



School and Learning Providers Annual S175 and 157 Child Protection Return 2016/17

To be used by Schools (Community, Voluntary Aided and Independent), Pupil Referral Units and Further Education Colleges to monitor their compliance with Sections 157 & 175 of the Education Act 2002.

Purpose of this document: To enable the Local Authority to carry out its statutory responsibility with respect to monitoring safeguarding compliance and reporting back to the Leeds Safeguarding Children's Board.

1. 'Safeguarding Children in Education', DFES/0027/2004 – 24.6 LEAs should "...monitor the compliance of maintained schools with this guidance, in particular in regard to the existence and operation of appropriate policies and procedures, and the training of staff, including the senior person with designated responsibility for child protection. Bring any deficiencies to the attention of the Governing Body of the school and advise the action needed to remedy them."

**All forms to be completed and returned by 31 May 2017 to [cme@leeds.gov.uk](mailto:cme@leeds.gov.uk)  
If you need any help to complete this form please contact Louise Bullock on 0113 3789686, or email [cme@leeds.gov.uk](mailto:cme@leeds.gov.uk)**

<b>NAME OF EDUCATIONAL SETTING:</b>		Beecroft Primary School	
<b>Date Completed</b>		11th May 2017	
<b>This Report Covers the period</b>		1st Sept 2016 / 31st March 2017	
<b>Author</b>		June Turner (headteacher) and Nicola Brown	
<b>Designated Members of Staff</b>			
1	Name of Senior Designated Person who has lead responsibility for child protection.	June Turner (headteacher)	
2	The Senior Designated Person is responsible for and provides safeguarding supervision to designated staff.	Yes	
3.1	Name of other Designated Person/s.	Name/s	Nicola Brown
3.2		Contact Number/s	0113 2166820
3.3		Contact E-mail/s	
4.1	Name of contact Designated Person out of school hours in case of emergency:	Name	
4.2		Contact Number	
4.3		Contact E-mail	
4.4		Availability period	
5.1	Name/s of organisational representative/s at Initial and Review Child Protection Conference during Summer 2017 period.		
5.2	Please provide telephone contact number of organisational representative/s at Initial and Review Child Protection Conference during Summer 2017 period.		
5.3	Please provide email contact of organisational representative/s at Initial and Review Child Protection Conference during Summer 2017 period.		
6	Names of any designated staff who are no longer in post, or no longer have child protection responsibility since September 2016 i.e. in another role / left the school / retiring.	N/A	
7	The Education Safeguarding Team provide periodic updates to designated child protection staff. Please provide email addresses of designated staff that currently do not get these updates and would like to be included in the circulation list.	N/A	
<b>8 Policies</b>			
		Yes/No	Evidence used
8.1	There is a Child Protection policy which includes references to safer recruitment and employment practices and reporting concerns in respect of children and staff. The policy is made available to parents and is displayed in a prominent place on the organisation's <b>website</b> and this reflects LSCB procedures.	Yes	Policy is clearly displayed on the school's website. Parents are made aware of where the policy can be found.
8.2	All staff have received and read a copy of Annex A Keeping Children Safe in Education DfE September 2016.	Yes	All staff have signed to say that they have received this document and training. The document is part of the school induction pack when new staff start working at our school.
8.3	All staff have received and read a copy of Part 1 Keeping Children Safe in Education DfE September 2016.	Yes	All staff have signed to say that they have received this document and training. The document is part of the school induction pack when new staff start working at our school.
8.4	All staff have received and read a copy of Guidance for Safer Working Practice (SR Consortium October 2015) document.	Yes	All staff have signed to say that they have received this document and training. The document is part of the school induction pack when new staff start working at our school. Training has been delivered to the whole staff.
<b>9 Designated Senior Person</b>			
		Yes/No	Evidence used
9.1	There is a Designated Senior Person for child protection on the school leadership team.	Yes	Miss Brown - Deputy. See school policy and training records.
			Improvement actions

9.2	There is a named person who deputises for the Designated Senior Person when they are not available.	Yes	Emma Stuart. See school policy "The DSL is supported by the following appropriately trained designated staff: Emma Stuart, who will deputise for Miss Brown in her absence and will be responsible for liaising with pupils around school and will report any issues of concern." Also see training records Miss Stuart completed 3 day training April/May 2015 and is booked on to a designated staff refresher course for 17/18.	
9.3	There is a designated teacher to promote the educational achievement of children who are looked after who has had the appropriate training.	Yes	Miss Brown. See school policy and training records. Latest training attended - March 2017 provided by Leeds Virtual School.	

10 Supporting Staff to Safeguard Children		Yes/No	Evidence used	Improvement actions
10.1	All staff and volunteers have undertaken child protection training in the last 3 years that will enable them to fulfil their responsibilities in respect of child protection effectively.	Yes	All teaching and non-teaching staff have received training provided by Leeds safeguarding team - INSET 5th Sept 2016.	
10.2	All designated staff have had appropriate refresher training in line with the LSCB requirements within the last two years.	Yes	Training is up to date - see school training records. Training in the last two years includes: Safer Recruitment Training May 2015, Child Protection Refresher September 8th 2015, Child Sexual Exploitation 22nd Sept 2015, LSCB Working Together in Child Protection Lv 2 1-day course. 19th November 2015, Prevent Training 2nd February 2016, Child Protection Refresher 5th September 2016, Working Together To Safeguard Children And Young People - Part 1 of 2 17th October 2016 Leeds Children Safeguarding Board, CME Training 1st February 2017. FGM training is booked for 8th Nov 17.  Training already booked for 2017/2018.	
10.3	Staff are aware of their role in reporting concerns, who to report to within the establishment and know that they have a duty to challenge decisions made and actions taken if necessary. Such concerns are dealt with and addressed sensitively and effectively in accordance with agreed whistle-blowing procedures.	Yes	Training is repeatedly completed with all staff. At all staff meetings teaching and non-teaching staff are reminded about safeguarding issues and how to deal with these. See staff meeting agendas.	
10.4	The organisation provides appropriate safeguarding supervision to staff responsible for child protection to support them in the effective safeguarding of pupils.	Yes	See pupil's files for supervision notes and on-going supervision log. Also see auditing of pupil's files log following Leeds proforma. Supervision training completed by Miss Brown July 2014. Miss Turner is completing supervision training 23/5/17.	
10.5	All school staff have accessed training on Female Genital Mutilation and are aware of, the mandatory reporting duty.	Yes	Training booked and confirmed for 12th July 2017. Miss Brown also attending training at the Shine Centre as a part of designated staff updates.	
10.6	All school staff have accessed training on Child Sexual Exploitation.	Yes	Up to date - see school training records. Training was completed 22nd Sept 2015 and provided by Leeds safeguarding team.	
10.7	All school staff have accessed training on Radicalisation/Prevent Duty.	Yes	Up to date - see school training records. Training was completed 2nd February 2016 and provided by Leeds safeguarding team.	
11 Pupils		Yes/No	Evidence used	Improvement actions
11.1	Governors and school leaders ensure that children's wishes or feelings are taken into account through gathering pupil perception data (e.g. My Health My School Survey) when determining what action to take and what services to provide to protect individual children through ensuring there are systems in place for children to express their views and give feedback.	Yes	Ongoing whole school dialogue in assembly and in classes. Suggestion boxes in all classes. All pupils can TELL (school system) their worries. My Health My School survey completed in summer term by Years 5 and 6. School is revalidating its Healthy School status - training has been attended spring term 17.	
11.2	Where the establishment's premises are used by independent services outside of school/college hours the Governing Body have sought assurance that the service has appropriate policies and procedures in place, including safeguarding policies, operate safe recruitment practices and have appropriately trained staff to deal with incidents of actual or suspected abuse.	Yes	There are no independent services outside of school hours. After School club is transferring to Beecroft as of 1st September 2017 and will take on the school policies.	
12 Record Keeping		Yes/No	Evidence used	Improvement actions

12.1	Child protection records are retained, records are kept securely and destroyed in line with Local Authority guidance or transferred securely to other education providers if the pupil has moved.	Yes	As outlined in the school's CP policy "Child Protection records will be stored securely in Miss Turner's office separate from academic records. Individual files will be kept for each child; school will not keep family files. " Files are transferred securely to other education establishments - see policy.	
<b>13 Curriculum</b>				
13.1	The PSHE Curriculum* is needs-led through the use of a pupil perception survey (e.g. My Health My School survey) to incorporate appropriate issues such as internet safety, anti-bullying, homophobia, radicalisation, child sexual exploitation, domestic violence, forced marriage, FGM, drug Education and abuse. This includes needs-led lessons on keeping safe and recognising behaviour that is not acceptable. *The Health and Wellbeing Service have a primary and secondary PSHE scheme of work	Yes	My Health My School survey completed by Years 5 and 6 in the summer term. PHSE and safeguarding issues are a part of the curriculum. E-Safety, anti-bullying, keeping safe and drug awareness are a part of our PHSE curriculum. We involve outside agencies in working with the pupils in school e.g. NSPCC.	
<b>14 Missing children</b>				
14.1	The school notifies the Local Authority of any children who have gone missing or who have been removed from the school's roll.	Yes	Leeds policy is followed in full.	
14.2	The organisation completes a LSCB CSE checklist partner toolkit, where appropriate to assess whether a child or young person may be at risk of child sexual exploitation (CSE).	Yes	LSCB toolkit and practices are followed. CSE training has been completed by the staff 22nd Sept 2015.	
14.3	The organisation is aware of pupils who are persistently absent or missing and takes appropriate action to track and identify their whereabouts.	Yes	Clear policy in school - followed rigorously.	
<b>15 Governors</b>				
15.1	There is a lead Governor for child protection /safeguarding - please submit name of lead governor for child protection/safeguarding.	Yes	Mrs Pat Gradys	
15.2	The lead governor for child protection has undertaken specific training on the strategic role and responsibilities of governors for safeguarding children, within the last three years.	Yes	All governors are included in child protection training that is provided to staff. Mrs Gradys attended the staff CP training in September 2016. She also attended Safeguarding for governors 30 Sept 2015 run by Leeds.	
15.3	The full Governing Body have undertaken child protection training/briefing in respect of their strategic safeguarding responsibilities, within the last three years.	Yes	All governors are included in the child protection training that is provided to staff.	
15.4	The Governing Body ensure that appropriate filters and appropriate monitoring systems are in place as outlined in Annex C of Keeping Children Safe in Education September 2016.	Yes	Connect Up provide a service to our school and ensure that appropriate filters and monitoring is in place. An onsite engineer is employed by the school to ensure that our IT systems are running efficiently and safely for the pupils.	
15.5	The Governing Body receive a copy of the completed annual review monitoring submission annually, and ensure checks and balances are in place to test out that the information submitted to the Local Authority is an accurate reflection of the organisation's safeguarding arrangements.	Yes	Annual review discussed with CP governor before it is submitted - this meeting is minuted and shared with all governors. Annual review is presented at full governors meeting for discussion, questions and review.	
<b>16 Recruitment and Selection</b>				
16.1	The organisation follows recruitment, selection and pre-employment vetting procedures as outlined in part three of Keeping Children Safe in Education (DfE) 2016.	Yes	Policy is followed. Head, deputies and office staff involved in the recruitment process have all completed safer recruitment training - May 2015	
16.2	The organisation has the single central record of staff and other adults working in the school, as outlined in Part 3 of the statutory guidance, Keeping Children Safe in Education (DfE September 2016).	Yes	Policy is followed. Head, deputies and office staff involved in the recruitment process have all completed safer recruitment training - May 2015. Office manager has also completed Safer Recruitment Administration & Single Register Training 26th April 2017	
16.3	The organisation ensures that the appropriate level of checks are completed for staff and volunteers working in school: DBS checks, disqualification checks for staff who fall within the scope of the Childcare Act 2006. Prohibition checks for all teachers appointed after September 2013. Prohibition checks for all staff (non-teachers) undertaking teaching work.	Yes	staff involved in the recruitment process have all completed safer recruitment training - May 2015. Office manager has also completed Safer Recruitment Administration & Single Register Training 26th April 2017	

16.4	The Head Teacher, Principal and of Chair of Governors have recieved Safer Recruitment training.	Yes	See CP training records. The headteacher has completed the training twice, once online and once again in May 2015. Office admn staff who are involved in recruiting have also received training May 2015 and April 2017.	
<b>17 Allegations against Staff</b>		Yes/No	Evidence used	Improvement actions
17.1	The organisation has a written policy and procedures for the management of allegations against members of staff and volunteers which is regularly reviewed and updated and is in line with LSCB procedures; staff and governors are aware of this policy.	Yes	LCC policy is followed in full.	
17.2	The organisation has procedures in place in which concerns about members of staff are shared with Human Resources and the LADO. As outlined in Part 4 of the statutory guidance Keeping Children Safe in Education (DfE September 2016).	Yes	Policy is followed by the school.	
17.3	Safer Working Practice training is provided to staff in relation to appropriate professional conduct in order to reduce the likelihood of allegations being made against staff.	Yes	This is a key focus of our safeguarding training. Training has been provided by Leeds.	
<b>18 Child Protection and Safeguarding Statistical Data</b>		Number		
18.1	Number of CAF/Early Help Assessments the organisation undertaken this academic year.	0		
18.2	Number of pupils identified as at risk of CSE.	0		
18.5	The number of Risk Management Plans (RAMP) undertaken for harmful sexual behaviour.	0		
18.6	Number of pupils missing education referrals submitted to the Local Authority.	9		
		<b>Judgement</b>	<b>Month</b>	<b>Year</b>
18.7	Please give details of your last S5 Ofsted judgement for Safeguarding.	Grade 1 : Outstanding	March	2010
		<b>Yes/No</b>	<b>Year</b>	
18.8	Has the school had an external safeguarding audit undertaken in the last five years.	Yes	2015	
18.9	If so, please confirm that all recommendations from previous safeguarding audits have been acted upon and any gaps/areas for improvement addressed?	Yes		
<b>Headteacher's Name</b> Please note - we do not require a signed copy of the form		Miss Turner		I confirm that the information provided in this return is an accurate reflection of safeguarding arrangements within our setting:
<b>Chair of Governor's Name</b> Please note - we do not require a signed copy of the form		Mr Steve Harris		I confirm that I have seen a copy of the school's return and checked the supporting evidence to verify that this is an accurate reflection of safeguarding arrangements within our setting:
<b>Please submit your form electronically to <a href="mailto:cme@leeds.gov.uk">cme@leeds.gov.uk</a></b>				