



Leeds  
Safeguarding  
Children Board



Leeds  
CITY COUNCIL

# School and Learning Providers Annual S175 and 157 Child Protection Return 2019/2020

To be used by Schools (Academies, 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 Partnership under S11 of the Children Act 2004.

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 4 June 2021 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>		29TH APRIL 2021		
<b>This Report Covers the period</b>		1st Sept 2020 / 31st March 2021		
<b>Author</b>		NICOLA BROWN AND JUNE TURNER		
<b>Designated Members of Staff</b>				
1	Name of Senior Designated Person on school's leadership team who has lead responsibility for child protection and safeguarding.	NICOLA BROWN		
2	The Senior Designated Person is responsible for and provides safeguarding supervision to designated staff.	Yes		
3.1	Details of Deputy Designated Person/s.	Name/s	EMMA STUART	
3.2		Contact Number/s	0113 2618820	
3.3		Contact E-mail/s		
3.4	Have all designated staff completed the requisite local authority 3 Day Designated Staff Training?	Yes		
3.5	Have all designated staff completed PREVENT Training (i.e. Wrap)?	Yes		
4.1	Contact details of Designated Person/s out of school hours in case of emergency:	Name	JUNE TURNER (HEADTEACHER) / NICOLA BROWN	
4.2		Contact Number		
4.3		Contact E-mail		
4.4		Availability period	available	
5.1	Name/s of organisational representative/s at Initial and Review Child Protection Conference during Summer 2021 period.	JUNE TURNER / NICOLA BROWN		
5.2	Please provide telephone contact number of organisational representative/s at Initial and Review Child Protection Conference during Summer 2021 period.	JUNE TURNER / NICOLA BROWN		
5.3	Please provide email contact of organisational representative/s at Initial and Review Child Protection Conference during Summer 2021 period.			
6	Names of any designated staff who are no longer in post, or no longer have child protection responsibility since September 2020 i.e. in another role / left the school / retiring.	N/A		
<b>7 Policies</b>				
		Yes/No	Evidence used	Improvement actions
7.1	There is a Child Protection policy (including a Covid 19 safeguarding addendum) which includes references to safer recruitment and employment practices and reporting concerns in respect of children and staff. The policy (and addendum) is made available to parents and is displayed in a prominent place on the organisation's website and this reflects LSCP procedures.	Yes	THIS POLICY IS PUBLISHED ON THE SCHOOL WEBSITE AND HAS BEEN APPROVED BY GOVERNORS. EACH AMENDMENT DUE TO COVID 19 HAS BEEN APPROVED BY GOVERNORS AND DISCUSSED WITH STAFF.	
7.2	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 website and this reflects LSCP procedures.	Yes	THIS POLICY IS PUBLISHED ON THE SCHOOL WEBSITE AND HAS BEEN APPROVED BY GOVERNORS.	
7.3	All staff have received and read a copy of Part 1 Keeping Children Safe in Education DfE September 2020.	Yes	KCSE DISTRIBUTED TO STAFF WITH FOLLOW UP TRAINING EMAILS REMINDING ABOUT CONTENT. REFRESHER AS PART OF WEEKLY TEAMS INSET MEETINGS - SEE STAFF MEETING NOTES.	

7.4	All staff have received and read a copy of Annex A - Keeping Children Safe in Education DfE September 2020.	Yes	KCSE DISTRIBUTED TO STAFF WITH FOLLOW UP TRAINING EMAILS REMINDING ABOUT CONTENT. REFRESHER AS PART OF WEEKLY TEAMS INSET MEETINGS - SEE STAFF MEETING NOTES.	
7.5	All staff have received and read a copy of Guidance for Safer Working Practice/Staff Code of Conduct (SR Consortium May 19) document and also the COVID-19 Guidance for Safer Working Practice (April 2020) document.	Yes	GSWP DISTRIBUTED TO STAFF WITH FOLLOW UP TRAINING EMAILS REMINDING ABOUT CONTENT. REFRESHER AS PART OF WEEKLY TEAMS INSET MEETINGS - SEE STAFF MEETING NOTES.	
7.6	All relevant adults working in school have received and read a copy of Guidance for Safer Working Practice/Staff Code of Conduct (SR Consortium May 19) document.	Yes	GSWP DISTRIBUTED TO STAFF WITH FOLLOW UP TRAINING EMAILS REMINDING ABOUT CONTENT. REFRESHER AS PART OF WEEKLY TEAMS INSET MEETINGS - SEE STAFF MEETING NOTES.	
7.7	All relevant adults working in school have received and read a copy of the school Behaviour Management policy.	Yes	POLICY DISTRIBUTED TO STAFF WITH FOLLOW UP TRAINING EMAILS REMINDING ABOUT CONTENT. REFRESHER AS PART OF WEEKLY TEAMS INSET MEETINGS - SEE STAFF MEETING NOTES.	
7.8	All relevant adults working in school have received and read a copy of the Children Missing Education procedures.	Yes	GUIDANCE DISTRIBUTED TO STAFF WITH FOLLOW UP EMAILS REMINDING ABOUT THE CONTENT. ONE MINUE GUIDES ALSO EMAILED AS A REFRESHER.	

8 Supporting Staff to Safeguard Children		Yes/No	Evidence used	Improvement actions
8.1	All relevant adults working in school 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	LEEDS AND SCHOOL TRAINING RECORDS.	
8.2	All relevant adults have accessed online safety training.	Yes	ALL STAFF RECEIVING Online Safety and the links to Child Protection (Safe-EL-T007) ON MAY 14TH 2021.	
8.3	All designated staff have had appropriate refresher training in line with the statutory requirements set out in KCSiE (2020) and the LSCP best practice guidance within the last two years.	Yes	LEEDS AND SCHOOL TRAINING RECORDS.TRAINING BOOKED FOR THE SUMMER TERM.	
8.4	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	STAFF MEETING NOTES.	
8.5	The organisation provides appropriate safeguarding supervision to staff responsible for child protection to support them in the effective safeguarding of pupils.	Yes	SAFEGUARDING FILES. REFRESHER SUPERVISION TRAINING BEING COMPLETED IN THE SUMMER TERM.	
8.6	All relevant adults working in school have accessed training/briefings on Female Genital Mutilation and are aware of, the mandatory reporting duty. (briefings could include one minute guides, information, email updates etc)	Yes	LEEDS AND SCHOOL TRAINING RECORDS. STAFF MEETING NOTES.	
8.7	All relevant adults working in school have accessed training/briefings on Child Exploitation. (briefings could include one minute guides, information, email updates etc)	Yes	LEEDS AND SCHOOL TRAINING RECORDS. STAFF MEETING NOTES.	
8.8	All relevant adults working in school have accessed training/briefings on Radicalisation/Prevent Duty. (briefings could include one minute guides, information, email updates etc)	Yes	LEEDS AND SCHOOL TRAINING RECORDS. STAFF MEETING NOTES.	
8.9	All relevant adults working in school have accessed training/briefings on Domestic Abuse. (briefings could include one minute guides, information, email updates etc)	Yes	LEEDS AND SCHOOL TRAINING RECORDS. STAFF MEETING NOTES.	
8.10	All head teachers have undertaken the local authority 1 day Child Protection for Head Teacher Training	Yes	LEEDS AND SCHOOL TRAINING RECORDS.	
8.11	There is a designated teacher to promote the educational achievement of children who are looked after who has had the appropriate training.	Yes	POLICY AND TRAINING RECORDS. MISS BROWN	
9 Pupils		Yes/No	Evidence used	Improvement actions
9.1	Governors and school leaders ensure that children's perceptions are taken into account through gathering pupil perception data (e.g. My Health My School Survey managed by the Health & Wellbeing Service) when determining what interventions to implement, actions 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. The school analyses the data, shares the findings with governors, parents and pupils (where appropriate) and uses their findings to ensure any issues are actioned appropriately e.g. through an adapted needs led PSHE curriculum.	Yes	PHSE TAUGHT ACROSS THE SCHOOL ALONGSIDE MINDMATE UNITS OF WORK. CURRIULUM ADAPTED TO ADDRESS ISSUES RAISED IN SCHOOL. WHOLE SCHOOL AND CLASS ASSEMBLIES FOCUS ON KEY THEMES AND ISSUES.	
10 Record Keeping		Yes/No	Evidence used	Improvement actions
10.1	Child protection records are managed in keeping with GDPR 2018. All 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	ALL RECORDS ARE KEPT SECURELY IN THE HEADTEACHER'S OFFICE.	
10.2	The school has 2 emergency contacts for all parents/carers.	Yes	SIMS DATABASE AND BLACK FILES IN MAIN SCHOOL OFFICE.	
11 Curriculum		Yes/No	Evidence used	Improvement actions
11.1	The PSHE curriculum is reflective of the statutory relationships and sex education and health education guidance (DfE, 2020) and adapted to be needs led (where appropriate) to reflect specific safeguarding themes/ issues impacting children, gathered through pupil voice/perception survey's (e.g. My Health My School survey). *The Health and Wellbeing Service have a primary and secondary PSHE scheme of work for schools and colleges.	Yes	THE PHSE CURRICULUM FOLLOWS THE DFE 2020 GUIDELINES. GOVERNORS ARE INVOLVED IN DISCUSSING THIS POLICY AND THE CURRICULUM CONTENT.	
12 Missing children		Yes/No	Evidence used	Improvement actions
12.1	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	
12.2	The organisation completes a LSCP Child Exploitation checklist partner toolkit, where appropriate to assess whether a child or young person may be at risk of child (criminal/sexual) exploitation (CCE/CSE).	Yes	LSCP PRACTICES ARE FOLLOWED IN FULL. CSE TRAINING HAS BEEN COMPLETED BY STAFF.	

12.3	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.	
12.4	Number of pupils identified as having gone missing during the school day between September 2020 and March 2021:	0		
12.5	Number of pupils missing education referrals submitted to the Local Authority between September 2020 and March 2021:	5		
<b>13 Alternative Providers/provisions</b>		Response	Evidence used	Improvement actions
13.1	Please list any alternative providers/provisions/unregistered settings used for the purposes of alternative curriculum solutions	N/A		
13.2	Has the school/college undertaken appropriate quality assurance/audit to ensure that the alternative providers/provisions/unregistered settings are fully compliant with their safeguarding responsibilities as outlined in Keeping Children Safe in Education (DfE 2020)and the setting is following safer recruitment processes.	N/A		
<b>14 Governors</b>		Yes/No	Evidence used	Improvement actions
14.1	There is a lead Governor for child protection /safeguarding - please submit name of lead governor for child protection/safeguarding.	Yes	PAT GRADYS IS THE SAFEGUARDING GOVERNOR.	
14.2	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	TRAINING RECORDS. COMPLETED JANUARY 2020	
14.3	The full Governing Body have undertaken child protection training/briefing in respect of their strategic safeguarding responsibilities, within the last three years.	Yes	TRAINING RECORDS. FURTHER TRAINING BOOKED FOR JUNE 2021.	
14.4	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 2020.	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 ALL OF THE PUPILS AND STAFF.	
14.5	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 IS DISCUSSED WITH THE CP GOVERNOR BEFORE IT IS SUBMITTED - THIS MEETING IS SHARED WITH GOVERNORS AT THE FULL GOVERNORS MEETING WHICH PROVIDES AN OPPORTUNITY FOR DISCUSSION AND QUESTIONS.	
14.6	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.	N/A	N/A	
14.7	The Governing Body ensures that all safeguarding actions brought to their attention have been fully completed in a timely fashion. (e.g. External Inspections, Audits and S175 ARM Returns)	Yes	GOVERNORS ALWAYS ENSURE THAT SAFEGUARDING ACTIONS ARE COMPLETED THOROUGHLY AND WITHIN A TIMELY FASHION.	
<b>15 Recruitment and Selection</b>		Yes/No	Evidence used	Improvement actions
15.1	The organisation follows recruitment, selection and pre-employment vetting procedures as outlined in Part Three of Keeping Children Safe in Education (DfE) 2020.	Yes	POLICY IS FOLLOWED. HEAD, DEPUTIES AND OFFICE STAFF INVOLVED IN THE RECRUITMENT PROCESS HAVE ALL COMPLETED SAFER RECRUITMENT TRAINING.	
15.2	The organisation has a single central register of pre-employment checks for staff and other adults working in the school, as outlined in Part 3 of the statutory guidance, Keeping Children Safe in Education (DfE September 2020).	Yes	SCR UP TO DATE AND THE POLICY IS FOLLOWED IN FULL.	
15.3	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. S128 checks (were appropriate). Volunteer risk assessments.	Yes	POLICY IS FOLLOWED IN FULL AND CHECKS ARE COMPLETED.	
15.4	The Head Teacher, Principal and of Chair of Governors have undertaken and successfully passed the one day face to face National Consortium Safer Recruitment training .	Yes	HAS BEEN COMPLETED. REFRESHER TRAINING IS BEING COMPLETED JULY 2021.	
<b>16 Allegations against Staff</b>		Yes/No	Evidence used	Improvement actions

16.1	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 LSCP procedures; staff and governors are aware of this policy.	Yes	LSCP POLICY IS FOLLOWED IN FULL.	
16.2	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 2020).	Yes	POLICY IS FOLLOWED IN SCHOOL BY THE SCHOOL.	
16.3	Safer Working Practice training has been provided to staff within the past 5 years, in relation to appropriate professional conduct in order to reduce the likelihood of allegations being made against staff.	Yes	SCHOOL HAS BOOKED REFRESHER TRAINING FOR SEPTEMBER 2021.	
<b>17 Child Protection and Safeguarding Statistical Data</b> The data requested should reflect the current specified cohort at the time of completion of this form.		Number		
17.1	Current number of open Early Help Assessments/Plans.	0		
17.2	Current number of pupils identified as at risk of Child Sexual Exploitation:			
	Low Risk	0		
	Medium Risk	0		
17.3	Current number of pupils identified as at risk of Criminal Exploitation:			
	Low Risk	0		
	Medium Risk	0		
17.4	Number of pupils identified as at risk of FGM and have been referred to Children's Social work Services between September 2020 - March 2021:	0		
17.5	Number of pupils identified as at risk of Forced Marriage and have been referred to Children's Social work Services during September 2020 - March 2021:	0		
17.6	Number of Risk Management Plans (RAMP) undertaken for harmful sexual behaviour during September 2020 - March 2021.	0		
17.7	Number of pupils who have been on a reduced timetable during September 2020 - March 2021:	0		
17.8	Number of pupils who have been on an alternative placement during September 20 - March 2021:	0		
17.9	Number of referrals to LADO (re: allegations against staff)	0		
<b>18 Quality Assurance</b>		<b>Judgement</b>	<b>Month</b>	<b>Year</b>
18.1	Please give details of your last S5 OfSTED judgement for Safeguarding.	Effective	MARCH	2010
		<b>Yes/No</b>	<b>Year</b>	<b>Name of Auditor</b>
18.2	Has the school had an external safeguarding audit undertaken in the last five years.	NO	2015	CLAIRE DODDS
		<b>Yes/No</b>	<b>Year</b>	<b>Recommendations reviewed by:</b>
18.3	The SLT/Governing Body have ensured all recommendations identified in the external safeguarding audit have been actioned	Yes	2021	MRS GRADYS AND MR HARRIS
<b>Head Teacher's Name</b> Please note - we do not require a signed copy of the form an electronic signature will suffice.		JUNE 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 an electronic signature will suffice. Please ensure that the Chair of Governor's in copied into the populated email return to the local authority.		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:
Please submit your form electronically to <a href="mailto:cme@leeds.gov.uk">cme@leeds.gov.uk</a>				