

### Full Safeguarding Review of St Mary Magdalen's Catholic Primary School

The review took place on 21 March 2023. A draft report was shared with the headteacher for comments and corrections. The review was then finalised and shared with the Chair of Governors. It is noted that there has been considerable improvement since the last safeguarding review in January 2018.

This review is informed by:

- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2022 (KCSIE)
- Kingston and Richmond Safeguarding Children Partnership (KRSCP) procedures

People involved/consulted:

- Senior leadership team (SLT)
- Safeguarding team (discussed attendance and behaviour)
- Staff group (picked by the school)
- Pupil group (picked by the school)
- Safeguarding governor
- Admin officer responsible for the single central record (SCR)
- Local authority designated officer (LADO)
- Achieving for Children's (AfC's) caregivers survey

Leadership and Management:	
What is going well?	Evidenced by:
There is a designated safeguarding lead (DSL) who has the responsibility for online safety, deputy DSLs and a designated teacher for children looked after (CLA).	Discussion with SLT Child protection policy
There is always a DSL or deputy available during school hours. The headteacher and DSL meet regularly to discuss individual children.	Discussion with SLT
The SLT is aware of the extra barriers and challenges children with special educational needs and disabilities (SEND) experience in relation to safeguarding.	Discussion with SLT

Leadership and Management:	
What is going well?	Evidenced by:
There is a safeguarding governor who completes safeguarding visits with the DSL and has an active role in the statutory annual self-audit. The safeguarding governor has the lead for CLA and online safety. The safeguarding governor reports they are confident in challenging the safeguarding team where appropriate and have a good relationship with them. The safeguarding and SLT provide safeguarding updates and school context to the governing body.	Discussion with safeguarding governor FGB meeting minutes
Safeguarding is on the agenda at full governing body (FGB) meetings and in school staff briefings.	Discussion with safeguarding governor FGB meeting minutes
The SLT are aware of their role in providing early help, including utilising the early help partnership tool and early help resilience networks when necessary.	Discussion with SLT
The SLT reports good multi-agency working. The SLT reports that they challenge professionals about decisions made when needed.	Discussion with SLT
The safeguarding team recognises issues with attendance can be an indicator of abuse. Attendance is monitored and there is a clear process for addressing concerns. The school has regular interactions with the education welfare officer (EWO). The safeguarding team has procedures in place to identify and report children missing from education (CME).	Discussion with the safeguarding team
The SLT can explain how they are promoting a culture where sexual harassment and abuse is not tolerated and there are safe reporting mechanisms. The safeguarding team knows just because there are no reports of this nature it could still be 'happening here'.	Discussion with the safeguarding team
Pupil voices are gathered to inform the school's approach to safeguarding. There is an active school council and annual pupil surveys.	Discussion with the safeguarding team
The school can demonstrate good safeguarding communication with caregivers. The views of caregivers are sought by the school. The safeguarding team reports parents/carers approach staff for support and report strong relationships with their pupil's families. Caregivers felt newsletters were the forum in which they received the most information about keeping their children safe. All caregivers felt they could tell a member of staff about their worries.	Curriculum shared via the newsletter Discussion with safeguarding team The school's parents' survey AfC's caregivers' survey

Leadership and Management:	
What is going well?	Evidenced by:
The school can demonstrate emotional wellbeing is a high priority in their school.	Attachment aware school award ELSA Rainbows Training
The safeguarding team liaises with other schools in the vicinity, or schools who have a similar demographic, to share best practice.	Liaison with Richmond Catholic schools and locality schools and attendance at the DSL forums

School action plan to address leadership and management areas for development		
Suggested areas for development	Who?	By when?
<p>1. The DSL and deputies have weekly scheduled and dedicated time to carry out their safeguarding responsibilities. This should include discussion of individual cases.</p> <p>The SG team meet every Tuesday morning to review:            CPOMS – individual cases, CIN &amp; PC updates            Filtering and monitoring weekly reports            Identify and plan SG training needs            Other related SG updates and Issues</p>	DSL with SLT/SG TEAM	ACTIONED  Tuesdays 9.30am
<p>2. The SLT regularly analyses recorded safeguarding data and is, therefore, able to consistently identify trends and patterns. Analysis of child on child abuse incidents (including sexual harassment and violence, and discriminatory behaviour) and the external safeguarding concerns affecting pupils and their families, helps the team to coordinate a safeguarding response, addressing any issues and themes. Analysing the school's behaviour data will help reflect whether the school's behaviour management strategies are effective. Where there are wider and/or prevalent issues, the school's website and newsletters are utilised for sharing safeguarding information.</p> <p>Weekly analysis and monitoring report on all CPOMS incident reports including aggregate monitoring.</p>	DSL runs a weekly CPOMS report - shared with SG Team in Tuesday's SG weekly meetings	Weekly report + End of term report

School action plan to address leadership and management areas for development		
Suggested areas for development	Who?	By when?
Termly reports are produced and analysed and shared with school Governing Body via the Headteacher's termly report and discussed in full governors meeting.		
<p>3. The safeguarding governor could triangulate evidence by meeting with pupils and staff during safeguarding visits. Safeguarding could feature regularly in school council meetings and both the safeguarding governor and DSL could complete safeguarding walks with a group of pupils who are deemed more vulnerable than their peers.</p> <p>Premises Safety walk round initiated June 23 with Premises Manager, H&amp;S Premises Governor (Glynn) with upper KS2 student council members. Risk assessment completed and risks actioned by Premises Manager – Adelino.</p>	<p>PM Adelino with Premises governor GWJ + pupils</p> <p>New SG Governor CG in place – Jan 24</p>	<p>Reports ready for termly Full governor meeting</p>
<p>4. Include any issues regarding the school's filtering and monitoring systems in the headteacher's report to governors. The full governing body meeting minutes should reflect how these systems are being monitored. Information shared with parents and Governors via newsletter and Headteacher's report June 23</p> <p>LGFL filtering deemed appropriate. Click on It – have provided training and are scheduling two monitoring reports to be run every Friday – Prevent &amp; Adult content. Report to be analysed and addressed in Tuesday's weekly SG team meeting. Finding reported in termly report – to be shared with Governors via Head teacher report at Full governing Body meeting. Extra layer of monitoring – SENSO – training happened Jan 24 &amp; SENSO demo for SG Team – 30/02/24 implementation - 31/01/2024</p>	<p>SG team – initial training from Click on It 09/01/24</p> <p>DSL training - Click on It - 13/12/23 &amp; 24/01/24</p>	<p>First reports - 09/02/24</p> <p>3 x weekly reports run in total every Friday</p>
<p>5. Revise the behaviour policy to ensure a clear approach to child on child abuse, followed by staff training around harmful sexual behaviour.</p>	<p>HSB whole staff training by external professional 04/09/2023 Revisited in staff meetings</p>	<p>Sept 23</p>

School action plan to address leadership and management areas for development		
Suggested areas for development	Who?	By when?
6. Ensure that SLT analysis of data around lateness reflects a safeguarding first approach.		Summer 24
7. Consider adding safeguarding to staff's performance reviews. This is a useful space to establish any training or support needs.	Headteacher	Next round of PM
8. Use data from caregiver survey responses to inform the school's safeguarding approach. – Used school parent survey June each year.	SG Team	Summer 24
9. Ensure that the FGB meeting minutes and headteacher's report are more specific about school safeguarding issues and context, such as bullying	Headteacher to include standing safeguarding and behaviour section within report	June 23
10. Include children missing education within the attendance policy. Children missing in education procedures in place.	DSL with Admin staff	Summer 24

Safer Recruitment	
What is going well?	Evidenced by:
There is always one person with safer recruitment training during interviews and safeguarding questions feature in the interview. Any gaps in employment are explored.	Discussion with DSL
There is a live single central record (SCR) which is stored securely with limited access.	SCR seen
The SCR is regularly checked and monitored, and overseen by a member of the SLT. The safeguarding governor has strategic oversight of the SCR. The review dates are recorded.	Discussion with admin

Safer Recruitment	
What is going well?	Evidenced by:
There is an action plan in place to address any incomplete data on the SCR. The admin officer reports she is aware risk assessments need to be in place to mitigate against any risks whilst safer recruitment checks are being completed.	SCR
The admin officer reports written confirmation is requested and received from all out of school providers, such as supply staff agencies, catering staff and after school club providers.	Discussion with admin
Two employer references are sought per applicant. Character references are sought when there is no employer reference.	SCR
Medical fitness checks are completed for successful applicants.	Discussion with Headteacher
<p>The admin officer and DSL report there is an induction process which covers the school's safeguarding processes and procedures, and requires new employees to sign-off that they have read key policies. The staff survey for safeguarding review highlights that staff felt their induction prepared them with regards to safeguarding. Student teachers are given an induction brief by the DSL which covers how to manage a disclosure.</p> <p>New staff, students and volunteers are given 30minute SG induction with DSL at the start of their work. Topic covered include: Disclosures, vigilance regarding signs of abuse, CPOMS, Intimate care, physical intervention, medical info, fire drills and lock down procedures.</p>	Discussion with DSL and admin officer School training log
Permanent agency staff are invited to the school's safeguarding training.	Discussion with DSL
A visitor safeguarding leaflet/ information is provided during the sign in process.	Given during sign-in process

School action plan to address safer recruitment areas for development		
What are the suggested areas for development?	Who?	By when?
11. Ensure any gaps identified on the SCR are addressed in good time e.g. training and induction gaps, and checking identification. 6 weekly SCR checks are carried out by DSL and then rechecked and signed off by SG Governor	MDG and DSL  Rechecked and signed off by SG Governor CG	Ongoing  Once every half term
12. All previous employees should be removed from the SCR, including any supply staff who have worked in the school. However, supply staff should be added to the SCR even if they work in the school for one day.	MDG	complete
13. Barred list checks should only be completed on individuals in regulated activity, therefore most (if not all) governors will not require this check.	MDG	complete
14. Section 128 checks should be completed on governors (only) of maintained schools.	MDG	complete
15. The SLT should ensure there is a process in place for staff covered under the Disqualification under the Childcare Act 2006 to be aware of their duty to disclose and that out of school providers confirm their staff are compliant where applicable.	MDG	complete
16. The SLT should establish a clear procedure for carrying out online searches of shortlisted applicants, as advised by the KCSIE 2022 updates. SG Team are now fully aware of procedure for online searches now clarification of detail has been provided SD – undertook Safer recruitment training in Autumn term 23 Online search now need to happen to next round of recruitment	Headteacher	Autumn term 24
17. Ensure that written confirmation from out of school providers is requested annually and includes confirmation that employees have completed safeguarding training. Alongside this the school should check and be assured of all out of school providers' safeguarding policies and procedures.	MDG	Annually Sept
18. The DSL could/should provide a tailored safeguarding briefing on the school's procedures, priorities and expectations to out of school provider employees (who work in the school on a permanent basis and who are around during the school day).	WB- needed for club providers	Summer term 24

## Policies, Procedures and Website

### What is going well?

There is a safeguarding page on the school's website, which uses accessible language.

The details of the safeguarding team, including governors, are displayed on the website.

All policies have a front sheet (or equivalent) which details who reviewed the policy, when and the next review date.

The school has the following safeguarding related policies:

•	Child protection
•	Staff code of conduct
•	Statement of procedures for dealing with allegations of abuse against staff (including or in addition to a low-level concern policy)
•	Safer recruitment - in draft form currently
•	Supporting pupils with medical conditions
•	Relationships education
•	First aid
•	Behaviour in schools, as well as a behaviour principles written statement
•	Equality objectives, as well as a Public Sector Equality Duty compliance statement
•	British Values information
•	Statement of values and ethos



School action plan to address policies procedures and website areas for development		
What are the suggested areas for development?	Who?	By when??
19. Ensure that the missing policies are put in place either as stand alone documents or incorporated within other documents. Ensure that there is clear signposting to where these can be found.	DSL and Headteacher	As policy's are due for review and renewal
20. Consider developing an accessible child version of the behaviour policy, similar to that for the child protection policy.	DSL following Behaviour policy review	As behaviour policy is amended and updated Summer term 24
21. The teachers and staff page of the website could include details of the deputy safeguarding leads and label the safeguarding governor on the governors' page.	Headteacher	Jun 23
22. The curriculum page could be more detailed about the safeguarding curriculum pathway. It might also include resources that caregivers can use with their children at home. KCSIE states parents should be aware of what online content their children are accessing at school. The school might want to use this page to share this information.	DSL and Curriculum/Computing Lead	Summer term 24
23. Amend the safeguarding webpage so that it refers to Operation Encompass	DSL	Jun 23
24. The website could signpost to external agencies covering an array of issues, focussing on the main issues which affect the pupils and their families.	Headteacher	Jun 23
25. The child protection policy does not state the DSL's name in the key personnel section.	DSL	June 23
26. The child protection policy could be clearer on what specific support is in place for children who experience, witness or carry out child on child abuse.	DSL	Autumn term 24 in line with policy review/newel date
27. The child protection policy, particularly around the sexual harassment and violence section, should include a comment that even when there are no reported cases, staff are aware it could/assume it is 'happening here'.	DSL	Autumn term 24 in line with policy review/newel date
28. Add a statement relating to para. 138 of KCSIE into the child protection policy. Consider adding a statement about	DSL and Computer	Autumn term

School action plan to address policies procedures and website areas for development		
What are the suggested areas for development?	Who?	By when??
this paragraph in the online safety policy too. Also include more about para.199 of KCSIE.	lead	24 in line with policy review/newel date
29. The school-specific procedure for reporting and responding to a low-level concerns should be added to the low-level concern part of the child protection policy.	DSL	Autumn term 24 in line with policy review date
30. The child protection policy should cover the specific risks and issues in relation to the school's area and catchment.	DSL	Autumn term 24 in line with policy review date
31. The behaviour policy should be renewed annually. As the anti-bullying policy is an extension of the behaviour policy and details what the behaviour policy should with regards to bullying, I suggest it is also reviewed annually.	Governors	Annually Next renewal date – Nov 25
32. Ensure that the bullying section in the behaviour policy matches the anti-bullying policy, particularly in relation to sexual harms.	DSL	Autumn 25
33. The behaviour policy should be clearer on how it addresses sexual harassment and violence (including online abuse), including the support offered both to the pupil who carried out the act and the pupil who experienced/witnessed it. Utilise and expand on what is included in the child protection policy.	SLT	Autumn 25
34. Include the governing body's role to ensure filtering and monitoring systems are appropriate and effective into the online safety policy.	Computer lead and DSL	Summer term 24 in line with policy review date
35. The online safety policy section relating to pupils' use of mobile phones in school could draw links to how the school is working to ensure children are not using them for bullying or sharing indecent images.	Computer lead and DSL	Autumn term 24 in line with policy review date
36. The relationships education policy should be renewed annually.	Headteacher	
37. The supporting children with medical needs policy could be more specific about individual healthcare plans and their renewal periods, the school's and caregivers' responsibilities with regards to medication and how the school supports pupils who cannot attend school due to health needs (there should be a policy for this).	DSL	Reviewed and updated Feb 24
38. The annual self-audit on the safeguarding page is out of date and either should be replaced with the most recent	DSL	Reviewed

School action plan to address policies procedures and website areas for development		
What are the suggested areas for development?	Who?	By when??
audit or removed. Removed and updated – new version to be uploaded to SG page on website		and updated Jan 24

Training and insight	
What is going well?	Evidenced by:
The school has a training log which records all staff training.	Training log seen
Training/safeguarding information is provided to respond to the needs of the school.	Discussion with DSL
The DSL deputies have level 3 safeguarding training which is refreshed two yearly.	AfC training log
The safeguarding team keeps up to date with safeguarding knowledge and disseminates updates and information to all school staff and governors.	Headteacher's report to governors Discussion with staff group
School staff are provided with regular safeguarding training and information, which covers the Prevent Duty and female genital mutilation (FGM).	Discussion with DSL and staff group
The DSL has attended harmful sexual behaviour training.	AfC training log
Staff can identify that safeguarding is a key part of their role.	Discussion with staff group
During induction, and at the start of the school year thereafter, school staff are required to declare they have read the most up to date KCSIE guidance (Part 1 or Annex A relative to role).	School training log
There are sufficient staff in the SLT and in key governing body roles who have safer recruitment training.	AfC training log

Training and insight	
What is going well?	Evidenced by:
All governors have safeguarding training at induction and regularly follow this. Training is recorded.	School training log Discussion with safeguarding governor
The safeguarding governor has completed additional safeguarding training and keeps abreast of safeguarding knowledge to carry out effective strategic oversight.	Safeguarding: role of the governing board training Discussion with safeguarding governor Meetings with the DSL
Staff have undertaken medical training, in particular asthma and anaphylaxis training. Last whole staff annual training = 08/01/24	Training record

School action plan to address training and insight areas for development		
What are the suggested areas for development?	Who?	By when?
39. Check that the DSL's level 3 safeguarding is renewed as soon as possible. The AfC training log shows this is out of date. All deputies should also have up to date level 3 training completed and recorded on the log.	JM, SA, JC WB	Autumn term 23 Spring term 24
40. The headteacher (or acting headteacher) and chair of governors should consider attending 'managing allegations against staff' training.	Headteacher and Governors	Summer 24
41. All staff who miss training should catch up at the earliest convenience. The safeguarding team should ensure all staff have read the relevant section of KCSIE for their role. The school training log shows not all staff have attended/caught up on the annual safeguarding training delivered nor read the relevant part of KCSIE.	DSL with MDG	Spring term 24

School action plan to address training and insight areas for development		
What are the suggested areas for development?	Who?	By when?
42. Ensure that a member of staff attends fire safety training as soon as possible.	Premises manager Both Admin officers and DSL – All attended	03/05/24
43. The safeguarding governor should consider attending additional safeguarding training relevant to the school's local context. NEW SG governor in place (January 24) – CG is booking herself on several training sessions	Safeguarding Governor - CG	Spring term 24

Recording systems and managing safeguarding concerns	
What is going well?	Evidenced by:
The school has a clear, consistent and streamlined recording system. Safeguarding information is held in one place with restricted access.	All information is held on CPOMS
Staff feel confident in managing disclosures, including how to record and report them. They are aware that they can directly contact the Single Point of Access (SPA), or equivalent children services, if required.	
Staff have a good understanding of FGM and the Prevent Duty.	Discussion with staff group
Staff have an awareness of the risks associated with using technology and social media during school hours and can demonstrate how they mitigate against these risks.	Discussion with staff group
Staff are aware of what constitutes a low-level concern or harm. They know who to report to and there is a clear process.	Discussion with staff group
Any recorded concerns against a member of staff, in addition to a chronology, are collectively stored separately to pupils' safeguarding files with restricted access.	Discussion with SLT

Recording systems and managing safeguarding concerns	
<b>What is going well?</b>	<b>Evidenced by:</b>
There is safeguarding information across the school, for example details of the DSL and deputies; safeguarding board in the staff room; and information on the NSPCC PANTS rule.	Seen on tour of the school

School action plan to address areas for development regarding recording systems and management of safeguarding concerns		
What are the suggested areas for development?	Who?	By when?
44. Where physical intervention is required, the pupil's voice should be recorded as appropriate and used to inform future practice.	All staff – recording on CPOMS	Ongoing
45. The safeguarding team is aware of my concern about a member of staff's response to my question about indicators of radicalisation. The team is due to address this.  Refresher PREVENT training is in the process of being booked with PC Bacha	DSL	Summer term 24 – Bitesize  Full training – 04/09/24 Inset day/SG induction
46. Ensure all safeguarding communications with external agencies are recorded on the pupil's safeguarding file, including any challenge of decisions made and meeting minutes. All safeguarding files should contain recordings of any decisions, reasons for decisions and discussions held.  All is recorded on CPOMS	Headteacher and DSL	July 23

<b>Site safety</b>	
<b>What is going well?</b>	<b>Evidenced by:</b>
A member of the SLT has overall responsibility for health and safety.	
The site manager reports the headteacher attends Action HR meetings to stay abreast of health and safety information. He has attended in the past.	Discussion with site manager
There are regular internal site checks completed by the site manager. All checks are recorded. There is an allocated health and safety governor. The site manager has conversations with the governor when he is on site.	Discussion with site manager
Risk assessments are completed for any areas of concern on the site and the site manager reports he has access to them.	Discussion with site manager
Staff are aware of their role in managing health and safety.	Discussion with staff group
Intimate care risk assessment plans are held for pupils who require it.	Intimate care policy
It is easy to identify staff and visitors around the school; the visitor sign in process is effective.	Sign-in process was thorough
There is a procedure for pupil drop off, which is monitored by staff. There is a procedure in place to manage any changes to pupil collection.	Witnessed during review Discussion with DSL
Access to the site is limited. There is one entrance for visitors which is monitored.	
Risk assessments require the headteacher's (or another SLT member's) final approval. Feedback is sought following offsite activity and used to inform future practice.	Approved risk assessments on Server
Medication is stored safely. The DSL reports life-saving medication is in close enough proximity to be administered in a timely manner. There is an essential information sheet for emergency services if needed. Medical information is sought for each child. Relevant staff are made aware of individual health plans.	Observed in the medical room and classroom. Soon, plans will be kept in a safeguarding file in each classroom Discussion with DSL

Site safety	
What is going well?	Evidenced by:
The DSL reports there are adequate staff members trained in first aid, including paediatric first aid. Classrooms contain details about trained first aiders and there is a first aid box in each classroom. Pupils are aware of where to go should they require first aid. Administration of first aid/medication is recorded.	Discussion with DSL
There are regular fire safety checks and drills. The site manager plans to hold these 2 monthly going forward.	Discussion with site manager
There is a critical incident plan and lockdown procedure which covers whole school evacuations. Lockdown procedure information was seen in classrooms.	Seen on tour of the school  Discussion with the site manager
There are adequate supervisors during break times covering the play areas.	Seen on tour of the school

School action plan to address areas for development regarding site safety		
What are the suggested areas for development?	Who?	By when?
47. If hot drinks are carried around the school they should have covers.	DSL	May 23
48. Organise a focussed pupil group to look at a site map and share areas of the site where they feel the most safe and unsafe may be beneficial. Discussed in 3 weekly SG whole school assembly	DSL	3 weekly SG assemblies
49. The SLT should ensure there are CCTV notification signs in view.	Premises Manager	July 23
50. The site manager should consider attending the Action HR health and safety briefs more regularly to stay abreast of health and safety information. The site manager should attend PEEP training.	Premises Manager	Attended PEEP training 03/05/24



Teaching and Learning	
What is going well?	Evidenced by:
Safeguarding is covered across the curriculum, including personal, social and health and economic education (PSHE), relationships education and during assemblies/events.	Discussion with DSL - there are three weekly safeguarding assemblies
Staff shared ways that they adapt safeguarding learning material to be understood by all audiences, e.g. children with special educational needs (SEN) and children who have English as an additional language (EAL).	Discussion with staff group
The school has clear whole school rules and values.	Around the school and on the website
Pupils are aware of the school's approach to behaviour.	Pupils involvement in class charters
Pupil are given opportunity to engage in Health and Safety Schemes e.g. cycle schemes	Last cycling proficiency training for y6 – Jan 24
Pupils can share back what they have learnt about keeping themselves safe online.	Discussion with pupil group
Pupils can give examples of what to do and who to speak to if they are worried.	Discussion with pupil group
Pupils were aware of what appropriate and inappropriate touch looked like, repeating the PANTS rule back to me.	Discussion with pupil group
Pupils know what to do if they see or experience incidents of child on child abuse, such as bullying. One pupil reported staff members listened to them when this happened.	Discussion with pupil group
Pupils use positive words to describe school.	Discussion with pupil group

School action plan to address areas for development regarding teaching and learning		
What are the suggested areas for development?	Who?	By when?
51. Ensure that the pupils' classroom charter is in clear view in all classrooms.	WB	May 23 & Sept 24
52. Organise some further training for staff on teaching relationships education.	Ten Ten scheme purchased for 23/24 including CPD package	Purchased Oct 23

It was a great pleasure working with the school over the period of the review. I am grateful for their cooperation and support.

Emma Clarke  
Education Safeguarding Adviser