

Safeguarding Processes and Procedures

5

Q-CARD SERIES

Questions for governors and trustees to ask

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The background:

Boards must ensure their schools have effective safeguarding policies and procedures in place that take into account local risks, any statutory guidance issued by the Secretary of State, any LA guidance and locally agreed inter-agency procedures. *Keeping Children Safe in Education (KCSiE) September 2018.*

Boards must have arrangements in place to ensure that they: carry out their functions with a view to safeguarding and promoting the welfare of children; and have regard to the statutory guidance issued by the Secretary of State in considering what arrangements they need to make for the purpose of that section. *Section 175 of the Education Act 2002, and regulations under section 157 relating to safeguarding pupils in boards of maintained schools and academy trusts.*

Governors must provide robust and challenging discussions and questioning to ensure the effective safeguarding provision for their setting. *Governance Handbook 2017*

The questions:

- Has a Safeguarding governor/trustee been appointed, with clear terms of reference?
- Is safeguarding an agenda item at all meetings?
- Does the board regularly review the Safeguarding Policy, has it been personalised to the setting and is it available on the school website and in school? Are all staff and governors/trustees familiar with the policy?
- Is the Designated Safeguarding Lead (and their deputy) part of the Senior Leadership Team with appropriate and up to date training? Is this role included in their job description? How do staff, parents, pupils and visitors know who they are? What are the after school/ out of hour's arrangements for Safeguarding Leads?
- Have all staff, volunteers and governors/trustees received the necessary safeguarding training for their roles, how is this recorded, what cycle for training and refresher training is in place? How are updates and new information communicated effectively with all? What systems are in place to support midyear/ new members of staff, pupils, volunteers and the governing board receive the necessary Safeguarding information?
- Have all staff read and understood Part 1 of KCSiE, (the board Parts 1 and 2), the Safeguarding and other relevant policies (e.g. staff behaviour/ code of conduct/ whistle blowing etc), how is this monitored and recorded?
- Do staff, volunteers and governors know what to do if they have a concern about a child or a member of staff? What procedures are in place, are they effective and how do governors/trustees know? How strong is the Safeguarding ethos within the school, how is this projected and shared throughout the school community?
- Are vulnerable groups of children considered when discussing safeguarding e.g. Children in Care, children with Special Educational Needs or Disabilities?
- Are the board aware of the local safeguarding issues, are these included in the safeguarding policy and shared with staff? What are the online safety arrangements for the setting is there guidance for staff, governors/trustees and pupils on use of social media and mobile devices?
- Has the school evaluated its Safer Recruitment, Induction and Safeguarding procedures? How is this information being utilised to improve practice further? Are governors/trustees trained in Safer Recruitment?
- Is the Single Central Record (SCR) up to date, has the information held on SCR been cross referenced with personnel files, who is checking and how frequently?
- Does the school have an up to date, clear and informative safeguarding section for parents, pupils and the wider community on the school website? How is this maintained?
- How is the setting and the board listening to the pupil's voice and acting upon information gleaned?