

Section 175 of the Education Act 2002 places a statutory duty on Local Authorities and governing bodies of maintained schools to have arrangements in place to ensure that they safeguard and promote the welfare of children. Section 157 of the Act places the same responsibilities on Independent Schools and Academies. The Governing Body is accountable for ensuring that the school has effective policies and procedures in place in accordance with DfE guidance . The Children Act 1989 and the Education (Independent School Standards) Regulations 2014 outline the requirement for the governing body of Further Education colleges and sixth forms to take appropriate steps to minimise the risk of harm and oversee the safeguarding in their organisation.

This checklist has been designed to support Governing Bodies of maintained and independent schools and colleges to ensure that the organisation is compliant with statutory requirements. Links to further guidance and training are embedded in the electronic copy of the checklist. It would be expected that every organisation has a nominated Safeguarding Governor.

In addition to this checklist, the school or college should complete and review their safeguarding self-evaluation on a regular basis and ensure that the Governing Body receives regular reports on how the organisation manages the safeguarding function. The self-evaluation tool enables rigorous monitoring of the safeguarding function in accordance with the requirements of the Education Act 2002 and the Children Act 2004, Section 11. Such systems will also support the organisation to identify areas for improvement beyond minimum statutory requirements. The WSCB suggests the use of the NSPCC tool here: <http://www.nspcc.org.uk/fighting-for-childhood/news-opinion/new-safeguarding-tool-professionals/> or an equivalent.

**Safeguarding Compliance Checklist for Governors**

**Date of completion: Person(s) undertaking the check:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Action** | **Further Guidance** | **Evidence of compliance** | **Action req.**  **Y / N** |
| 1 | The school has developed their own safeguarding and child protection policy which meets the needs of the children in its community.  The policy is reviewed annually and conforms to statutory requirements and WSCB procedures.  The policy is clearly dated, highlighting the timescale for review. | [WSCB Model policy](http://www.wiganlscb.com/Professionals/Schools-policies-guidance.aspx) | Date policy was last reviewed: |  |
| 2 | The policy should reflect additional safeguarding challenges for children with SEN and disabilities, including:   * Awareness that behaviour, mood and injury may relate to possible abuse and just a child’s SEN or disability. * Higher risk of peer group isolation, bullying and communication difficulties. | [WSCB Model policy](http://www.wiganlscb.com/Professionals/Schools-policies-guidance.aspx) |  |  |
| 3 | The issue of peer on peer abuse must be included in the School Policy and staff should have an understanding of what this means and how the school deals with such issues. |  |  |  |
| 4 | There are policies and procedures in place for dealing with sexual violence and harassment and this is included in staff training. | [The ‘Sexual violence and sexual harassment between children in schools and colleges’ guidance (May 2018)](file:///C:\Users\k_hghe\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\WI3P1069\sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges)  Part 5  ‘Keeping Children Safe in Education’, DfE ([2018](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)) |  |  |
| 5 | All staff should be aware of systems within their school which support safeguarding and these should be explained to them as part of staff induction. This should include:   * The Child Protection Policy. * The Behaviour Policy. * The Staff Behaviour Policy (Code of conduct) * The safeguarding response to children going missing from education; and * The role of the Designated Safeguarding Lead (including the identity of the safeguarding lead and any deputies).   Copies of these policies should be provided to all staff at induction, including the Guidance for Safer Working Practice (2015) | [WSCB Model policy](http://www.wiganlscb.com/Professionals/Schools-policies-guidance.aspx)  [‘Guidance for safer working practice for those working with children and young people in education settings’](http://www.schools.norfolk.gov.uk/download/ncc097068) (2015) | *Induction checklist* |  |
| 6 | The model policy is publicly available via the school or college website or by other means and parents are made aware of the school’s statutory responsibilities in accordance with the policy. | [WSCB Model policy](http://www.wiganlscb.com/Professionals/Schools-policies-guidance.aspx) |  |  |
| 7 | The schools internet policy should reference the possibility of children being able to access the internet on 3G and 4G networks via their mobile phones. |  |  |  |
| 8 | Are the following Polices/Procedures in place?  Anti - Bullying  Positive Handling  SEN  CiC  Management of Allegations  Medical Needs  Personal Intimate Care  Complaints and Compliments  Inclusion  Behaviour  E-Safety  Staff Conduct  School Security  Start and End of Day Procedures  Use of Mobile Phones  Whistleblowing  Critical Incidents  Risk Assessments  One-to-One Working  Peer on Peer Abuse  Information Sharing  And how are staff, parents and pupils made aware of them? |  |  |  |
| 9 | There should be more than 1 emergency contact for each child. |  |  |  |
| 10 | All staff have read Part One of [‘Keeping Children Safe in Education’, DfE (2018)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) | ‘Keeping Children Safe in Education’, DfE ([2018](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) |  |  |
| 11 | The Headteacher and at least one Governor must have completed safer recruitment training. There must be one person who is trained in safer recruitment on each interview panel. | [WSCB Training Brochure](http://www.wiganlscb.com/Docs/PDF/Professional/WSCB-Training-and-Development-Programme.pdf) | *Training Log, certification* |  |
| 12 | The school operates safer recruitment procedures and makes sure that all appropriate checks are carried out on new staff and volunteers who will work with children including all relevant Disclosure & Barring Checks. | [Keeping Children Safe in Education’, DfE (2018)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) |  |  |
| 13 | A risk assessment has been completed for each volunteer and in line with Safer Recruitment all volunteers have an Enhanced DBS check. |  |  |  |
| 14 | All safer recruitment checks are evidenced in the Single Central Record and this checked regularly for accuracy. |  |  |  |
| 15 | The school have obtained written confirmation from alternative providers that they have completed relevant checks on their staff in line with safer recruitment procedures. |  |  |  |
| 16 | The school has obtained Enhanced DBS checks for parents where overseas pupils stay. |  |  |  |
| 17 | Where the school is an Academy, Free School and Independent School, S128 checks should be undertaken on; governors/trustees, headteachers, members of the Senior Leadership Team and departmental heads. | <https://www.gov.uk/guidance/teacher-status-checks-information-for-employers> |  |  |
| 18 | Procedures are in place for dealing with allegations of abuse against members of staff and volunteers that comply with national and WSCB guidance and Greater Manchester Safeguarding procedures.  These procedures are available for all staff to access. | Part 4  [Keeping Children Safe in Education’, DfE (2018)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)  [Greater Manchester Safeguarding Procedures](https://greatermanchesterscb.proceduresonline.com/)  <https://www.gov.uk/whistleblowing>  [NSPCC whistleblowing helpline](https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/) |  |  |
| 19 | A member of the governing body (usually the chair) has been nominated to be responsible for liaising with the local authority and partner agencies in the event of an allegation of abuse being made against the Headteacher. | Part 4  [Keeping Children Safe in Education’, DfE (2018)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) |  |  |
| 21 | Designated Safeguarding Lead: A senior member of the school’s leadership team has been designated to take lead responsibility for dealing with child protection issues, to provide advice and support to staff and work with other agencies and they have received appropriate training to equip them to fulfil the role. The person has the time and resources to undertake this work and maintain training. | [Keeping Children Safe in Education’, DfE (2018)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) | Date of last training: |  |
| 22 | There is an alternative person identified to fulfil the role in the DSL’s absence and there is always cover for this role. | [Keeping Children Safe in Education’, DfE (2018)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) | Date of last training: |  |
| 23 | All staff receive appropriate safeguarding and child protection training which is regularly updated. In addition all staff should receive safeguarding and child protection updates (email, e-bulletins and staff meetings) to safeguard children effectively, which is appropriate to their role. |  | Date of last training: |  |
| 24 | All staff should be aware of their local early help process and understand their role in it. | <http://www.wiganlscb.com/Professionals/Early-help.aspx> |  |  |
| 25 | All staff should be aware of the process for making referrals to children’s social care and for statutory assessments under the Children Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral, along with the role they might be expected to play in such assessments. | <http://www.wiganlscb.com/Professionals/Report-it-professionals.aspx>  <http://www.wiganlscb.com/Professionals/Thresholds-of-Need-in-Wigan.aspx> |  |  |
| 26 | All staff should know what to do if a child tells them he/she is being abused or neglected. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, such as the designated safeguarding lead (or a deputy) and children’s social care. Staff should never promise a child that they will not tell anyone about a report of abuse, as this may ultimately not be in the best interests of the child. | <https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/what-to-do-child-speaks-out-about-abuse/> |  |  |
| 27 | All staff should be aware of indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection. | [What to do if your worried a child is being abused; advice for practitioners](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf) |  |  |
| 28 | All staff are aware of the specific legal duties placed on them to report any concerns regarding Female Genital mutilation (FGM) | <https://greatermanchesterscb.proceduresonline.com/chapters/p_fgm.html> |  |  |
| 29 | The school keeps up to date records of all staff safeguarding training including levels of training and dates. |  | *Training Log*  Date of last training: |  |
| 30 | The Designated Safeguarding Lead has received Prevent awareness training and the school has appropriate arrangements in place to prevent pupils being drawn into terrorism in line with the Prevent duty. | ‘[Prevent Duty Guidance: for England & Wales’, HM Government (2015)](https://www.gov.uk/government/publications/prevent-duty-guidance)  [The Prevent duty: Departmental advice for schools and childcare providers’](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf), DfE (2015)  ‘[Promoting fundamental British values as part of SMSC in schools: Departmental advice for maintained schools’](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380595/SMSC_Guidance_Maintained_Schools.pdf), DfE (2014)  [Keeping Children Safe in Education’, DfE (2018)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) | *Date of last training:*  *Policy*  *Curriculum content*  *IT policies*  *Risk assessment & partnership working (as appropriate)* |  |
| 31 | Members of the Governing Body have received suitable training in order to ensure that the school fulfils statutory responsibilities for safeguarding. |  |  |  |
| 32 | The Governing Body regularly receives a report outlining how the school is fulfilling the statutory requirements for safeguarding; these reports and any identified actions are clearly referenced in the minutes of meetings. |  |  |  |
| 33 | The Governing Body regularly receives information regarding any children who have started to access Elective Home Education. |  |  |  |
| 34 | A regular health and safety check is made of premises, ICT systems and grounds. |  |  |  |
| 35 | The safeguarding governor is regularly appraised of numbers of children subject to child protection plans, looked after, subject to CAFs, or where there are concerns for persistent absenteeism or poor attendance. |  |  |  |
| 36 | The school keeps a record of risk assessments which take place before school trips. |  |  |  |
| 37 | Does the school or college play an active part in local multi agency working.  Is there a relationship with the Police Safer Neighbourhood’s Team, local Fire Brigade, LADO and WSCB. |  |  |  |
| 38 | There is a log of complaints and compliments and how do the Governors oversee these?  How are outcomes then fed back pupils, parents and staff? |  |  |  |
| 39 | Completion of the Wigan Safeguarding Children in Education Audit. It is advised that this tool is completed jointly by the Designated Safeguarding Lead, Headteacher and nominated Governor for Safeguarding. |  |  |  |