

Safeguarding Record Keeping Review Report

Name of school	East Hoathly Church of England Primary School and Nursery
Date of visit	16 th April 2024
Reviewer	Dion Page-Hammond

School Data

Overall attendance	95.3%		Children on a Child Protection Plan	0
Persistent absence	8%		Children on a Child in Need Plan	2
Severe absence	2 pupils		Children on Early Help	0
Children attending AP	0		Looked After Children	0

What this report tells you

- For the sake of brevity this report will not explicitly reference every detail of every process observed or discussed within the review.
- There are six discrete areas looked at within the review and for each one this report provides an impact statement.
- The six areas are: welfare concerns, bullying, first aid & medical, attendance, staff training and the SCR.
- In addition to the six impact statements, with a clear focus on school improvement, this report also lists areas for development (where they exist) identified by the school and/or within the review.
- Where any area for development requires expediting, as it is either creating risk for children or leaving the school non-compliant with statutory guidance, then it will feature in the priority action table on the following page.
- School leaders should set the timescale for any area for development listed in the rest of the report.

Outcome of this review

- The school have accurately self-assessed their safeguarding record keeping practice. There is one area for priority action.

Priority Action Table

The following actions need to be completed as a priority as they are either potentially creating risk for children or leaving the school non-compliant with statutory guidance.

Agreed Action	By Whom	Timeframe	Impact (Measurable outcomes)
Ensure that the date on which written assurances of checks from third party providers is consistently recorded on the SCR.	School Secretary	Immediately	The SCR will accurately and consistently record this statutory information.

Record Keeping Practice

WELFARE CONCERNS

Impact

The Head of School is the DSL, with minimal contact time. Two senior teachers are DDSLs, along with the Executive Headteacher. Collectively they ensure that there is always suitable availability to the DSL role. The DSL and one of the senior teachers meet weekly to review open cases and agree on next steps. Recently DSLs from across the federation met, to discuss a selection of cases, this is supporting oversight of decision making and CPD for staff. It was intimated that these meetings will continue to be held regularly in the future.

A selection of My Concern records were scrutinised and these showed evidence of concerns being raised by staff and suitably responded to by DSLs. The DSL shared an example of recording which they had identified needed development: they intimated that this example was to be used in an upcoming staff briefing as CPD. Childrens' needs are being considered holistically and where there are concerns these are responded to in a timely and appropriate way.

Areas for Development

The following development point relates to statement 12 within the Responding to Concerns section of the audit:

- Two children are currently on a CiN plan. It is evident that the DSL is well aware of the family circumstances and the action which the school has been assigned, which is largely to monitor the behaviour and presentation of the children through ABC tracking. Ensure that where there have been meetings with the social worker, or multiagency groups that these are logged on the My Concern record.

BULLYING

Impact

The school have developed a robust system for identifying, investigating and intervening with any cases of bullying. Bullying is infrequent, but where it does occur, this is responded to promptly.

Areas for Development

The following development point relates to statement 19 within the Responding to Concerns section of the audit:

- The evidence base of the few cases which, subsequent to investigation, were deemed to be bullying were readily available. It may prove useful to also have the data readily available as well, for governors, on those incidents which are *reported* as bullying, but then subsequently transpire to be a friendship issue.

FIRST AID AND MEDICAL

Impact

Systems and processes for managing incidents of first aid and supporting children with ongoing medical conditions are well established and well thought through, meaning that children's medical needs are known to staff, and staff can respond in a timely and appropriate way.

ATTENDANCE

Impact

The structure of this review does not include a detailed scrutiny of attendance practice; however, it is evident that the DSL has oversight of this area of practice, and that systems are in place to track attendance over time and to intervene with families where necessary.

STAFF TRAINING

Impact

Safeguarding remains a priority for the school and the federation annually commission whole school safeguarding training for all staff, from ESCC. Staff engage well with this training and demonstrate knowledge and understanding of safeguarding issues and their role. School leaders maintain a focus on safeguarding throughout the year with regular briefings for staff and additional training/CPD where necessary.

Staff requiring specific training for specific roles have completed this and the following certificates were readily available:

- DSL training for all named DSLs
- Training for the Designated Teacher for LAC
- Managing Allegations training for the Executive Headteacher, Head of School and Chair of Governors
- Safer Recruitment training for the Head of School
- Link Governor training for the Chair of Governors
- Relevant training for staff involved in first aid and the administration of medicines.
- All staff sign to acknowledge having read Part 1 of KCSiE.
- The induction process includes the safeguarding elements identified in KCSiE.
- The Head of School and Senior Teacher/DDSL have completed Operation Encompass training.

SINGLE CENTRAL RECORD

Impact

The principles of safer recruitment are well understood, and this is reflected in the SCR, which is a well-managed document.

Areas for Development

The following development point relates to statement 6 within the Workforce and Volunteers section of the audit:

- Written assurances of checks for third parties are being sought and could be evidenced. The date on which these assurances are received though is not being consistently recorded on the SCR. Review this tab and ensure that this data is consistently recorded for all third-party providers.

Policy Review

- Safeguarding and child protection policy
 - Based upon the latest ESCC model policy.
- Prevent risk assessment
 - School produced document which identifies possible risks, the East Sussex Profile and the actions the school takes to mitigate risk.
- Anti-bullying policy
 - School produced policy.
 - Clearly outlines expectations and procedures.
- Supporting students with medical needs policy
 - Based upon the latest ESCC model policy.
- Behaviour policy
 - School produced policy.

- Clearly outlines expectations and procedures linked to Therapeutic Thinking.
- Online safety policy
 - Based upon the latest ESCC model policy.
- Staff code of conduct
 - Based upon the latest ESCC model policy.
- Attendance Policy
 - School produced policy.
 - Clearly outlines expectations and procedures.
 - Policy is not scheduled to be reviewed September 2026. This will need to be reviewed in September 2024 to ensure that it fully reflects Working together to improve school attendance, which becomes statutory in August 2024.
 - That review should also be used as an opportunity to update/reflect the changes to Education Division restructure i.e. remove references to ESBAS and include TASS etc.
 - It was intimated within this review that the attendance policy is currently being worked on, in readiness for September 2024 and will encompass the above stated points.
- Complaints policy/procedure
 - Based upon the latest ESCC model policy.

Activities undertaken within this review

This review is based upon observations made during the day of the review, drawn from:

Speaking with

- Staff with specific safeguarding responsibilities, in pre-arranged meetings.

Reviewing

- policies and procedures.
- Safeguarding records.
- Plans for individual children: medical, behaviour (including the use of physical interventions), risk reduction etc.

School personnel seen within the review

- James Procter: Executive Headteacher and DDSL
- Alice Briley: Head of School and DSL
- Kathryn Tucker: Senior Teacher and DDSL
- Michelle Mackmin: School Secretary

School Personnel present at feedback

- James Procter: Executive Headteacher and DDSL
- Alice Briley: Head of School and DSL