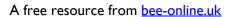




## **Safeguarding – Staff Information Audit**

Focus area	Actions	Evidence	RAG	Next Steps
Staff know,	Annual safeguarding & Prevent	Training logs & certificates- Staff		
understand and	training- Termly knowledge checks	survey results- Examples of staff		
uphold safeguarding	(scenarios, quizzes)- Clear induction	raising concerns		
responsibilities	for new/supply staff			
Policies and	Update whistleblowing & low-level	Copies of policies- Staff		
procedures for	concerns policies- Communicate	communications- Governor		
reporting concerns	procedures in staff handbook &	minutes showing scrutiny		
about	briefings- Display escalation routes			
adults/whistleblowin	clearly			
g				
Partnership with	DSL engages in multi-agency	Chronologies of referrals-		
local agencies to	meetings- Establish referral &	Partnership log- Multi-agency		
identify, help and	escalation pathways- Track referrals	meeting minutes		
protect pupils	and outcomes			
Appoint senior DSL	DSL allocated sufficient time &	DSL job description- Training		
with Prevent duties	resources- DSL & deputies trained	certificates- Timetable showing		
	(incl. Prevent)- Regular safeguarding	protected time		
	team meetings			
Designated teacher	Appoint senior leader to role- Build	Training log- Personal Education		
for CLA/PLAC	strong links with Virtual School-	Plans (PEPs)- Data reports on		
		CLA outcomes		
				s









	Monitor attainment, attendance & wellbeing		
Safeguarding procedures for alternative provision (AP)	Check safeguarding arrangements of AP providers- Keep regular contact with pupils/providers- Maintain attendance/welfare monitoring	AP safeguarding contracts- Registers & visit logs- Records of communication	
Teach pupils how to stay safe (incl. online)	Embed safeguarding in PSHE/RSE/curriculum- Run online safety sessions & parent workshops- Invite external agencies to deliver inputs	Curriculum map- Lesson plans/resources- Pupil voice surveys	
IT systems safeguard pupils from online harm	Maintain filtering/monitoring systems- Review logs regularly & act on risks- Train staff in online incident response	Filtering/monitoring reports- E-safety policy- Records of interventions	
Notify LA of private fostering arrangements	Train staff to spot private fostering- Establish process for notifying LA- Monitor any identified arrangements	Policy reference- Training records- Evidence of notifications (if any)	



