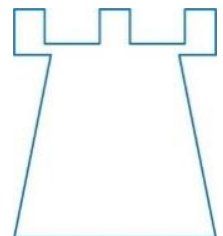


# Annual Report to Governing Body on Safeguarding Children

SHERIFF HUTTON PRIMARY SCHOOL  
NOVEMBER 2023



Annual Report to the Governing Body on Safeguarding Children for 2022-2023

Report author:	Bev Stell
Name of Head Teacher:	Bev Stell
Name of Designated Safeguarding Lead (DSL):	Bev Stell
Name of Lead for the Prevent Duty (under the Counter-Terrorism and Security Act 2015) if different from above:	Bev Stell
Deputy Designated Safeguarding Lead(s) (if applicable):	Jon Fewlass
Mental Health lead:	Jon Fewlass
Name of Nominated Child Protection Governor(s):	Andrea Pitman
Name of Children Looked After, (and previously Looked After Children) Designated Teacher:	Julie Bartlett

**Purpose of this report:**

**‘Governing bodies and proprietors have a strategic leadership responsibility for their school’s or college’s safeguarding arrangements and must ensure that they comply with their duties under legislation. They must have regard to this guidance, ensuring policies, procedures and training in their schools or colleges are effective and comply with the law at all times.’ *Paragraph 78, Keeping Children Safe in Education (DfE) from September 2023.***

*Section 175 of the Education Act 2002 requires governing bodies of maintained schools and colleges, in relation to their functions relating to the conduct of the school or the institution to make arrangements for ensuring that such functions are exercised with a view to safeguarding and promoting the welfare of children who are either pupils at the school or are receiving education or training at the institution.*

**‘In addition, those with governance/oversight are responsible for ensuring that the school fulfils its statutory duties, for example under the Equality Act 2010, and other duties, for example in relation to the ‘Prevent’ duty and safeguarding. Please note that, when inspectors consider whether governors are fulfilling this responsibility, they are not expected to construct or review a list of duties.’ *Paragraph 347, Ofsted inspection handbook updated 13 September 2023.***

This annual report to governors outlines the school’s approach to safeguarding training, an update on school policies and procedures in relation to safeguarding, an update of the progress made since the submission of the safeguarding audit as well and clarifying the processes for the monitoring of safeguarding. It also summarises the number of individuals for whom casework has been undertaken.

## **1a. Safeguarding training undertaken by all current school staff**

*Reference: Sheriff Hutton Primary School Child Protection Manual section 21 - Staff Induction and Training*

School governors and proprietors are responsible for ensuring that staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where they feel able and are supported in their safeguarding role.

We have, through training needs analysis, determined what level of training individual staff will require, depending on their roles and responsibilities which include ensuring through our training that our staff are able to:

- understand the policy and procedures
- understand individual staff responsibilities to ensure that concerns for the safety of a child are effectively addressed
- identify signs of possible abuse and neglect at the earliest opportunity
- be aware of and understand their role in the early help process
- respond to concerns in a timely and appropriate way
- communicate appropriately with children
- understand the role of the DSL
- be aware of external avenues for notifying concerns including the use of escalation and whistle-blowing procedures
- comply with record-keeping requirements
- recognise grooming behaviour by adults including inappropriate sexual comments, excessive one-to-one attention or inappropriate sharing of images
- recognise normal and concerning sexual behaviours of children
- have up to date knowledge of safeguarding issues
- understand the requirements of the Prevent duty on protecting children from radicalisation
- recognise the unique risks associated with online safety
- recognise the additional risks that children with SEN and disabilities face online
- understand the safeguarding response to children who are absent from education

In addition to the training at induction, staff training is regularly updated through termly updates, staff meetings and annual training schedule.

All staff also receive regular safeguarding and child protection updates through emails and termly updates to provide them with the relevant skills and knowledge to safeguard children effectively.

All staff who work directly with children have read *and signed* to say that they understand Part 1 and Part 5 of KCSIE from September 2023. Records are kept in the school office and questionnaire responses are stored securely online.

## 1b. DSL Training

Our Designated Safeguarding Lead and our deputies undergo training to provide them with the knowledge and skills to carry out the role which is updated at least every two years. The last time this training was undertaken was November 2023.

In addition to their formal training, their knowledge and skills are regularly updated by attending LA safeguarding updates and the annual Safeguarding Conference to keep up with any developments relevant to their role.

## 1c. School Governors

In addition to undertaking safeguarding and child protection training, governors have also undertaken training to ensure they are familiar with their responsibilities for the management of safeguarding as detailed in Part 2 of KCSIE from September 2023. In addition to this all Governors have read Part 1 and Annex A. Below is a summary of the safeguarding training and activities that we have completed over the last year.

Role	Date	Title and method of training	Course provider (if applicable)
<b>Safeguarding Leader</b>			
DSL / Headteacher	June 2021 June 2021 Nov 2023	Comprehensive Pathway (CCPP) Safeguarding Practice Group Safeguarding Children	NYCC
Deputy DSL(s)	June 2021 June 2021 Nov 2023	Comprehensive Pathway (CCPP) Safeguarding Practice Group Safeguarding Children	NYCC
Designated Teacher CLA	Jan 2020	Designated Teacher for LAC	NYCC
Mental Health Lead	Dec 2021	A Strategic Approach to Whole School Emotional Health and Wellbeing (virtual)	Thrive
Safeguarding link governors	Nov 2021	CYSCP Learning masterclass and others	City of York
<b>Other Staff</b>			
Teaching staff	Sept 2023	NYCC Safeguarding Children Basic Awareness, online.	NYCC
Teaching assistants	Sept 2023	NYCC Safeguarding Children Basic Awareness, online.	NYCC
Midday supervisors	Sept 2023	Child Protection Policy, email updates	
Administrative staff	Sept 2023	NYCC Safeguarding Children Basic Awareness, online.	NYCC
Caretaking and cleaning staff	Jan 2021	Basic awareness	Betterclean
Catering staff	Sept 2023	Safeguarding children	NY Facilities Management
Technicians			SICT
Volunteers	On induction	Child Protection Policy	
Governing Body	Sept 2023	NYCC Safeguarding Children Basic Awareness, online.	NYCC

*Further reference: Full details of our school training records, including who has attended each session are kept in the school office.*

## 1d. Safeguarding Induction

*Reference: Sheriff Hutton Primary School Child Protection Manual Section 19 Safer Working Practice*

All staff (including temporary staff, school governors and volunteers) are provided with the school's child protection policy, the school's child protection manual, the behaviour policy, the staff behaviour policy (code of conduct), information on the safeguarding response of children who go missing from education and informed of school's child protection arrangements including the role and identity of the DSL and any deputies.

They have also undergone safeguarding and child protection training (including online safety).

All new staff who work directly with children have read *and signed* to say that they understand Part 1 and Part 5 of Keeping Children Safe in Education from September 2023.

A summary of any induction training that has taken place over the last 12 months is below.

Role	Date safeguarding induction training was completed
SEN Support staff x2	January 2023
Support Staff	September 2023

**"All** staff should be aware of systems within their school or college which support safeguarding and these should be explained to them as part of staff induction. This should include the:

- child protection policy (which should amongst other things include the policy and procedures to deal with child-on-child abuse)
  - behaviour policy (which should include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying)
  - staff behaviour policy (sometimes called a code of conduct) should amongst other things, include low- level concerns, allegations against staff and whistleblowing
  - safeguarding response to children who go missing from education; and role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies). "
- Paragraph 13, KCSIE from September 2023

## 1e. Safer Recruitment training undertaken and completed by at least one member of the recruitment panel:

*Reference: Sheriff Hutton Primary School Child Protection Policy Appendix S Safer Recruitment and Selection*

Head Teacher	Bev Stell	Date	Oct 2023
School Admin	Sally Bellwood	Date	Set 2023
Governor	Richard Crabtree	Date	March 2021
Governor	.....	Date	.....
Governor	.....	Date	.....

## 2. Policies and other documents relating to safeguarding

Safeguarding policies and procedures (S) Statutory	Date of last review	Date shared with school staff	Next review date*	Approval delegated to*
Alternative Provision	-	-	-	-
Accessibility plan (S)	Sept 22	Nov 22	Sept 25	H&S
Anti-bullying (S)	Sept 21	Sept 21	Sept 23	FGB
Attendance policy (ref: 'Working together to improve school attendance' para 17)	Dec 2022	Jan 2022	Dec 2023	FGB
Behaviour ( <i>including behaviour principles written statement, use of reasonable force and restraint - physical intervention</i> ) (S)	May 2022	May 2022	May 2024	Curriculum
Child protection policy and procedures (S)	Sept 2023	Oct 2023	Sept 2024	FGB
Policy and procedures with regards to child-on-child abuse (ref: KCSIE Sept 2023 para 13, 14, 40, 98, 156, 157, 457, 461: Annex A Para 14)	Feb 2023	Feb 2023	Feb 2024	FGB
Children Looked After and Previously Looked After (S)	Oct 2021	Oct 2021	Oct 2023	FGB
Children with health needs who cannot attend school (S)	Nov 2022	Nov 2022	Dec 2024	FGB
Complaints (S)	June 2019	June 2019	June 2022	FGB
Drugs and substance misuse	Jan 2023	Jan 2023	Jan 2025	FGB
Early Years (EYFS) Policy	June 2023	June 2023	June 2025	Curriculum
Educational Visits	Nov 2021	Dec 2021	Dec 2023	Full Gov Body
Emergency procedures, including lock-down and invacuation	Nov 2023	Nov 2023	Nov 2024	H&S Committee
Equality information and objectives (S)	Jan 2023	Jan 2023	Jan 2024	Full Gov Body
Exclusion (S)	Sept 2021	Oct 2021	Sept 2024	FGB
First Aid (S)	Sept 2021	Oct 2021	Sept 2024	H&S
Health and safety ( <i>including school security, risk assessments, premises management, road safety information</i> ) (S)	April 2023	April 2023	April 2024	H&S
Online safety policy (ref: KCSIE Sept 2023 para 98, 137 & 138)	Sept 2021	Sept 2021	Sept 2024	Curriculum
Statement of procedures for dealing with allegations of abuse against staff (S)	Nov 2022 NY procedure	Nov 2022	Nov 2024	FGB

<b>Safeguarding policies and procedures</b> <b>(S)</b> Statutory	<b>Date of last review</b>	<b>Date shared with school staff</b>	<b>Next review date*</b>	<b>Approval delegated to*</b>
Low-level concerns policy (ref: KCSIE Sept 2023 para 73, 98, 430, 432, 433, 442, 444, 445)	Sept 2023	Sept 2023	Sept 2024	FGB
Mental health and wellbeing policy	Oct 2022	Oct 2022	Oct 2025	FGB
Mobile and smart technology policy (ref: KCSIE Sept 2023 para 138)	To be updated			
Policy on employment of ex-offenders (KCSIE Sept 2023 para 213, 244)	Sept 2023 CP Policy	Oct 2023	Sept 2024	FGB
PSHE Curriculum on school website <b>(S)</b>	Feb 2023	Feb 2023	Feb 2024	Curriculum
Radicalisation and extremist behaviour	Part of CP Policy			
Safer recruitment policy (ref: in KCSIE Sept 2023 para 102)	To be updated			
Safeguarding response to children who are absent from education (ref: KCSIE 2023 para 13 and 175)	To be updated			
Safeguarding statement on school website	March 2023	March 2023	March 2024	FGB
Single Central Record (SCR) of recruitment and vetting checks <b>(S)</b> (including dates of last check of SCR and staff files)	Dec 21			FGB
Relationships and Sex Education <b>(S)</b>	Sept 2021	Sept 2021	Sept 2024	Curriculum
Special Educational Needs and Disability (SEND) Policy, Inclusion policy SEN information report <b>(S)</b>	Sept 2021	Sept 2021	Sept 2023	Curriculum
Supporting pupils with medical conditions <b>(S)</b> including intimate care	June 2021	June 2021	June 2024	H&S
Staff discipline, conduct and grievance (procedures for addressing) - also referred to as staff behaviour policy or staff code of conduct <b>(S)</b>	Feb 2023	Feb 2023	Feb 2025	FGB
Whistleblowing policy (ref: in KCSIE Sept 2023 para 13, 75-76, 98-99, 579)	Nov 2022	Nov 2022	Nov 2024	
Work placements	To be updated			

\*see DfE guidance which covers how often each policy must be reviewed and shows the level of approval required, where this is prescribed in regulations.

<https://www.gov.uk/government/publications/statutory-policies-for-schools>

We maintain records to evidence that all staff/volunteers have been made aware of the above policies and how to access them. These can be found in school office, Bev Stell / Sally Bellwood is responsible for maintaining that record.



### 3. North Yorkshire Safeguarding Children Partnership School Safeguarding Audit

Our last audit was completed and ratified by the full governing body on March 2023 and any actions arising from it will be reviewed by senior leaders by and findings as well as progress with identified actions will be brought to governors on March 2023. The 2023-24 audit will need to be completed and ratified by the full governing body by March 2024.

A summary of the progress with actions made to date is outlined below.

Reference	Action identified in audit	Progress made on action as identified in audit	Actions still outstanding (including how, when and by whom these will be addressed)
1.12	Cluster schools and outside agencies will be contacted to identify best practice for online checks.	New procedure in place provided by LA safeguarding adviser. Checks recorded for new staff.	
1.1	Updated training for safer recruitment has been booked.	Sally Bellwood completed up to date training	Bev Stell to complete online training, Jan 2024
2A.7	Ask for parent feedback. Ask for staff feedback		
2A.10	Volunteer's induction processes		New procedure will be updated when new volunteers.
2A.11	Staff Behaviour policy, google form to acknowledge reading.	Policy updated and shared with staff. Google form created.	
2A.37	Update job description for DDSL		At next performance management review, Nov 2023
2A.84	Poster for Whistleblowing Policy.		Ordered from H&S team.
5.4	Include vaping in site documents.		Policy to be updated, Jan 2024
7.2	Upgrades to entry system	Capital project to replace doors and install entry swipe cards.	Entry works to be completed Dec 2023.
8.2	Google form for H&S policy	Form sent to all staff.	

### 4. Monitoring of Safeguarding

Safeguarding continues to be a standalone, standing agenda item at all staff meetings and full governing body meetings. Safeguarding is also a standalone, standing agenda item at staff meetings. *Challenge questions around safeguarding are minuted in FGB meetings*

Monitoring of safeguarding to ensure that it remains effective is carried out in the following ways:

- *Reports from CPOMs, shared with safeguarding Governor.*
- *Safeguarding Governors meetings (minuted).*

## **INDIVIDUAL CASEWORK SAFEGUARDING ISSUES:**

***NB due to the sensitive nature of safeguarding information it is essential to maintain confidentiality, as the information shared in this report could lead to the identification of individuals. Governors should not have information about individual safeguarding cases, unless fulfilling disciplinary functions, therefore names and specific circumstances cannot be shared.***

a) Total number of referrals made to Children's Social Care.	0 (This year)
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*Note: The designated safeguarding lead should maintain:*

- A list of referrals made to the designated safeguarding lead for safeguarding in the school and those that were subsequently referred to the local authority, along with brief details of the resolution*
- A list of all pupils who are open cases to children's services/social care and for whom there is a multi-agency plan*

### **b) School participation in child protection conference process**

This includes any child protection conferences which were attended 'virtually' during the pandemic.

Number of Initial Child Protection Conferences (ICPC) and Review conferences (RCPC) held	Number attended	Number of reports submitted	Reason for any non-attendance
0	0	0	N/A
Number of core group meetings held	Number attended		Reason for any non-attendance
0	0		N/A

### **c) Number of individual cases within school from date to date.**

Type of Support Provided/Concern Raised	Number of Cases
Child Protection Plan	0
Children in Need Plan	0
Early Help Assessments	2
Children Looked After and Previously Looked After	0
Privately fostered children	0
Reported to LA as "Missing from Education"	3
Bullying incidents recorded (and dealt with)	0
Report of sexual harassment or sexual violence	0

Hate incidents reported to the local authority relating to equalities (e.g. discrimination, harassment in relation to gender, sexual orientation, faith, disability, ethnicity)	0
Allegations made against Staff	0
Were North Yorkshire Safeguarding Children Partnership Procedures complied with for each allegation made against staff?	-

**d) Other comments on safeguarding issues**

<b>Comments</b> <ul style="list-style-type: none"> <li>Follow up actions from LA review.</li> <li>Safeguarding scenarios for Governors and staff.</li> </ul>
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**Signed**      ...Bev Stell.....

**Date** .....Nov 2023....

**Job title**      .....Headteacher / DSL.....

**Date approved by the Governing Body**

Signed .....  
Chair

Date

Signed.....Bev Stell.....  
Head Teacher

Date Nov 2023