

GOVERNORS MONITORING FORM

Area Safeguarding

Governor's Name: Margaret Hoole

Meeting: Headteacher who is DSL

Date of Visit: 01/03/2021

Focus of Visit: Introductory visit for new Safeguarding Governor

- Safer Recruitment
- On line learning / On line safety
- Covid19

Present:

Sam Laycock-Smith. DSL

Margaret Hoole. Governor

General/Context:

Due to restrictions of lockdown this meeting has been held online. DSL has the ability to screen share relevant information. Pre planning has enabled us to have a very productive meeting.

Challenging questions:

Tell me about staff training and awareness of safeguarding

All staff have received relevant, up to date and general safeguarding training either online or through staff meetings. All staff receive training on Prevent and Lifting and Handling on a yearly basis. We have 6 people who are trained in Safer Recruitment, which enables the school to interview candidates safely. The school business manager is to complete online training and takes up knowledge checks to keep up to date with the changing data. All staff have signed and read the Keeping Children safe in Education document. A record of staff safeguarding training is kept and indicators show when an update is required. The Head teacher and deputy Head teacher are both up to date trained DSL for the school. We are looking at maybe training a third person.

Could I see the Single Central Record (SCR)?

As Chair of Governors I attended a meeting with the Head teacher on a different date and did an intensive check of the SCR. I understand the system and was able to identify any problems that may arise. I was happy to conclude our meeting on a positive note that everything is in order.

Does the school have robust Safer Recruitment processes?

Yes. Not only are there staff trained but also the Chair of Governors. This is an ongoing process that staff renew their training every 3 years as recommended by the Local Authority. The school has indicators that alert our manager to any staff that need to update their training. This is a robust system that works well.

How is policy generated and reviewed?

Policies are taken to staff meetings and governor meetings every time there are changes or updates and they are adopted and signed to be the running document until it is replaced with a new updated one. All staff sign to confirm they have read all policies and procedures, and that is replicated in governor meetings.

What processes are in place for the recording and storing of safeguarding concerns and incidents?

The school use the CPOMS system to record all incidents, from minor to full blown incidents. Every teacher has their own log in and alerts go to the head teacher every time it is actioned. The head teacher checks and decides if any further action is needed on every incident recorded. Actions for the same person goes into one place for updates to keep the information in one place and not lots of incidents to be actioned. I was given a screen share shot of an alert that goes to the head teacher, this did not have any private information. The action of staff handling an incident is they take the pupil out class quietly and have a short conversation and then follow protocol from then on. No matter what level it is, the incident will always be recorded.

To what extent is safeguarding a feature of the curriculum?

All classes have P.S.E. teaching and in this subject we link safeguarding at the appropriate level for the class. As part of this monitoring I will be arranging a meeting with our SENCO to look at and learn about a new PSE scheme to be brought in at beginning of September. This scheme is called Jigsaw. The school wanted this system earlier but budget finances would not allow. A successful bid through The Spen Community Hub has enabled school to purchase this.

What about online safety?

Staff manage and monitor online safety and online learning. The school has had no major incidents since this began. All staff have a copy of the Online policy for schools and follow the recommendations. They know what to do and they do it. Online learning is closely monitored and supervised by staff. Children know where the line is, and also know not to overstep it. During the current lockdown staff are teaching pupils at home alongside pupils in the class room. Staff make parents aware of being at home, regarding which room is used and background noise. School has been able to loan out computers to pupils, which has enabled them to fully learn at home with their classmates.

Additional questions:

Due to the amount of information gathered during this meeting I had covered all areas I needed to. The only question was about school fully opening again. I was reassured that staff were working hard to prepare for all pupils to attend school next week.

Evaluation: Main points.

Safer recruitment processes are robust and thorough.

The curriculum encompasses safeguarding in all areas.

All areas of safeguarding are led by staff who are knowledgeable and committed to the school and its pupils.

Recording, reporting and reviewing safeguarding issues are thorough and robust.

Points/focus for next visit:

Update on Jigsaw and meeting with SENCO.

Review record keeping systems, look at data for changes.

Check and review staff training records and impact of that training.

Check that governors are up to date with safeguarding training.

Signed(Governor): Margaret Hooke

N.B. Please keep a copy for self-evaluation to feedback to other Governors.