

## Safeguarding – Staff Information Audit

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



	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)		

