

Devon County Council School Safeguarding Audit 2020/2021

School Information

Q1. School Name

Pilton Bluecoat Junior Academy

Q2. DfE Number 878/

3451

Q3. Name of Headteacher

Ian Thomas

Q4. Type of School

Academy

Q5. Is your school part of a MAT or Federation?

Yes

If 'Yes' which one?

TEAM Multi Academy Trust

If this audit is being completed for more than one setting in a MAT or Federation, please record all names of schools to be included: Please only use this option if the DSL is the same person across all settings, otherwise please ensure the DSL for the setting undertakes a separate S175 audit.

Brayford 878/2230, High Bickington 878/3062, Pilton Bluecoat 878/3451, Umberleigh 878/2248, Witheridge 878/3068

Q6. Please enter relevant details for key personnel as requested below:

	Name	Email	Date of last Level 3 training	Title of Level 3 training	Date of last forum attended
Designated Safeguarding Lead (DSL)	Ian Thomas	CEO@team-mat.org.uk	30.09.2020	-	None attended
Deputy DSL	Robin Norton	head@high-bickington-primary.devon.sch.uk	17.10.2019	-	None attended
Deputy DSL	Corrinne Smith	csmith@piltonbluecoat.devon.sch.uk	22.01.2020	-	none attened
Deputy DSL	Dan Polak	dpolak@piltonbluecoat.devon.sch.uk	30.09.2020	-	None attended
Safeguarding Governor	Sue Davies	suedavies@gmail.com	14.03.2019	-	None attended
Deputy Safeguarding Governor	Julie Wells	jwells@piltonbluecoat.devon.sch.uk	14.03.2019	-	None attended

Q7. Please enter relevant details for key personnel as requested below:

	Name	Email
Designated Teacher for CiC (including previously looked after children)	Kate Taylor	ktaylor@piltonbluecoat.devon.sch.uk
Designated Teacher for Young Carers	Kate Taylor	ktaylor@piltonbluecoat.devon.sch.uk
SPOC for Channel / Prevent	Ian Thomas	ceo@team-mat.org.uk
Senior Lead for Early Help	Kate Taylor	ktaylor@piltonbluecoat.devon.sch.uk
Senior Lead for RSE	Ian thomas	ceo@team-mat.org.uk
Operation Encompass	Ian thomas	ceo@team-mat.org.uk

Q8. Please provide us with up to date emergency contact details for use in MASH/LADO by Education and Children's Services staff to access information during school holidays. The emergency contact details you provide on this page will be shared with relevant Safeguarding teams at Babcock LDP and Devon County Council for purposes relevant to the DSL and DDSL roles. We will not use or share these details for any other unrelated purpose. All data will be processed in accordance with our privacy notice at www.babcockldp.co.uk/privacy. Where you are providing information on behalf of another individual, please provide them with access to this statement and our privacy notice.

	Name	Role	1st Contact number	2nd Contact number
Emergency Contact #1	Ian Thomas	CEO	07970205019	01271342097
Emergency Contact #2	Briony Parsons	Trust Business Manager	01769 581052	n/a
Emergency Contact #3	Dan Polak	Head of School Pilton Bluecoat Junior Academy	07963328845	n/a

Part one: What school staff should know and do.

Q9. Are all staff aware of the systems within your school/ college / setting which support safeguarding and is this explained to them as part of their induction? (Para.13 KCSiE 2020)

	Induction with DSL / Safeguarding Team	Staff sign policies and guidance	Posters of Safeguarding Team and procedures	In house training	Online Training
Teaching Staff	X	X	X	X	X
Non Teaching Staff	X	X	X	X	X
Catering Staff	X	X	X	X	X
Site Staff	X	X	X	X	X
Cleaning Staff	X	X	X	X	X
Governors	X	X	X	X	X
Volunteers	X	X	X	X	X

How is this evidenced?

Safeguarding policies and documents including KCSiE and Child Protection & Safeguarding Policy are issued to all staff and volunteers and signed as confirmation at a face to face induction meeting.

Q10. Does the induction for all new staff include information about the following policies, procedures and guidance?

Child Protection Policy

Code of Conduct / Behaviour Policy

Child Missing in Education (CME)

DSL and Safeguarding team information

KCSiE 2020 (Part 1 and Annex A)

Whistleblowing Policy

Other (please specify):

E-safety, Signing in of visitor protocol and use of mobile phones.

Q11. Is a copy of KCSiE (Part 1 and Annex A) and other key policies / procedures shared with staff to read prior to their 1st day of employment?

Yes

Additional Information

All staff sign to confirm they have read and understood prior to the start of their employment.

Q12. How do staff receive annual safeguarding and child protection training?

	Externally provided Level 2 training	In - house Level 2 training	Online Level 2 training	Other
Teaching Staff		X		
Non Teaching Staff		X		
Catering Staff		X		
Site Staff		X		
Cleaning Staff		X		
Governors		X		
Volunteers		X		

Additional Information

Training delivered by Heads of School using material from The Key on a bi-annual basis to all staff. Annual updates and all changes delivered via inset and feedback at the start of each term with key material displayed across the schools and highlighted in the termly Trust newsletter.

Q13. In addition to Level 2 training, do all staff receive Safeguarding and Child Protection updates as required and least annually?

	Babcock One Minute Guides (OMG)	Babcock Podcasts	Babcock Safeguarding Newsletter	Information shared in school briefings	Scenarios	Information shared in school meetings	Notice Boards	Safeguarding update Emails	External organ train (ple pro addi inform
Safeguarding Team	X	X	X	X	X	X	X	X	
Pastoral / Welfare Team	X	X	X	X	X	X	X	X	
Teaching Staff	X	X	X	X	X	X	X	X	
Non Teaching staff	X					X	X	X	
Catering Staff	X						X	X	
Site Staff	X					X	X	X	
Cleaning Staff	X					X	X	X	
Governors	X	X	X	X	X	X	X	X	
Volunteers	X					X	X	X	

Additional Information

CEO forwards e-bulletins to Heads of School as appropriate. Safeguarding issues relating to individual schools are discussed at weel meetings. Termly Trust newsletter highlights key changes and acts as a reminder. Increasing use of external agencies NSPCC, Dartn Teaching Schools Alliance, Babcock one minute briefings and pod casts to support understanding in school.

Q14. Are all staff aware of the Early Help process and understand their role in it? (Para.15) (not all suggestions will be relevant for all types of staff)

	In-house training	Posters	Training from the Early Help team	Attending Early Help events	Attending triage meetings	Receiving Early Help locality emails	Right for Children Training (R4C)
Safeguarding Team	X	X	X	X	X	X	X
Pastoral / Welfare team	X	X	X	X	X	X	X
Teaching Staff	X	X					
Non Teaching Staff	X	X					
Catering Staff	X	X					
Site Staff	X	X					
Cleaning Staff	X	X					
Governors	X	X					
Volunteers	X	X					

additional information

Trust SENCO and SLT have been fully engaged with Early Help (EH) and disseminated any key information to trust staff as required.

Trust SENCo attends triage meetings and links specifically with EH.

Head of School (HoS) at Witheridge was due to complete training on EH but cancelled due to Covid-19.

EH posters displayed across the Trust.

Some Trust schools although not invited to meetings have provided information when requested.

Q15. How are staff trained on how to make a referral to Children's Social Care, and what their role might be if the referral is agreed as Section 17 or Section 47 (Children's Act 1989) (Para 16)?

	Externally provided training	In house training	Awareness of Devon childrens and family partnership (DCFP) or equivalent for Plymouth / Torbay / Cornwall	Awareness of social care threshold tools	Information on Safeguarding Team poster	Information on the back of lanyards
Safeguarding Team	X	X	X	X	X	
Pastoral / Welfare Team	X	X	X	X	X	
Teaching Staff		X	X	X	X	
Non Teaching staff		X			X	
Catering Staff		X			X	
Site Staff		X			X	
Cleaning Staff		X			X	
Governors		X			X	
Volunteers		X			X	

Additional Information

Strong processes in place across the trust with information passed on through training and concerns raised with DSL in an appropriate and timely manner.

Q16. Do all staff know what to do if a child tells them he/she is being abused or neglected? (Para. 17)

	Speak to someone from the Safeguarding Team	Log information on pupil safeguarding file	Log information using online recording system (CPOMS/Safeguard my school)	Make a referral to MASH (if significant harm is identified)
Teaching Staff	X	X	X	X
Non Teaching Staff	X	X	X	X
Catering Staff	X	X	X	X
Site Staff	X	X	X	X
Cleaning Staff	X	X	X	X
Governors	X	X	X	X
Volunteers	X	X	X	X
Supply Staff	X	X	X	X

Additional Information

Included as part of everyone's induction process and updated in Level 2 Safeguarding training. Open culture encourages and provides staff with opportunities across the Trust to discuss concerns and have conversations with the safeguarding team..

Pilton and Witheridge use CPOMs. Brayford, UMBERLEIGH and High Bickington log on pupil files. MASH number clearly displayed in all schools key areas.

Q17. How are all staff alert to the needs of children belonging to the list of vulnerable groups listed in KCSiE? (Para.18)

Child Protection Policy

KCSiE (Part 1 and Annex A)

In - house Level 2 training

Information briefings

Other (please specify):

Proactive and open culture on sharing information to ensure vulnerable groups are looked after. Highlighted by positive SIAMs report on how vulnerable group are identified and supported.

Q18. How are all staff made aware of indicators of abuse or neglect? (Para. 19 - 26)

Child Protection Policy

KCSiE (Part 1 and Annex A)

In house Level 2 training

Use of Neglect Toolkit (DCFP)

Scenario based learning

Other (please specify):

Standard agenda item at staff, governor and trustee meetings. Individual school reviews help identified areas and aspects of neglect and abuse to ensure all staff have good understanding.

Q19. Are all staff aware that abuse, neglect and Safeguarding issues are rarely standalone events? (Para. 20)

Yes

Additional information

Systems and processes in place across the trust help build up a full and detailed profile of each case to protect vulnerable pupils.

A review of chronologies highlights a high level of awareness and detail completed by all staff.

Q20. Are staff aware of the following safeguarding issues, including signs and indicators, and what to do if they have concerns? (Para. 22 - 40)

	Peer on Peer abuse	Substance misuse	Sexting	Missing Education	Contextual safeguarding	Exploitation (Criminal, Sexual, Radicalisation)	Domestic Abuse	Forced Marriage	Upskirting
Teaching Staff	X	X	X	X	X	X	X	X	X
Non Teaching Staff	X	X	X	X	X	X	X	X	X
Catering Staff	X	X	X	X	X	X	X	X	X
Site Staff	X	X	X	X	X	X	X	X	X
Cleaning Staff	X	X	X	X	X	X	X	X	X
Governors	X	X	X	X	X	X	X	X	X
Volunteers	X	X	X	X	X	X	X	X	X

Additional Information

By annual reading and signing of KCSiE all staff have the awareness of these categories of safeguarding. Babcock One Minute Guides have been shared across the trust and displayed in staffrooms.

Q21. How do teachers know about their statutory duty to report FGM to the police? (Para. 33)

Child Protection Policy

KCSiE (Part 1 and Annex A)

In house Level 2 training

Babcock OMG - FGM

Other (please specify):

Via training and processes in place all teachers aware of statutory duty to report.

Q22. How do you ensure that all staff have the attitude that 'it could happen here'? (Para.41)

Safeguarding Supervision / Mentoring

In house training

Staff meetings

Case studies

Scenarios

Other (please specify):

the level of need in each school has meant that our staff have had to deal with some complex safeguarding issues over the past 12 months. this has meant that leadership have had to be very proactive in ensuring all staff are aware that 'it could happen or continue to happen here'.

Q23. Are you confident that all staff who have a concern about a child's welfare, act on these concerns immediately? (Para. 42)

Yes

Q24. Is the DSL or someone in the Safeguarding Team always available to discuss safeguarding concerns? (Para.43)

Yes

Q25. Are staff aware of the importance of early information sharing and how vital this is when trying to effectively identify, and assess, concerns to ensure appropriate and timely allocation of support? (Para. 46)

Yes

Q26. How are all staff made aware of the seven golden rules of information sharing? (Para. 46)

	Externally provided training	In house training	Posters	Leaflets	Induction
Safeguarding Team	X	X			X
Pastoral / Welfare Team	X	X			X
Teaching Staff		X			X
Non Teaching staff		X			X
Catering Staff		X			X
Site Staff		X			X
Cleaning Staff		X			X
Governors		X			X
Volunteers		X			X

Additional Information

Ensure all staff are aware of the 7 Golden rules through the training undertaken bi-annually both at level 2 and level 3.

Q27. Are open Early Help cases kept under constant review and if concerns escalate, a referral to Children's Social Care made? (Para. 47)

Yes

How are cases reviewed and how frequently?

SENCO and safeguarding team liaise and ensure cases are kept under constant review.

Q28. Does the DSL ensure that all MASH enquiries are followed up if there is no notification of an outcome? (Para. 51)

Yes

Q29. Has the DSL used escalation procedures including the Case Resolution Protocol for any cases? (Para.53)

No

Additional information

Not aware of any cases in the last 12 months.

Q30. How does the DSL ensure that robust safeguarding records are kept for all children (when appropriate) and that they clearly show evidence of concerns, discussions, decision making and outcomes? (Para.54)

Case audits

Electronic logging systems (CPOMS/ Safeguard my school)

Case supervision / mentoring

Other (please specify):

individual school reviews undertaken together with trustee termly monitoring

Q31. How are staff made aware of how to report concerns about another staff member or the Head Teacher? (Para. 56)

	Whistleblowing Policy	Externally provided Level 2 training	In house level 2 training	LADO information	Posters on notice board	Information in staff meetings	Information in staff briefings
Teaching Staff	X		X			X	
Non Teaching Staff	X		X			X	
Catering Staff	X		X				
Site Staff	X		X				
Cleaning Staff	X		X				
Governors	X		X				
Volunteers	X		X				

Additional information

Whistleblowing policy is part of the induction process and reviewed on an annual basis by all staff.

Part two: The responsibility of governing bodies, proprietors and management committees

Q32. Does the school have an effective child protection policy, updated annually (as a minimum) and made available publicly either via the website or by other means? (Para. 63)

Yes

Q33. Does the Child Protection Policy include the schools procedures for dealing with children with SEND? (Para.126)

Yes

If 'No' please provide reason.

The Trust also has a separate SEND policy

Q34. Does the school hold more than one emergency contact number for each pupil? (Para.63)

Yes

If 'No' please provide reason.

We endeavor to on all occasions but are aware in some situations this is not possible and seek an alternative means of contact.

Q35. Does the school have a staff behaviour policy / code of conduct which includes acceptable use of technologies, staff / pupil relationships and communications including the use of social media? (Para. 63)

Yes

Q36. Is the DSL a member of the school's SLT and are they trained every 2 years? (Para.67 - 73)

Yes

Q37. How does the DSL keep up to date with their knowledge and skills regularly (at least annually)? (Para. 73)

Babcock Training

External agency Training (please provide details in additional information box)

Online Training (please provide details in additional information box)

Other (please specify):

Level 3 Babcock training for DSL and DDSL staff, Safeguarding annual conference, Dartmoor Teaching Schools Alliance and online updates from The Key.

Q38. How does the school contribute to multi-agency working in-line with statutory guidance (Working Together to Safeguard Children 2018)? (Para. 74)

Attending Child Protection Conferences & Core Group meetings

Attending Child in Meetings

Attending Early Help (TAF) meetings

Attending Early Help Triage Meetings

Strategy Meetings

Other (please specify):

Across the Trust we ensure staff attend meetings as required

Q39. How are staff aware that Data Protection Act 2018 (and GDPR) contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information? (Para.84/85)

	Externally provided Level 2 training	In house Level 2 training	OMG's	Child Protection Policy	Other Policy	Information from DPO (Data Protection Officer)
Teaching Staff			X	X		X
Non Teaching Staff			X	X		X
Catering Staff			X	X		X
Site Staff			X	X		X
Cleaning Staff			X	X		X
Governors			X	X		X
Volunteers			X	X		X

Additional Information
DPO disseminates updates and information to all staff as appropriate to ensure trust remains compliant.

Q40. Does the DSL ensure that the Child Protection file of relevant children is transferred to the new education setting as soon as possible, ensuring secure transit and confirmation of receipt retained? (Para. 87)

Yes

If 'No' please provide reason

Reminder sent to all administrators and Heads of School prior to the end of the academic year by use of one minute guide from Babcock.

Q41. Are filters and appropriate monitoring systems in place and are pupils taught about online safety? (Para. 92)

Yes

If 'No' please provide reason

Trust online safety policy.
Cross trust digital champions provide valuable pupil feedback regarding online safety and undertake awareness activities.
Firewalls in place on electronic devices across the trust.

Q42. What systems are in place to give the pupils an opportunity to express their views and give feedback? (Para.107)

Student Council / Senate

Student Surveys

Pupil post boxes to share views

Meetings with SLT

Other (please specify):

Cross trust digital champion meeting. Safeguarding trustee's annual meeting with pupil groups discussing safeguarding concerns and awareness.

Part three: Safer Recruitment

Q43. Does the school / MAT have a Single Central Record (SCR) that has tabs to record the required checks for all employees, volunteers (including governors), contractors and agency staff with no gaps? (Para.164)There should be no gaps in the SCR.

Yes

Q44. Does the evidence within the SCR match that in a random sample of employee files?

Yes

Q45. Are two references sought for each employee including their most recent employer and can this be evidenced? Or, if the employee doesn't have two references, do they have a risk assessment in place?

Yes

Q46. Does the setting seek verification to confirm the source of references that have been received electronically since 2018? (Para.161)

Yes

Q47. Are copies of original ID documents and qualifications, where required, held on file? (Para.171)

Yes

Q48. Is the school clear that the original DBS certificates should be seen, but not copied? (Para.171)

Yes

Q49. Does the setting use some form of risk assessment for long standing employees where there are missing documents on files such as references?

Yes

Q50. Does the setting retain evidence of responses to safeguarding questions asked for the successful candidate?

Yes

Q51. Do at least two people shortlist for all posts, including for part-time positions and / or where there is only one candidate / internal candidate?

Yes

Q52. Are letters of offer for successful candidates conditional upon receipt of two satisfactory references, qualifications, DBS checks and medical clearance?

Yes

Q53. Where internal candidates are applying are they, as external candidates are, asked to complete an application form that is scrutinised for gaps in both their education and employment history? (Para. 178)

Yes

Q54. Is there a procedure in place to make a referral to the DBS if a person in regulated activity is dismissed or removed due to safeguarding concerns? (Para. 179)

No

Q55. Is there someone trained in safer recruitment on every interview panel?

Yes

Q56. Have those with the safer recruitment qualification had a refresher session within the last 5 years? (this is NOT a statutory requirement)

Yes

Good Practice / Miscellaneous questions

Q57. Do the school have 'Ready for Anything' (lockdown) procedures that have been agreed and practiced?

Yes

Q58. Do the school have a RSE policy?

No

If 'No' please provide reason

In part - currently under review across the trust to ensure each school has an appropriate RSE policy

Q59. How are school supporting the RSE curriculum for their pupils?

Own curriculum planning

Jigsaw

NSPCC

Other (please specify):

School nurse has also visited some of the schools within the trust to support RSE curriculum.

Q60. What training has staff had on signs and indicators of Child Sexual Abuse?

	Externally provided Level 2 training	In house Level 2 training	Externally provided Level 3 training	Online training	Brook Traffic light scenarios	OMG	PACE online training	Lucy Faithful Foundation training	DCFP training
Safeguarding team		X	X			X			
Pastoral / Welfare team		X	X			X			
Teaching Staff		X				X			
Non Teaching Staff		X				X			
Catering staff		X				X			
Site staff		X				X			
Cleaning staff		X				X			
Governors		X				X			
Volunteers		X				X			

Additional information

In house training to ensure staff clear about indicators. Annual reading of KCSiE part 1 by all staff, governors and volunteers.

Q61. Are all staff aware of the Adolescent Safety Framework (ASF) and what their role is when undertaking a Safer Me Assessment for a child.

No

If 'No' please provide reason

n/a

Q62. Have staff in the school attended the following ASF meetings?

None

If none, why?

n/a

Q63. How are school supporting pupils with their Mental Health needs?

CAMHS referrals

School Nurse referrals

Other (please specify):

Church of England mental health and wellbeing policy for the church schools within the trust.

Q64. How are schools supporting their children who have been identified as Young Carers?

Other (please specify):

Currently there are no young carers identified within the trust.

Q65. How many Bullying and Prejudice/Hate Incidents have been reported to the LA using the BPHI form?

nil

Q66. Out of the BPHI referrals made, how many involved BAME children?

nil

Q67. As a setting we have introduced a position statement to recognise equality and diversity in our history. This statement is widely available on our school website.

Yes

Q68. As a setting do you have clear and robust systems in place to monitor attendance data and trends? This includes:

Late to school

1st day calling

Children who arrive by transport

Identifying attendance trends

Monitoring attendance data

Working with the Education Welfare Team

Further information

Administrators undertake this task daily to ensure the school is aware of the whereabouts of all children under their care.

Q69. How are you continuing to ensure that vulnerable children are safe during Covid?

Vulnerable pupil list RAG rated with named CP/CIN pupils regularly phoned. Regular contact with social workers and external agencies. Strong networking with local learning communities to deliver a local provision during covid-19. Risk assessments and control measures completed and reviewed on a regular basis. Alternative provision provided for pupils during lockdown at Pilton Bluecoat when some of the smaller trust schools closed. G-Suite used and rolled out across the trust for online learning.

Q70. What are your biggest challenges when trying to safeguard children in the current environment?

parents who are unwilling to engage either by phone or email. Home visits by EWO required to ensure children safe.

Q71. As a setting are you aware of the procedure for children who become EHE and ensure the following procedure is followed?

Receive confirmation in writing from parent / carer (with parental responsibility)

Meeting with parent / carer

Meeting with child - where possible without parents/carers present

Complete the Safeguarding Pupil form and submit to the LA

Make a MASH enquiry if concerns are identified

Further Information

There has not been the opportunity to meet with the child without a parent on all occasions.

Q72. As a DSL what information do you receive to keep up to date with the latest guidance and information?

Headteacher Update - Emails

Babcock Newsletters

NSPCC Newsletter

Early Help Emails

DCFP newsletter

Further information

Additional information also received from Dartmoor Teaching School Alliance.

Action Plan

Q73. Please upload a copy of your completed action plan.

- File: S175_Action_Plan_2020.docx

School feedback

Q74. Please provide us with any feedback about things you would find helpful or useful in order to increase your confidence and competence.

Our SLT found the form to be very helpful in reflecting on our safeguarding procedures for all staffing groups throughout TEAM Multi-Academy Trust.