



## **GREENFIELDS PRIMARY SCHOOL**

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Headteacher : Mrs Helen Cook

### **GOVERNING BODY SAFEGUARDING AUDIT**

The main purpose of this audit protocol is to provide assurance to the GB and all other stakeholders that Greenfields School is meeting its statutory safeguarding obligations under **Keeping Children Safe in Education**

The audit will take place every two years and will involve:

- Reviewing school documentation / IT systems, mainly with the Headteacher and the DSL, to cover the 17 safeguarding topic areas described within
- Making walkabout inspections and discussions with staff and children to validate evidence of compliance
- Reporting to the GB on its findings and recommended actions for minuting and tracking

The audit will be made by the Chair of Governors and the Safeguarding Link Governor.

## THE 17 SAFEGUARDING TOPIC AREAS

The requirements for compliance in each area are listed in the following pages. These requirements are all derived from the latest version of [Keeping Children Safe in Education](#)

1. CHILD PROTECTION POLICY
2. CHILD PROTECTION TRAINING
3. CHILDREN MISSING EDUCATION
4. DESIGNATED SAFEGUARDING LEAD
5. GOVERNOR SAFEGUARDING ROLES AND TRAINING
6. HANDLING ALLEGATIONS
7. INTER-AGENCY WORKING FOR SAFEGUARDING
8. OTHER SAFEGUARDING POLICIES AND PROCEDURES
9. OTHER SAFEGUARDING ROLES AND TRAINING
10. PROTECTING VULNERABLE CHILDREN
11. PUPILS' EXPERIENCE OF SAFEGUARDING
12. SAFEGUARDING IN WORK AND HOST FAMILY PLACEMENTS
13. SAFER RECRUITMENT OF CONTRACTORS
14. SAFER RECRUITMENT OF GOVERNORS
15. SAFER RECRUITMENT OF STAFF
16. SAFER RECRUITMENT OF VOLUNTEERS
17. SINGLE CENTRAL RECORD OF RECRUITMENT AND VETTING CHECKS

## 1. CHILD PROTECTION POLICY (audited 16.10.20)

**This requirement sets out what information must be included in the school's child protection policy.**

The policy must:

<b>REQUIREMENT</b>	<b>AUDIT FINDING</b>
Refer to inter-agency procedures put in place by the local safeguarding children board	Yes, school policy is that issued by Herts and is adopted without change. MASH is the Multi Agency Support Hub
Be updated annually	Yes, Herts issues updated policy every July which the school adopts and is signed-off by the governors in September
Be available publicly via the school website or other means	Yes, under Parents / Policies
Reflect the fact that additional barriers can exist when recognising abuse and neglect among children with special educational needs	Yes
Cover procedures relating to peer-on-peer abuse, the different gender issues that can be prevalent when dealing with peer-on-peer abuse, sexual harassment and the school's approach to online safety	Yes

## 2. CHILD PROTECTION TRAINING (audited 16.10.20)

**This requirement sets out the school's responsibilities in relation to child protection training.**

All school staff should:

Have received appropriate child protection training which is regularly updated	Yes. All staff have their Level 1 training updated annually and records are kept. Every 3 years this is conducted by external specialist from HCC. The 3 DSPs receive full Level 3 training every 2 years: JE and NW did this in 2020, KD due in 2021
Receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings) as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively	Yes, mostly via the DSL using emails and staff room bulletins. The DSPs meet monthly to review ongoing issues / cases: KD keeps confidential notes
Be aware of the early help process, and understand their role in it. This includes identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment	Yes, this is covered in the Level 1 training as well as posters in the staff room and classrooms
Be aware of the process for making referrals to children's social care and for statutory assessments under the Children Act 1989, and the role they may play in such assessments	Yes, this is covered in the Level 1 training as well as posters in the staff room and classrooms
Know what to do if a child tells them he/she is being abused or neglected, including maintaining an appropriate level of confidentiality and liaising with relevant professionals	Yes, this is covered in the Level 1 training as well as posters in the staff room and classrooms

### 3. CHILDREN MISSING EDUCATION (audited 16.10.20)

This requirement sets out the school's responsibilities on the subject of children missing education.

<p>The school must inform the local authority of any pupils who are added to the admission register within 5 days (with the exception of pupils joining the school at the start of its first year). Schools must provide the local authority with all the information held within the admission register about the pupil.</p>	<p>Admissions to the school are managed by the LA. The school only manages admissions into Nursery.</p>
<p>Where a pupil is deleted from the admission register, the school must provide the following information to the local authority about the pupil as soon as the ground for deletion is met (with the exception of pupils leaving the school at the end of its final year):</p>	<p>Yes, this is managed using Child Transfer Files via SIMS and CPOMS.</p>
<p>The pupil's full name</p>	
<p>The full name and address of any parent with whom the pupil normally resides</p>	
<p>An emergency contact telephone number for any parent with whom the pupil normally resides</p>	
<p>If the pupil is due to change his/her address, the name of the parent with whom he/she will be residing, the address, and the date from which the pupil will live at that address</p>	
<p>The name of any other school at which the pupil is registered, or is due to be registered, and the date on which the pupil first attended or will attend</p>	
<p>The grounds for deleting the pupil's name from the register</p>	

#### 4. DESIGNATED SAFEGUARDING LEAD (audited 16.10.20)

**This requirement sets out the duty on the school to have a designated safeguarding lead, and associated responsibilities.**

The school must have appointed a senior member of staff to act as the designated safeguarding lead (DSL). Schools must:

Ensure the DSL role is explicit in the relevant individual's job description	Yes this is in the JD for NW
Have arrangements in place so that there is always appropriate cover for this role, including during out-of-hours or out-of-term activities	The school has a DSL and two deputies to provide cover. There is also a dedicated phone line to the DSL
Ensure the DSL and any deputies have undergone child protection training, updated every 2 years	Yes, Level 3 completed
Ensure the DSL and any deputies have undergone Prevent awareness training	Yes, most recently completed the Home Office online course
Ensure the DSL has made links with the local safeguarding children's board to ensure staff are aware of training opportunities and the latest local policies on safeguarding	Yes
Ensure the DSL or a deputy DSL is always available during school hours for staff to discuss safeguarding concerns	Yes, neither NW nor JE normally works Friday but KD there.
Ensure the knowledge and skills of the DSL and any deputies are updated at regular intervals, but at least annually, to enable them to keep up with any developments relevant to their role	Yes, annual Level 1 and biannual Level 3. Regular updates from Herts via HfL bought-in service
Ensure the DSL is aware of his/her duties and responsibilities as set out on pages 59-60 of Keeping Children Safe in Education	Yes

## 5. GOVERNOR SAFEGUARDING ROLES AND TRAINING (audited 16.10.20)

This requirement sets out the safeguarding roles and responsibilities of school governors.

Governors must:

Have someone on the GB who is appointed to take leadership responsibility for the school's safeguarding arrangements	Debbie Hartley, Level 3 safeguarding qualification
Have regard to Keeping Children Safe in Education to ensure that the school's policies, procedures and training are effective and comply with the law	Governors receive annual Level 1 update training from the DSL each September and sign Appendix 2 of the revised CPP.
Have a nominated member of the governing body to liaise with the designated officer from the local authority and partner agencies when allegations of abuse are made against the Headteacher	Chair
Ensure they receive up-to-date safeguarding training	Annual, see above
Ensure they receive regular reports on the school's safeguarding arrangements	The twice-termly HT reports include safeguarding status which is a standard agenda item

## 6. HANDLING ALLEGATIONS (audited 16.10.20)

This requirement sets out the school's responsibilities when handling allegations of a safeguarding nature.

The school must:

Have procedures in place for reporting and handling concerns about or allegations against staff members, including the headteacher (and staff must be aware of this system)	The school CPP is adopted from the Herts policy without change
Have procedures in place to inform the designated officer at the local authority of all allegations of abuse made against staff	This is covered in the policy, involvement of the LADO
Have procedures in place to refer allegations against a teacher who is no longer teaching	Herts CPP
Have procedures in place to refer historical allegations to the police	Herts CPP
Have procedures in place to make a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned	Herts CPP
Have effective support systems in place for staff against whom allegations are made	In Whistleblowing Policy
Abide by their confidentiality obligations under the reporting restrictions introduced by the Education Act 2002, and ensure that other parties involved (including parents) also understand and abide by these	Covered in the Codes of Conduct for staff and parents
Keep a clear and comprehensive summary of all allegations (except malicious allegations), including how they were resolved, action taken and decisions reached, on the personnel file of the accused (providing a copy of this summary to the accused)	No need for this has arisen in recent years but the HT would use CPOMS for a secure record but without individual's names
Retain records of allegations at least until the accused has reached normal pension age, or for a period of 10 years from the date of the allegation if that is longer	HT aware of this requirement if ever needed

## 7. INTER-AGENCY WORKING FOR SAFEGUARDING

This requirement sets out the school's responsibilities for inter-agency working.

The school must:

Promptly take any agreed actions following a referral to protect the pupil from further harm, and ensure there is evidence of this	This is clearly understood and would be managed within CPOMS for action tracking and evidence trail
Contribute to inter-agency working in line with statutory guidance, Working Together to Safeguarding Children	Ditto
Take into account the policies and procedures of the local safeguarding children board (LSCB), including those concerning the Prevent duty, when setting safeguarding arrangements	DSL in liaison with Herts Safeguarding Board. Prevent training conducted, see above.
Set out clear procedures for sharing information with other professionals and the LSCB	As per the Herts CPP. This tends to be more dictated by the agencies requesting data from the school.
Ensure procedures are in place for monitoring the progress of referrals to social services or other agencies, and escalating/requesting reviews of referrals where the response is not satisfactory	Yes and tracked in CPOMS
Have arrangements in place to allow access to the school by children's social care to conduct, or consider whether to conduct, statutory assessments under the Children Act 1989	This is in place, typically for social workers and police
Inform the local authority of any pupil who fails to attend school regularly, or who has been absent without the school's permission for a continuous period of 10 school days or more, at intervals agreed with the local authority	School contacts the HCC Education Welfare Attendance Officer, but would not wait ten days for this.

## 8. OTHER SAFEGUARDING POLICIES AND PROCEDURES

This requirement sets out the policies and procedures that the school should have in place in addition to their child protection policies.

The school should:

Have a staff behaviour policy/code of conduct that covers acceptable use of technologies, relationships between staff and pupils, and communications (including the use of social media)	These are in place and have been reviewed by the GB. Included in staff induction pack.
Have recruitment and selection policies and procedures covering safer recruitment checks	In place. All the SLT have received Safer Recruitment training.
Have whistleblowing procedures in place. These procedures should be reflected in staff training and staff behaviour policies	Yes, the HfL policy is adopted and on the school website
Have policies and procedures in place for ensuring that visitors to the school (e.g. external speakers) are suitable and checked and monitored as appropriate	Any such visitors must have been DBS checked and will be accompanied by staff at all times the children are present.
Have a clear approach to implementing the Prevent duty and to keeping children safe from the dangers of radicalisation and extremism	This is addressed in the annual safeguarding training
Implement the required policies with regard to the safe use of mobile phones and cameras in settings	This is addressed in the school's IT policy, staff handbook and code of conduct

Safeguarding policies must:

Be provided to and followed by all staff, including agency staff, contractors and volunteers	Agency staff no longer used but would still receive the same induction as staff. Contractors and volunteers are DBS checked. Volunteering Policy on the school website addresses safeguarding requirements and induction training
Feature guidelines specific to the EYFS and reflecting the requirements for the statutory framework for the EYFS where settings include this phase	Policies specific to the EYFS relate to toileting and personal (intimate) care.
Cover issues and referral processes specific to adult learners where the school also educates adults	n/a
Be used appropriately and reviewed as required	School has a policy review schedule overseen by the GB

## 9. OTHER SAFEGUARDING ROLES AND TRAINING

**This requirement sets out the school's safeguarding responsibilities related to staff other than the designated safeguarding lead.**

The school must:

Ensure staff feel confident to challenge senior leaders over any safeguarding concerns	Staff can call the designated MASH number if not satisfied (multi-agency service helpline)
Ensure all staff undergo regular reviews of their safeguarding practice to ensure this improves over time	Refresher training is annual, led by the DSL, using updated materials from HCC. Regular reminders on the use of CPOMS and ongoing surveillance of its use by staff.
Have appointed a designated teacher to promote the educational achievement of children who are looked after and ensure that this person has had appropriate training	This is the HT.
Ensure opportunities are provided for staff to contribute to and share safeguarding policies and procedures	This is facilitated by the school being small, single form entry, strong team working ethic in place.
Ensure all staff have read at least part 1 of the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education	Yes, and records in place
Ensure the school's safeguarding policies and procedures are followed by all staff, particularly those concerning referrals of cases of suspected abuse and neglect	This is managed in CPOMS: Record of Concern button requires response from the DSP.
Ensure all staff are aware of the reporting requirements for known cases of female genital mutilation	Annual training covers this.
Ensure all staff have received, as part of induction training, an explanation of the school's safeguarding systems and policies and the role of the designated safeguarding lead	Yes, against a checklist. All staff covered including dinner ladies.
Ensure all staff receive safeguarding and child protection updates as required, but at least annually	Yes, by the DSL, see above.
Ensure all staff have received training in online safety which is integrated, aligned and considered as part of the school's overarching safeguarding approach	Yes. Externally-run sessions provided in 2019 in the school for staff and parents. E-safety policy in place.
Ensure all staff have received Prevent awareness training, where the school feels this is necessary	Part of the annual update training
Ensure all staff know when it is appropriate to make a referral to the Channel programme	Included in the above training

Keep up-to-date records of staff safeguarding training, including levels of training and dates	In place
Take a proportional, risk-based approach to determining what level of information to provide to volunteers	Volunteers receive induction training from the DSL. Volunteering Policy including Code of Conduct in place and on the website.

## 10. PROTECTING VULNERABLE CHILDREN

This requirement sets out the school's responsibilities for protecting vulnerable children.

The school must:

Ensure that, where a child has been identified as being at risk, there is a written plan in place with clear and agreed procedures to protect him/her	Child Protection Plan would be written by the multi-agency team and entered in CPOMS
Ensure that, where a child is the subject of a child in need plan or child protection plan, or is looked after, the plan identifies the help that he/she should receive and the action to be taken if a professional has further concerns or information to report	Plans identify a lead worker and have the school input. Managed in CPOMS
Oversee the safe use of technology by pupils and staff at school, and take immediate action if they have any concerns	All the school IT systems are based on reputable sources (Net Nanny) managed through HfL and Con-Ed IT support team.
Challenge discriminatory behaviours and ensure help and support are given to children about how to treat others with respect	STEPS-trained school. British Values promoted via themed days, assemblies, posters, Governors' Cup.
Have procedures in place for dealing with children that go missing from education, to help identify the risk of abuse and neglect and prevent the risks of them going missing in future	Already covered above.
For looked after children, ensure appropriate staff are given the information they need, including:	
<ul style="list-style-type: none"> <li>• The child's legal looked-after status</li> <li>• Contact arrangements with birth parents or those with parental responsibility</li> <li>• The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her</li> </ul>	Managed by the HT. Currently one child in foster care.
For looked after children, ensure the designated safeguarding lead (DSL) has details of the child's social worker and the name of the virtual school head at the local authority that looks after him/her	Yes. One such child at the time of the audit
Ensure the DSL works with the virtual school head to discuss how pupil premium funding for looked after children can best be used to support the progress and meet the needs of those pupils	PEP
Ensure that arrangements are in place to ensure that where a staff member becomes aware that a pupil under the age of 16 (or 18 if they have a disability) may be in a private fostering arrangement, that staff	One case at the moment. Staff are aware of carers who drop-off and pick-up

member raises this with the designated senior person for child protection, and the school notifies the local authority of the circumstances	
Ensure rules are in place about taking, storing and publishing photographs of children, including at-risk children, and that staff and parents are aware of these	Included in school policies and in the Codes of Conduct. GDPR opt-in parental consent required for photos.
Assess the risk of pupils being drawn into terrorism, including support for extremist ideas	Terrorism assessed as low risk: County Lines drug dealing more significant risk
Ensure that procedures are in place for protecting children at risk of radicalisation	Repeat from above
Ensure suitable internet filtering and monitoring systems are in place and that these keep pupils safe from terrorist and extremist material while at school	Repeat from above
Ensure there are whole-school policies and practices for combating bullying, including cyber-bullying and bullying or harassment that is racist, sexist, homophobic or targeted against those with disabilities	Policies and practices are in place, facilitated by being a small school. British Values promoted.
Have procedures in place relating to peer-on-peer abuse, covering:	
<ul style="list-style-type: none"> <li>• How to minimise the risk of peer-on-peer abuse</li> <li>• How allegations of such abuse will be investigated and dealt with</li> <li>• The different forms that peer-on-peer abuse can take</li> <li>• The fact that peer abuse should never be tolerated or passed off as 'banter' or 'part of growing up'</li> </ul>	<p>Addressed in the CPP.</p> <p>Y6 Peer Mediators in place for KS-2</p> <p>Y4 Play Leaders in place for KS-1</p> <p>School Council</p>
Ensure child protection reports and records of disclosures are stored securely with the file for the pupil concerned, in a sealed envelope which is clearly marked	Older records are stored and locked in HT office. Newer records in CPOMS. Individual pupil files are securely locked.
In primary schools, ensure child protection records are retained until the child leaves the school	Yes, then forwarded to their next school.
Ensure the DSL transfers child protection files as soon as possible to a child's new school/college where he/she leaves the school. This must be separate from the main pupil file and a confirmation of receipt must be obtained	Yes, via CPOMS electronic files or hardcopy file
Where there are risks associated with children offending, misusing drugs or alcohol, self-harming, going missing, being vulnerable to radicalisation or being sexually exploited, schools should ensure:	

<ul style="list-style-type: none"><li>• These are known by the adults who care for them and shared with the local authority children’s social care service or other relevant agency</li><li>• Plans and help are in place that are reducing the risk of harm or actual harm, and that is there evidence of their impact</li><li>• Risks are kept under regular review and that there is regular and effective liaison with other agencies where appropriate</li><li>• Staff and other adults receive regular supervision and support if they are working directly and regularly with children whose safety and welfare are at risk</li></ul>	<p>DSL receives monthly coaching / sharing / counselling with external specialist support. She does the equivalent for the Nurture Team</p>
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## 11. PUPILS' EXPERIENCES OF SAFEGUARDING (07.06.21)

This requirement sets out the school's responsibilities in relation to pupils' experiences of safeguarding.

The school must:

<p>Ensure there are systems in place for children to express their views and give feedback about the measures in place to protect them</p>	<p>This is encouraged during PSHE lessons. The Children's Charter defines their rights. The Nurture function is available to all children to come and openly discuss concerns. Worry Boxes are in every classroom as well as in the dining room.</p>
<p>Ensure the child's wishes and feelings are always taken into account when determining what action to take and what services to provide in response to a safeguarding concern</p>	<p>Referrals to MASH include wishes and feelings expressed by the child. Records are scanned into CPOMS.</p>
<p>Ensure pupils are taught about safeguarding, including online safety, as part of the curriculum, e.g. through personal, social, health and economic (PSHE) education and/or sex and relationship education</p>	<p>e-safety built-in as units every term e-safety week in school every October Every class has e-safety reminders by the computer stations School assemblies are held specifically on e-safety Parenting courses offered on e-safety Newsletter reminders which highlight specific e-safety concerns New school policy on RSE now being taught, policy on the website</p>

## 12. SAFEGUARDING IN WORK AND HOST FAMILY PLACEMENTS

**This requirement sets out the school's responsibilities around work placements and host family placements.**

The school must check that:

They consider the need for those supervising children under 16 on work experience placements to undergo enhanced Disclosure and Barring Service (DBS) checks with barred list information	Not applicable
They ensure that policies and procedures are in place to keep pupils safe on work experience placements	Not applicable
Where the school arranges a host family placement for a child under 16, for example as part of a foreign exchange visit, they request an enhanced DBS check with barred list information for the adult(s) who will be looking after the child, or check that equivalent checks for the country in question have been undertaken	Not applicable

### 13. SAFER RECRUITMENT OF CONTRACTORS (07.07.21)

**This requirement sets out the school's responsibilities for the safer recruitment of contractors.**

The school must check the following in relation to contractors:

That it ensures that any contractors engaging in regulated activity at the school have undergone an enhanced Disclosure and Barring Service (DBS) check with barred list information	Copies of DBS certificates and barred list checks are requested and checked before allowing any onsite activity. All are signed and checked by Head teacher.
That the school ensures that any contractors not in regulated activity, but whose work at the school provides them with an opportunity for regular contact with children, have undergone an enhanced DBS check (without barred list information)	Yes, copies of anyone working onsite with children have to provide a current DBS certificate with the contractor's name and they are filed and checked by the office or person who has requested the contractor onsite.
That where the school does not feel that DBS and barred list checks need to be carried out on contractors because they do not have the opportunity for regular contact with children, it ensures they are adequately supervised	Yes, any contractor working onsite that is not in regular activity will be adequately supervised.
That the identity of contractors and their staff is always checked when they arrive at the school	Yes. Any visiting the school have to be greeted and signed-in and obtain relevant id badges which must be worn at all times and be on display.

#### 14. SAFER RECRUITMENT OF GOVERNORS (07.07.21)

**This requirement sets out the school's responsibilities for the safer recruitment of governors.**

The school must check the following in relation to governors:

That enhanced Disclosure and Barring Service (DBS) checks have been carried out on all governors	Yes. All governors are subjected to full DBS and barred list checks when appointed.
That these checks include barred list information for any governors who are engaging in regulated activity at the school	Yes all checks include an enhanced DBS and also barred list check.

## 15. SAFER RECRUITMENT OF STAFF (07.07.21)

**This requirement sets out the school's responsibilities for the safer recruitment of staff.**

The school must:

Ensure there is always at least one person on any appointment panel who has undertaken up-to-date safer recruitment training	Yes. Safer recruitment training has been completed by head teacher.
Complete pre-appointment checks on a new member of staff	Yes, all pre-appointment checks are carried out as required for the single record safeguarding and relevant to job role.
Where the school uses the Disclosure and Barring (DBS) Update Service to carry out status check on an individual:	Yes. Update service checks are carried out on the Government website as required.
Obtain the individual's consent first	Yes always
Confirm that the certificate matches the individual's identity	Yes
Examine the original certificate to ensure it is for the appropriate workforce and level of check	Yes, always checking front and back of the certificate
Ask all candidates for written information about previous employment history and check that information is not contradictory or incomplete	Previous employments are requested on the application form.
Seek references for all shortlisted candidates, including internal ones, before interview, and request them directly from the referee	No. References are requested after job offer subjected to pre-employment checks
When scrutinising references before making an appointment:	
Reject open references (for example in the form of 'to whom it may concern' testimonials)	All referees are contacted directly by the school and not provided by candidate.
Ensure any concerns have been resolved satisfactorily	Yes
Contact the referee for further clarification where necessary	Yes, all references are verified by telephone.
Compare references for consistency with the information provided by the candidate and take up any discrepancies with him/her	Yes, referees are asked questions relating to the application form and information provided by candidate
Adequately supervise any individuals allowed to start work before their DBS certificates are available and ensure all other checks are completed	If pre-employment checks are delayed a head teacher risk assessment is put into place.

Ensure all teachers have undergone a check to ensure they are not prohibited from teaching	Yes, prohibition checks are completed before employment commences
For candidates for teaching posts who are not currently employed as teachers, contact the school, college or local authority where he/she was most recently employed to confirm details of their employment and their reasons for leaving	N/A
Consider any information about past disciplinary action or allegations carefully when assessing an applicant's suitability	Yes, all information is accessed by the head teacher and if required a risk assessment is carried out
Ensure that checks have been carried out on individuals who work in childcare provision or who are directly concerned with its management to ensure they are not disqualified under the Childcare (Disqualification) Regulations 2009	Yes, a child disqualification declaration is completed by all staff, visitors and governors annually.
Obtain written confirmation that the agency/business supplying agency staff has carried out the checks/obtained the DBS certificates that the school would have carried out had it employed the staff member itself	N/A – Staff are now covered in house.
Check when an agency staff member arrives for work that he/she is the same person on whom the checks have been carried out	N/A – Staff are now covered in house.
Obtain written confirmation that the initial teacher training provider has carried out the relevant checks on trainee teachers who are fee-funded and that the provider has judged the trainee to be suitable to work with children	Yes, all checks are carried out as per our safeguarding policy with full enhanced checks.
Ensure that where a member of staff moves from a post that was not in regulated activity into work that is regulated activity, it carries out the relevant checks for regulated activity	All staff are enhanced DBS checked and barred list
Where a teacher is dismissed due to serious misconduct, or might have been dismissed had he/she not left first, consider whether to refer the case to the secretary of state, so that the secretary of state can decide whether to make a prohibition order in respect of the individual	Yes, the head teacher would follow procedures if ever needed to.
When carrying out childcare disqualification checks, ensure it acts proportionately and minimises, wherever possible, the intrusion into the private lives of staff and members of their household	Yes, any disqualification is treated in confidence.

## 16. SAFER RECRUITMENT OF VOLUNTEERS (07.07.21)

**This requirement sets out the school's responsibilities for the safer recruitment of volunteers.**

The school must check the following in relation to volunteers:

That they obtain enhanced Disclosure and Barring Service (DBS) certificates with barred list information for all unsupervised volunteers who teach or look after children regularly	Yes, volunteers are enhanced DBS checked, references are obtained and full barred list check carried out.
or provide personal care on a one-off basis	N/A
That they carry out risk assessments to determine whether it is necessary to obtain enhanced DBS certificates without barred list information for individual volunteers who are not engaging in regulated activity, but who have the opportunity to come into contact with children on a regular basis (e.g. supervised volunteers)	All volunteers are enhanced checked.
That where a supervised volunteer is carrying out work that would be regulated activity if it were unsupervised: <ul style="list-style-type: none"><li>• the supervision is regular</li><li>• reasonable</li><li>• and carried out by a person who is in regulated activity</li></ul>	All volunteers are risk assessed and are not left unsupervised with children

## 17. SINGLE CENTRAL RECORD OF RECRUITMENT AND VETTING CHECKS (07.07.21)

This requirement sets out what information must be included in the school's single central record (SCR).

The school must:

Maintain and regularly update the SCR	Yes SCR is updated regularly and audited annually by Herts for Learning.
Ensure the SCR covers all staff who work at the school, all governors and volunteers for whom checks were carried out	Yes
Ensure that, where the school chooses to keep copies of DBS certificates, they are destroyed after 6 months	Yes, all confidential documents are shredded
Ensure that copies of other documents used to verify a successful candidate's identity, right to work and required qualifications are kept on his/her personnel file	Yes, all personnel files are kept in a locked room in a locked cupboard with only three key holders who have access.

To comply with statutory guidance the SCR must record whether the following checks have been carried out/certificates obtained, and the date each check was completed/certificate was obtained. It must also record who carried out the checks:

Identity check	Yes all checks are carried out and recorded on the SCR
Barred list check	Yes all checks are carried out and recorded on the SCR
Enhanced DBS check	Yes all checks are carried out and recorded on the SCR
Prohibition from teaching check	Yes all checks are carried out and recorded on the SCR
Further checks on people living or working outside the UK including checks for teacher sanctions and restrictions imposed by an EEA regulating authority	Yes all checks are carried out and recorded on the SCR
Check of professional qualifications	Yes all checks are carried out and recorded on the SCR
Check to establish the person's right to work in the UK	Yes all checks are carried out and recorded on the SCR. Copy of passport is always obtained and Visa if applicable

For supply staff, it must record:

Whether written confirmation was received that the agency/business employing the staff member has carried out the relevant checks/obtained the relevant certificates	Yes all checks are carried out and recorded on the SCR. Copies on headed paper have to be obtained from agency/business manager stating all checks are clear and complete
Whether any enhanced DBS certificate has been provided in respect of the member of supply staff	N/A – we do not currently use supply staff
The date the confirmation was received	All dates recorded on SCR as required.

**AUDIT SUMMARY**

There are no significant findings that require further action

David Ray, Chair of Governors

Debbie Hartley, Safeguarding Link Governor

07.07.2021