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# Annual and Half Termly Safeguarding Report to the

# Governing Body/Trustee Board/Management Committee or Proprietor

Governing bodies, proprietors and management committees have a strategic leadership responsibility for their school or college’s safeguarding arrangements and must ensure that they comply with their duties under legislation. They must have regard for [***Keeping Children Safe in Education (DfE 2023)***](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)ensuring policies, procedures and training in their schools or colleges are effective and always comply with the law. *Paragraph 78 KCSiE 2023*

[***Sections 175 and 157 of the Education Act 2002***](https://www.legislation.gov.uk/ukpga/2002/32/section/175) places a statutory duty on **maintained and independent schools to make arrangements to ensure that in discharging their functions, they have regard to the need to safeguard and promote the welfare of children.**

Governing bodies and proprietors should be aware of their obligations under the [***Human Rights Act 1998***](https://www.legislation.gov.uk/ukpga/1998/42/contents)**, the** [***Equality Act 2010***](https://www.legislation.gov.uk/ukpga/2010/15/contents)**,** (including the [***Public Sector Equality Duty***](https://www.gov.uk/government/publications/public-sector-equality-duty)), and their local multi-agency safeguarding arrangements, [***Hertfordshire Safeguarding children Partnership procedures manual.***](https://hertsscb.proceduresonline.com/index.htm)

This annual/half termly report to governors / trustees is an account of the whole school’s safeguarding training schedule, an update on school policies and procedures in relation to safeguarding and promoting the welfare of children/young people, an update of the progress made since the last reporting period and submission of safeguarding policy and practice and clarifying the processes for the review and monitoring of safeguarding arrangements. It also summarises the number of individuals for whom early help support and child protection casework has been undertaken.

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| Name and type of Education Setting  |  |
| Name of Author of report, job title and date completed | Click or tap to enter a date. |
| Name of Headteacher/Principal |  |
| Name of Designated Safeguarding Lead (DSL) |  |
| Name of Chair of Governors/Management Committee/Proprietor  |  |
| Name of Nominated Safeguarding Governor  |  |

**THE ACADEMIC TERM/HALF TERM FOR THIS REPORT**

**PLEASE NOTE THIS REPORT TEMPLATE PROVIDES THE CHOICE TO EITHER USE FOR AS A STANDALONE ANNUAL REPORT TO GB, OR USE AS A HALF TERMLY REPORT (SEE SCHEDULE BELOW)**

1. **Autumn Term: September – December 2023:**
* Report submitted Click or tap to enter a date.

# Date shared with in full Governing Body meeting. Click or tap to enter a date.

1. **Spring Term: January – March 2024:**
* Report submitted Click or tap to enter a date.

# Date shared with in full Governing Body meeting. Click or tap to enter a date.

1. **Summer Term: April – July 2024:**
* Report submitted Click or tap to enter a date.

# Date shared with in full Governing Body meeting. Click or tap to enter a date.

**Whole school organisational safeguarding arrangements**

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| **Safeguarding children training and updates for all staff** | **Number****Yes/No** | **Evidence/Comments** | **Action Required** |
| Number of staff who received induction training this termWere all these completed within the first week of joining? |  |  |  |
| Have all staff read and signed confirmation they have read the Child Protection Policy for this academic year? |  |  |  |
| Number of staff who attended Safeguarding Children Training this termAre all staff up to date (3 yearly timescale)? |  |  |  |
| Number of staff who have received safeguarding updates and subjects coveredAre relevant staff up to date (annually for the interim years between the 3 yearly SCT)?  |  |  |  |
| Number of DSLs and DDSLs who have attended the 2 Day DSL training (new to role)Have all DSL/DDSLs in post undertaken 2 day training prior to starting the role?Are all DSL/DDSLs up to date? |  |  |  |
| Number of DSLs/DDSLs who have attended the DSL Refresher trainingAre all DSL/DDSLs up to date (2 yearly)? |  |  |  |
| Have any DSL/DDSLs attended any additional safeguarding training on specific topics i.e via the HSCPHow many?Which topics? Has this been needed in response to any particular safeguarding themes or trends within the setting/community or for continued professional development?  |  |  |  |
| Number of Governors who have attended Safeguarding in Governance Training?Are all Governors up to date? |  |  |  |
| Were any KCSiE updates/new policies shared with staff?  |  |  |  |
| Number of staff Prevent TrainingGov.uk online trainingCPSLO DSL Prevent lead TrainingHas DSL shared with staff? how & date? |  |  |  |
| Number of staff receiving Online Safety Training |  |  |  |
| Any other comments:  |
| Are there any outstanding training needs that have been identified? |

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| **Safeguarding children and promoting their welfare**  | **Evidence/Commentary** | **Action Required** |
| What opportunities were there to teach safeguarding to children (including online)?Have any sessions or information evening taken place with parents/carers? |  |  |
| How are the standards for cyber security being met? When were they last reviewed? |  |  |
| Is the filtering and monitoring system robust – when was it last audited and what was the outcome? |  |  |
| Is there an identified DSL and IT lead for monitoring and filtering?Have they had training? Date |  |  |
| Have all staff had training on their role within filtering and monitoring? (This could be included within whole school SCT so please check the materials of your training provider’s course)DateAre all staff up to date?  |  |  |

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| **Children Looked After (CLA)** | **Evidence/Commentary** | **Action Required** |
| Name of the Designated Teacher who is responsible for the educational achievement and care of CLA |  |  |
| What work has there been to support CLA and previously CLA and/or children who have had a social worker in the last 6 years? |  |  |
| Has the Designated Teacher for CLA received advice and support from the Virtual School?Please outline details and what service within virtual school |  |  |
| Has the Designated Teacher for CLA required further advice, training and support?Please provide details |  |  |

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| **Safer Recruitment** | **Yes/No****Number** | **Evidence/Date/Commentary** | **Action Required** |
| Has anyone received Safer Recruitment Training?(*at least one of the panel members for interview/recruitment must have had safer recruitment training)* |  |  |  |
| Does the setting have a single central record (SCR) with a nominated member of staff who is the custodian of the record?Name  |  |  |  |
| Has this person completed Safer Recruitment training and if so, when?*(This is not mandatory, however would be highly recommended)* |  |  |  |
| Is the SCR checked and verified by the DSL at least termly? |  |  |  |
| Date the SCR was last checked and by whom? |  |  |  |
| Has the Link Safeguarding Governor sought reassurance that the SCR has been checked since the last reporting episode?If no – is there an expected frequency for this to be done? |  |  |  |

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| **Concerns/allegations against staff and volunteers** | **Overview e.g. numbers, outcomes etc** | **Evidence/Commentary** | **Action Required**  |
| How many allegations made against members of staff, volunteers or supply staff did school consider to meet harm threshold for a Local Authority Designated Officer (LADO) referral?How many of these met threshold for LADO meeting/oversight?How many of these did not meet threshold and LADO provided a consultation/advice?Has any of this activity resulted in disciplinary process for individual staff? (please do not include names)identifying any particular themes of concern or learning for the setting in regards to safer working practice/ managing allegations? Have any LADO episodes concluded with recommendations for the setting to seek support from the Local Authority i.e consultation, advice, guidance on safeguarding practice or training needs?Please provide details |  |  |  |
| How many allegations made against members of staff, volunteers or supply staff did school consider NOT to meet harm threshold for a Local Authority Designated Officer (LADO) referral and therefore managed as a Low Level Concern internally?Have any of these individual staff had previous Low Level Concerns recorded for them?Has any of this activity resulted in disciplinary process for individual staff? (please do not include names)identifying any particular themes of concern or learning for the setting in regards to safer working practice?  |  |  |  |

**Safeguarding Individual Children/Young People (Early Help Support and/or Protection)**

*NB The information in this report is confidential and therefore intentionally set out as numerical references etc. This is because it is not the role of Management Committee/Proprietors to have information about individual children/their families, unless it is in the context of fulfilling disciplinary* f*unctions.*

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| **Children being supported through Early Help, Child in Need and Child Protection**  | **Overview e.g numbers/ outcomes** | **Evidence/ Commentary** | **Action required** |
| Has the DSL/DDSL accessed the Consultation Hub for advice?If yes – for how many children?  |  |  |  |
| How many children are being supported by a Child Protection Plan (by category)*Physical**Emotional**Sexual**Neglect?*  |  |  |  |
| How many children are being supported by a Child in Need Plan?  |  |  |  |
| How many Requests for Support has the school made for Early Help?Child Protection? |  |  |  |
| Number of children Currently with a Social Worker or have had a SW accessing support via Virtual School |  |  |  |
| How many children have been supported by a Families First assessment (Early Help support) for which the DSL/DDSL is/was the lead professional? |  |  |  |
| How many children supported by other early help services for example SASH, IFST young carers, Family Centre, Services for Young People, any other relevant support?Please provide relevant details |  |  |  |
| How many Children Looked After (CLA) are there within the setting who are looked after byHCC?Other Local Authority? |  |  |  |
| Have there been any reports of Sexual harassment?  |  |  |  |
| Have there been any reports of Sexual violence (harmful behaviours)? |  |  |  |
| Have there been any reports of racist issues?  |  |  |  |
| Have there been any reports to the Prevent officer?referrals to Channel panel? |  |  |  |
| Have any safeguarding issues been identified by HCC, HFL education, Ofsted or another organisation that require improvement/action? |  |  |  |
| Have any safeguarding issues been identified via audits, complaints or whistleblowing that require improvement/action? |  |  |  |

**Attendance, Managed Moves, and Exclusions**

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| **Fixed term exclusions** | **Autumn Term** | **Spring Term** | **Summer Term** | **Reasons** |
| **Permanent exclusions** | **Autumn Term** | **Spring Term** | **Summer Term** | **Reasons** |
| **Managed Moves** | **Autumn Term** | **Spring Term** | **Summer Term** | **Reasons** |

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| **Whole school attendance** | Over all 2023 – 2023Compare last year to this year | 2023 to date: Click or tap to enter a date. |
| **Attendance** |  |  |
| **Authorised absence**  |  |  |
| **Unauthorised absence**  |  |  |
| **Number of pupils persistently absent**  |  |  |
| **Number of pupils persistently absent referred to CS/Early Help (please state which)** |  |  |
| **Number of pupils persistently absent referred to AIO Service for issue of a Penalty Notice/statutory action** |  |  |
| **Number of pupils whose parents have been prosecuted for poor school attendance** |  |  |
| **Number of pupils taken off roll to be Elective Home Educated** |  |  |

Signed/Role: Date Click or tap to enter a date.

Date of next termly update to the Governing Body/Management Committee/Proprietor Click or tap to enter a date.

**Date approved and signed off by the Governing Body, Trustee Board or Management Committee.**

Chair of Governors/Trustees ………………………………………………. Click or tap to enter a date.

Headteacher Date………………………………………………… Click or tap to enter a date.

When completed and signed off by GB, this can be filed with the local authority (CPSLO service by emailing it to cpsloadmin@hertfordshire.gov.uk

# Appendix A – Sample data collection tool

**Example for DSL/DDSLs** **of a ‘running record’ and ‘comparative’ data of key safeguarding information to share with governors within the annual report.**

**Early help support and Child Protection Overview of comparisons (meetings and reports)**

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| **No. of children** | Aut 123/24 | Aut 122/23 | Aut 223/24 | Aut 222/23 | Spr 123/24 | Spr 122/23 | Spr 223/24 | Spr 222/23 | Sum 123/24 | Sum 122/23 | Sum 223/24 | Sum 222/23 | **Totals**23/24 | **Totals**22/23 |
| DSL/DDSL calls to Consultation Hub |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Child Protection Referrals |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Child supported on a child protection plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Physical abuse* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Emotional abuse* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sexual abuse* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Neglect* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initial Child Protection Conference attended |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reports |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review CPC Attended |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reports |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Core Group Attended |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reports |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Families First Assessment (Early Help plans)  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Team around the family meetings attended |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Key Worker for how many children |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Child Looked after CLA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PEPs meeting attended |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Children who have had a social worker in the past 6yrs, CP or CIN |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Police Referrals |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Operation Encompass Domestic Abuse notifications and reports |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Prevent/Channel referrals |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Child Sexual Exploitation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Child Criminal Exploitation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Online safety issues |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Operation Encompass notifications Children missing from home/care  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Racist issues incidents |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Child-on-child Bullying |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Child-on-child Sexual Violence  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Child-on-child Sexual Harassment  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |