chronology and is a repeat of the online record therefore takes up a considerable amount of time for the DSL. The records kept by the DSL are very methodical and it is clear that a considerable amount of time is taken up to maintain them.

The school should consider investing in an online programme such as CPOMS which has the following benefits:

All records are cloud based and stored away from the school and can be accessed remotely. This minimizes the risk of an online attack or computer malfunction which would lose all CP data.

All staff have individual logins and can input reports in a timely manner and will have an audit trail showing that all CP concerns are dealt with quickly and efficiently. Each entry is automatically saved and creates the chronology and as it is cloud based with remote access, the DSL does not have to be onsite to supervise the reports and can be accessed from any Smartphone with the downloaded app. This is done safely and securely.

CPOMS will automatically issue alerts to ensure all actions are completed on time. Categories can be added to the system therefore all behaviour incidents and bullying reports can also be added and managed using the system. This would be helpful in that when making an assessment of risk all behaviour and CP case files are in one place. All

of the School Safeguarding Team will have supervisory access and the records of the Team meetings can also be recorded as the meeting agenda will be automatically generated as it will identify all open cases, and most importantly all entries can be easily managed by the click of a mouse rather than individually checking each file.

Action 2: Consider the use of an online CP Management System

Training

All training records are kept on a spreadsheet which is managed by the DSL. Whole school safeguarding training was delivered to all staff in the September INSET by an Independent Safeguarding Consultant.

Staff who were not able to attend the training have been 'mopped up' by having their training online which is provided by Educare. All volunteers also receive training within 2 weeks of starting. Staff can sign-in to training using an online tool esafe.

All new staff receive induction which includes all relevant training and this again is provided by Educare which contains all relevant safeguarding subjects including Peer on Peer abuse. Induction packs are sent to all new staff by the School Business Manager.

The DSL also includes safeguarding themes during staff meetings as hot topics, and this has included Peer on Peer abuse and online safety.

Single Central Record (SCR)

The Single Central Record is currently managed by Siobhan Cornell who is also a midday supervisor and is overseen by the School Business manager Mrs Anne Childs.

Some of the entries show N/A but this is not the case. The Children's Barred List which is checked for all staff engaged in regulated activity is shown as N/A because the check is part of the enhanced DBS check. The N/A should be replaced with "See enhanced DBS" or something similar. In the section volunteers the column "Right to work in the UK" also shows N/A and again this is not right as this check coincides with when the SBM sees the European passport which is that proof. The N/A should be replaced with the date the passport was seen.

Some of the entries are duplicated and therefore the duplicate must be deleted.

Staff who are agency or third party and includes contractors and coaches of official bodies, for example, the Lawn Tennis Association or the Rugby Football Union will

provide the school with a compliance letter stating that all checks have been completed. Some of the compliance letters are quite old therefore more recent letters should be requested and evidenced.

Action 3: Ensure the SCR is updated and compliant with statutory guidance.

Safer Recruitment

All checks are in place and files are compliant.

The SBM has completed Safer Recruitment training.

Online Safety

Eduthing, an IT company who specialise in supporting schools manages the IT network. Any notifications generated through the monitoring of the network are sent to the DSL which is best practice. The network is regularly tested for compliance.

Pupils are taught about staying safe online as part of the curriculum.

The school has an IT suite and use Chromebooks and parents and pupils sign an Acceptable Use Policy at the start of each academic year.

The school also hold parents' workshops to highlight how they can help their children to stay safe online.

Private Hire and Lettings of School Premises

All companies who hire the school premises are sent a letting agreement which sets out their safeguarding obligations. The school insist that all adults who work with children have an enhanced DBS check.

Health and Safety

All medicines, EpiPens and Inhalers are kept in the medical room and each class has it's own cupboard. Medications for each pupil is stored in a clearly labelled pencil case which is made of see through plastic and there is a copy of the Individual Healthcare Plan in each case.

The door of each cupboard has a photograph of each child and the medication that is required. Staff are trained to administer the medication and a recent incident has shown that their training is effective.

All pupils with allergies are given a laminated tab showing the foods that they are allergic too and it is presented to the catering manager at lunchtimes.

The Individual Healthcare Plan is a school document however each of the plans that I saw were written by the parents. The Plan should be completed in consultation with the parents and, if need be a healthcare professional. In 2 of the plans that I saw parents had indicated that the pupil should be given 10mg of a prescribed medicine however the prescribed medicine labelled at the pharmacy says that the dosage is 5mg.

Action 4: Review the Individual Healthcare Plans to ensure correct dosages of medicines are given.

First Aid training has been completed by appropriate members of staff.

There is an accident book and any head injuries are notified to parents.

Governing Body

I was able to meet with 3 members of the Governing Body including the joint Designated Safeguarding Governors. The Governing Body meet twice per term and there are external meetings for Pay and Finance. The Safeguarding Governors meet with the DSL every term and complete a safeguarding walk around the school and inspect the Single Central Record.

Policies are reviewed each term and Governors have individual responsibilities, for example safeguarding, health and safety and pupil premium. The Governing Body fully supports the Headteacher and DSL and list the priorities of the school as :

Skills

School Development Plan

Training

Subject Leaders, and

Progress and attainment.

The Governors have received safeguarding training.

Meeting with pupils

I had the pleasure of meeting with the School Council which consists of class elected pupils from all years.

The pupils had excellent knowledge of bullying and what to do if they were bullied themselves or were aware that one of their friends was suffering bullying. They also knew about cyberbullying and how to keep themselves safe online. I was very pleased to discover that they enjoyed online gaming and they were playing age appropriate games. They were also able to tell me that they were confident that they could speak to a member of staff if something were troubling them.

They described school as fun, exciting, safe, interesting, positive and brilliant and if they were able to make changes they would like to:

Have better lunch choices

Sit where they want in class

Have a TV in the classroom

More residential trips

And film nights with popcorn

The pupils were confident in their answers and very polite and courteous but it was very evident how much they enjoyed the school and had respect for their teachers and teaching assistants.

Conclusion

This is the second review in just over a year and there is a strong culture of safeguarding at this school. The school has not been inspected for almost 12 years and was previously outstanding and the Headteacher and his Senior Leadership Team work hard to ensure that safeguarding is a high priority. The Governing Body has seen change but the Governors I met were passionate that pupils are safe and policies and procedures are effective.

Individual Healthcare Plans do need attention and the DSL does need support with her heavy workload of maintaining CP records although my recommendation which would greatly reduce her workload would be a cloud based computer software programme.

To summarise, a school where safeguarding is a top priority.

Ian McGraw

17th March 2020

Independent Safeguarding Consultant

Action Plan

	Action
1.	Review the Safeguarding and Child Protection Policy to ensure it complies with up to date guidance.
2.	Consider the use of an online CP Management System
3.	Ensure the SCR is updated and compliant with statutory guidance.
4.	Review the Individual Healthcare Plans to ensure correct dosages of medicines are given.

Wallace Fields Junior School

Wallace Fields Junior School is a 2-form entry Junior School with 272 pupils on roll.

The Headteacher is Steve Lee.

The Designated Safeguarding Lead is Mrs Andrea Day.

The Chair of the Governing Body is Mr Anthony Mollett and the Designated Governors for Safeguarding are Ni Hamblin and Emma Ware.

Attendance is 97.3% and Persistent Absence is 2.8%.

There have been 0 fixed term exclusions

There have been 0 referrals to the LADO this academic year.

20.3% of pupils have English as an additional language (X%).

6% of pupils are classed as "disadvantaged".

In terms of Child Protection:

0 pupils are currently on a Child Protection Plan

0 pupil is on a Child In Need Plan

0 pupils are receiving Early Help, and

Several pupils are currently on the School Safeguarding Radar but have not reached the threshold for interventions.

There are no Looked After Children

9.6% of children have Special Educational Needs and 1.1% have an EHCP

The school was last inspected by Ofsted in 2008 and currently graded as "Outstanding"