



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 5 June 2020 to 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**

NAME OF EDUCATIONAL SETTING:	Beecroft Primary School
Date Completed	13th May 2020
This Report Covers the period	1st Sept 2019 / 31st March 2020
Author	June Turner (headteacher) and Nicola Brown

Designated Members of Staff			
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 2618620
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) and Nicola Brown
4.2		Contact Number	
4.3		Contact E-mail	June.turner@stf.beecroft.leeds.sch.uk and nicola.brown@stf.beecroft.leeds.sch.uk
4.4		Availability period	available
5.1	Name/s of organisational representative/s at Initial and Review Child Protection Conference during Summer 2020 period.	June Turner (headteacher) or Nicola Brown	
5.2	Please provide telephone contact number of organisational representative/s at Initial and Review Child Protection Conference during Summer 2020 period.		
5.3	Please provide email contact of organisational representative/s at Initial and Review Child Protection Conference during Summer 2020 period.	June.turner@stf.beecroft.leeds.sch.uk and nicola.brown@stf.beecroft.leeds.sch.uk	
6	Names of any designated staff who are no longer in post, or no longer have child protection responsibility since September 2019 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	

8	Policies	Yes/No	Please reference supporting evidence	Improvement actions
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 website and this reflects LSCP procedures.	Yes	Policy is clearly displayed on the school website. Parents are made aware of where the policy can be found.	
8.2	All staff have received and read a copy of Part 1 Keeping Children Safe in Education DfE September 2019.	Yes	This has been read to and with the staff more than once this year. All staff have signed to say that they have read and received this document and training. The document is part of the school's induction pack when new staff start working at the school.	
8.3	All staff have received and read a copy of Annex A - Keeping Children Safe in Education DfE September 2019.	Yes	This has been read to and with the staff more than once this year. All staff have signed to say that they have read and received this document and training. The document is part of the school's induction pack when new staff start working at the school.	
8.4	All staff have received and read a copy of Guidance for Safer Working Practice/Staff Code of Conduct (SR Consortium May 19) document.	Yes	This has been read to and with the staff more than once this year. All staff have signed to say that they have read and received this document and training. The document is part of the school's induction pack when new staff start working at the school. The revised version for the Covid 19 pandemic has also been received by all staff and used as a training tool.	
8.5	All staff have received and read a copy of the school Behaviour Management policy.	Yes	The document is a part of the induction pack for staff and is referred to in all staff briefings.	
8.6	All staff have received and read a copy of the Children Missing Education procedures.	Yes	This document has been a key part of the staff training this year.	

9	Designated Senior Person	Yes/No	Name of Person Identified:	Improvement actions
9.1	There is a Designated Senior Person for child protection on the school leadership team.	Yes	Miss Brown is the deputy head.	
9.2	There is a named person who deputises for the Designated Senior Person when they are not available.	Yes	Miss Stuart is an assistant head. See school policy "5.3.3 When the DSL is absent, the deputy- Miss Stuart (Assistant Head) – will act as cover."	
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 is the deputy head.	

10	Supporting Staff to Safeguard Children	Yes/No	Please reference supporting evidence	Improvement actions
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10.1	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	All teaching and non-teaching staff have received training by Leeds Safeguarding Team - INSET 3rd September 2019. Staff starting at the school since September have accessed Leeds Safeguarding Team training.	
10.2	All designated staff have had appropriate refresher training in line with the LSCP requirements within the last two years.	Yes	Yes - see training record. Emma Stuart. Designated CP Refresher Training 21st September 2019. Aim training booked for Miss Brown on 5th May but cancelled due to Covid 19.	
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 communicated with staff. At staff briefings teaching and non-teaching staff are reminded about safeguarding issues and to deal with these. See staff meeting notes.	
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. All safeguarding folders have been audited this year.	
10.5	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	Training provided in school by Leeds Safeguarding. Subsequent training at briefings.	
10.6	All relevant adults working in school have accessed training/briefings on Child Exploitation. (briefings could include one minute guides, information, email updates etc)	Yes	Training provided in school by Leeds Safeguarding. Child exploitation is an aspect of the regular training delivered by designated staff in school.	
10.7	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	See school training records and minutes from school briefings for staff who have joined the school since.	
11 Pupils		Yes/No	Please reference supporting evidence	Improvement actions
11.1	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	My Health My School survey completed summer 18-19. Results shared with governors and outcomes discussed with Healthy Schools Team. PSHE work linked to results. School is currently working on resubmission for Healthy Schools.	
12 Record Keeping		Yes/No	Please reference supporting evidence	Improvement actions
12.1	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	As outlined in the policy "11.1.1 Child protection and safeguarding records will be held securely in Miss Turner's office, with access being restricted to the DSL and their deputies" Child protection records were checked by Ofsted in our Pilot inspection March 2019.	
12.2	The school has 2 emergency contacts for all parents/carers.	Yes	See pupil black files in the office and the school's database.	
13 Curriculum		Yes/No	Please reference supporting evidence	Improvement actions
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. <i>*The Health and Wellbeing Service have a primary and secondary PSHE scheme of work</i>	Yes	We use the Health and Wellbeing Service primary scheme of work. This runs alongside a Mind Mate scheme creating a rich bank of resources. The My Health My School survey is completed during the summer term.	
14 Missing children		Yes/No	Please reference supporting evidence	Improvement actions
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 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.	
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.	
14.4	Number of pupils identified as having gone missing during the school day between September 2019 and March 2020:	0		
14.5	Number of pupils missing education referrals submitted to the Local Authority between September 2019 and March 2020:	5		
15 Alternative Providers/provisions		Yes/No	Please reference supporting evidence	Improvement actions
15.1	Please list any alternative providers/provisions/unregistered settings used for the purposes of alternative curriculum solutions	N/A	N/A	
15.2	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 2019) and the setting is following safer recruitment processes.	N/A	N/A	
16 Governors		Yes/No	Evidence used	Improvement actions
16.1	There is a lead Governor for child protection /safeguarding - please submit name of lead governor for child protection/safeguarding.	Yes	Mrs Pat Grady	
16.2	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	Safeguarding for governors - 17th January 2020	
16.3	The full Governing Body have undertaken child protection training/briefing in respect of their strategic safeguarding responsibilities, within the last three years.	Yes	Governors Training – Raminder Aujla 28th June 2018 Leeds City Council	

16.4	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 2019.	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 out IT systems are running efficiently and safely for all of the pupils.	
16.5	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 CP governor before it is submitted - this meeting is shared with governors at the main meeting which provides an opportunity for discussion and questions.	
16.6	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	
16.7	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.	
17 Recruitment and Selection		Yes/No	Please reference supporting evidence	Improvement actions
17.1	The organisation follows recruitment, selection and pre-employment vetting procedures as outlined in Part Three of Keeping Children Safe in Education (DfE 2019).	Yes	Policy is followed. Head, deputies and office staff involved in the recruitment process have all completed the safer recruitment training.	
17.2	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 2018).	Yes	Yes. SCR up to date and the policy is followed in full.	
17.3	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 Children Act 2006. Prohibition checks for all teachers appointed after September 2013. Prohibition checks for all staff (non-teachers) undertaking teaching work. S128 checks (where appropriate). Volunteer risk assessments.	Yes	Policy is followed in full and checks are completed. Personnel files were checked during Ofsted pilot inspection March 2019.	
17.4	The Head Teacher, Principal and of Chair of Governors have received the one day face to face National Consortium Safer Recruitment training within the last 3 years.	No	Safer recruitment training was booked for these staff and a deputy for 4th June 2020 but had to be cancelled due to Covid 19. To be rebooked when back at school.	Book training when it becomes available again.
18 Allegations against Staff		Yes/No	Please reference supporting evidence	Improvement actions
18.1	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	LCC policy is followed in full.	
18.2	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 2019).	Yes	Policy is followed in full by the school.	
18.3	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	This is a key focus of our safeguarding training - see records.	
19 Child Protection and Safeguarding Statistical Data		The data requested should reflect the current specified cohort at the time of completion of this form.		
19.1 Current number of open Early Help Assessments/Plans.		Number	0	
19.2 Current number of pupils identified as at risk of Child Exploitation:			0	
		Low Risk	0	
		Medium Risk	0	
		High Risk	0	
19.3 Number of pupils identified as at risk of FGM and have been referred to Children's Social Work Services between September 2019 - March 2020.			0	
19.4 Number of pupils identified as at risk of Forced Marriage and have been referred to Children's Social Work Services during September 19 - March 2020.			0	
19.5 Number of Risk Management Plans (RAMP) undertaken for harmful sexual behaviour during September 19 - March 2020.			0	
19.6 Number of pupils who have been on a reduced timetable during September 19 - March 2020.			0	
19.7 Number of pupils who have been on an alternative placement during September 19 - March 2020.			0	
20 Quality Assurance		Judgement	Month	Year
20.1 Please give details of your last S5 Ofsted judgement for Safeguarding.		Effective	March	2010
		Yes/No	Year	Name of Auditor
20.2 Has the school had an external safeguarding audit undertaken in the last five years.		Yes	2015	Claire Dodds
		Yes/No	Year	Recommendations reviewed by:
20.3 The SLT/Governing Body have ensured all recommendations identified in the external safeguarding audit have been actioned		Yes	2019	Mrs Grady
Head Teacher's Name 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:
Chair of Governor's Name 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 cme@leeds.gov.uk				