

# IM Safeguarding Ltd

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## **Safeguarding Review of Nutfield Church CofE Primary School on 12<sup>th</sup> September 2023**

Nutfield Church CofE Primary School is a 1 form entry primary school with 205 pupils on roll. The school was last inspected by Ofsted in 2019 and is currently graded as good.

### **Safeguarding Team**

Imogen Woods – Designated Safeguarding Lead (DSL) and Headteacher (HT)

Anna Benjamin – Deputy Designated Safeguarding Lead (DDSL) and Deputy Headteacher (DHT)

Daniel Walker-Cheetham – DDSL and School Business Manager (SBM)

Katherine Brooks – DDSL and Curriculum and Assessment Lead

Serena Fowler – DDSL and School Office Manager

### **Arrival**

On arrival, I parked in the school car park which is securely fenced off from the playground.

The visitor gate was locked and secured.

The door to the reception area is controlled by an intercom buzzer operated from the school office.

Once inside I was greeted by the Office Assistant and I said that I had an appointment with the Headteacher, and I was asked to sign the visitors' book. My identity was checked, and I was given a visitor badge.

The receptionist gave me a leaflet titled "Visitor's Guide". This contained a safeguarding statement, first aid information, fire evacuation procedures and a safeguarding policy statement.

I saw on the wall a laminated notice showing the photographs and contact details of the Designated Safeguarding Lead (DSL), Deputy Designated Safeguarding Leads (DDSL).

First impressions for any visitor to a school is very important and the safeguarding information that I was given, the checking of my details and the safeguarding leaflet left me in no doubt that safeguarding is a priority at this school.

I had an initial meeting with the Headteacher and DSL.

### **School tour**

I accompanied the Office Manager and Deputy Headteacher/ DSL on a tour of the school.

There is considerable outside spaces which are appropriately secured.

In classrooms pupils with additional needs were being supported by teaching assistants and other pupils were politely inquisitive as to who I was.

Behaviour was very good with pupils listening to their teacher and classroom staff.

There are "talk time" boxes in both main corridors of the school which are regularly checked. Classroom staff know their pupils well so can identify pupils who are not confident enough to leave a note in the boxes.

The tour of the school coincided with many classes having their break and as the weather was good, pupils were enjoying the outside spaces. Staff were present and were engaging with pupils and were in all parts of the playground watching for any concerning behaviour.

A popular area is the school farm which has a rabbit, chickens and guinea pigs. There are plans to gain more animals. The animals can be very therapeutic, and pupils enjoy visiting and caring for them.

A yellow friendship bench is in the playground and if a pupil does not have a friend to play with, they can sit on the bench, and someone will talk to them. Pupils are equality ambassadors.

The Deputy Headteacher's office has a viewing panel in the door however a wall prevents anyone seeing into her office. This wall should be removed, or the room rearranged.

**Action:** Review the layout of the DHT's office.

### **Child Protection and other policies**

The Child Protection and Safeguarding policy and all other policies are currently under review.

### **Designated Safeguarding Lead**

Imogen Woods – Designated Safeguarding Lead (DSL) and Headteacher (HT)

Anna Benjamin – Deputy Designated Safeguarding Lead (DDSL) and Deputy Headteacher (DHT)

Daniel Walker-Cheetham – DDSL and School Business Manager (SBM)

Katherine Brooks – DDSL and Curriculum and Assessment Lead

Serena Fowler – DDSL and School Office Manager

Safeguarding data

Child Protection Plans – 0

Child in Need Plans – 0

Early Help – 2

These are very low levels of safeguarding data, but the safeguarding team are confident that staff are reporting all their concerns and are not missing anything.

The school uses an online management system for Child Protection records CPOMS. This system also records behaviour. CPOMS and other online management systems are very popular with schools as staff are given individual logins and data is cloud based. DSLs can access and manage all concerns from their own devices.

The School Safeguarding Team meets monthly and there are safeguarding conversations at other times if required but I would advise that the meetings are more regular.

The purpose of the safeguarding team meetings is to assess the risk of harm to vulnerable pupils.

The meeting has an agenda generated by CPOMS regarding pupils who are currently being monitored and/ or if they have an allocated social worker and subject of a statutory plan.

Urgent referrals or discussions will be dealt with at the time.

## **Training**

Whole school safeguarding training was delivered to all staff just before the end of the summer term. This included updates to legislation and guidance and any Child Safeguarding Practice Reviews affecting education.

Weekly staff meetings include a safeguarding reminder on a variety of subjects. The HT/DSL is safeguarding driven and ensures that all staff are kept up to date.

The School Business Manager maintains a folder containing all training certificates and a spreadsheet showing all staff and any courses and training they have attended. This includes first aid and paediatric first aid.

Safeguarding induction is delivered by the DSL to all new staff as soon as possible after appointment.

All Governors are invited to whole school staff safeguarding training and other courses are available from Surrey Governor Services.

The online safety Lead has undergone Thinkuknow training from CEOP.

### **Incident Logs/ Bullying**

There have not been any reports of bullying taking place at school. Pupils do occasionally fall out with each other, but nothing has escalated into bullying. The pupils are reminded of the need to be respectful to each other.

There was an incident during last term where some boys in Year 6 were not respectful to the girls in their class. The pupils addressed this by forming an Equality Ambassadors Group and this gave the boys purpose in their behaviour which made them see the error of their ways. Their meetings explored themes around equality and addressing other discriminatory behaviour, for example homophobia.

Pupils sign up to the Peacemakers Charter which says "We are all different and we like it that way".

### **Single Central Record (SCR) and Safer Recruitment**

Daniel Walker-Cheetham is the School Business Manager and responsible for the upkeep of the Single Central Record. In his absence both the Headteacher and Deputy Headteacher can access the SCR. Mr Walker-Cheetham completed safer recruitment training in March 2022.

The Single Central Record complies with statutory guidance, Keeping Children Safe in Education 2023.

There are separate tabs for teachers, support staff, governors, and volunteers.

Each tab has several sections including:

- Identity
- Qualifications including QTS number.
- Childrens Barred List (CBL)
- Disclosure and Barring Service (DBS) checks
- Right to work in the UK

- Overseas checks
- A review of the SCR

The CBL check also mentions “List 99” which is now out of date.

Other information can also be included in the SCR but as a general rule only statutory information is recommended.

This SCR needs the following:

The CBL needs a date which will be the same as the DBS. The date for the DBS is when the certificate has been shown to the SBM.

In relation to a person who requires an overseas check, for example, anyone who has worked or lived overseas within the past 5 years, the only check available is to ask the person to obtain a police check from that country.

The overseas check is a “yes or no” response and not N/A. If yes it will also include the date and the evidence seen.

**Action:** Review the Single Central Record

I dip sampled several staff recruitment files.

Each file has a checklist detailing all necessary checks had been completed but it needs to be signed off by the Headteacher which is best practice. The Headteacher is the responsible person who ensures all recruitment checks are complete before a candidate becomes an employee.

**Action:** Ensure the Headteacher signs off all recruitment checks.

The Headteacher checks all references.

There is an appropriate safeguarding question asked during interview.

The file contains evidence of:

Teaching qualifications

Identity documents

Gaps in employment are identified and investigated during interviews.

### **Online Safety**

Daisy Mitchell is the Online Safety coordinator for the school. This may have to be reviewed in response to the “Filtering and Monitoring” standards issued as part of Keeping Children Safe in Education 2023 as the DSL must be the responsible person.

Online safety training is delivered to staff as part of the whole school safeguarding training.

On speaking with Daisy this school can evidence the following:

- Providing pupils with age-appropriate information about online safety, including topics like cyberbullying, privacy, and responsible online behaviour.
- Conducting workshops, seminars, or training sessions for both pupils and parents on digital literacy and online safety.
- Establishing clear and comprehensive policies regarding internet and technology usage within the school premises.
- Implementing robust internet filtering and monitoring systems to prevent access to inappropriate or harmful content.
- Regularly reviewing and updating these systems to adapt to new online threats.
- Providing resources and information to parents about how they can support their children's online safety at home.
- Maintaining open lines of communication with parents regarding any concerns or incidents related to online safety.
- Having clear protocols for identifying and addressing instances of cyberbullying.
- Safeguarding sensitive information of pupils and staff and complying with relevant data protection laws.
- Educating pupils about the importance of protecting their personal information online.
- Having a Digital Citizenship Curriculum

### **Hire and Lettings of School Premises**

Daniel Walker-Cheetham is the School Business Manager oversees the lettings and hiring of school buildings and outside spaces.

Wraparound care for pupils, for example, breakfast and afterschool clubs adhere to the school CP policy and their details are recorded on the Single Central Record.

There are no external lettings or hirings.

### **Health and Safety**

Health and Safety checks are completed regularly including assessment by the governing body.

The school is not on a main road and there are no identified local hazards, for example railway tracks or canals.

Fire drills are practiced regularly for both sites.

First Aid grab bags can be found on the backs of classroom doors which are easily accessible in cases of fires etc.

All medicines are stored away in a locked cupboard.

All injuries are assessed and treated by trained first aiders.

In the case of head injuries, parents are informed for monitoring purposes.

Pupils who have medical conditions, for example asthma, diabetes have their details recorded on an Individual Health Care Plan which is completed in consultation with parents and if need be, a health care professional.

There is not an IHCP for pupils with food allergies and although the responsibility for all IHCPs is a decision of the Headteacher this should be considered. There are photographs of pupils with allergies in each classroom and in the kitchen.

**Action:** Consider having an Individual Health Care Plan for pupils with food allergies.

Staff are trained in the use of Adrenaline injectors and asthma inhalers.

The IHCPs are very clear and compliant.

All details of allergies etc., are shared with appropriate staff in the school, for example, catering and classroom staff.

All external trips are risk assessed and the class medical bag accompanies the pupils.

## **Governing Body**

I met with Diane Martin who is the Link Governor for Safeguarding and was present throughout this review. Diane is a highly experienced Governor who has a wealth of safeguarding experience having been a trainer for the local authority.

Safeguarding is a standing item on all Governing Body agendas.

Governors have an excellent working relationship with the Headteacher, DSL and the Senior Leadership Team.

Diane Martin and the Governing Body reviews and monitors the school's safeguarding policies and procedures to ensure they comply with legal requirements and best practices.

Ensures that all staff, including teachers, support staff, and volunteers, receive appropriate training on safeguarding issues and procedures.

Regularly reviews and assesses the effectiveness of the school's safeguarding measures and reports her findings to the governing body.

On visits she has a meeting and briefing from the HT/ DSL on current trends, conducts a learning walk and speaks with staff and pupils.

Governors receive a report from the HT/ DSL before each full governing body meeting and will challenge if required.

Governors have completed safeguarding training.

Governors fully support the HT/ DSL.

As an experienced governor Diane checks the Single Central Record.

Governors are pleased with the school results in reading, writing and maths and also ensure that pupils who are disadvantaged are doing well.

### **Meeting with pupils**

I was delighted to meet with:

Ted – year 6

Darue – year 6

Delphine – year 5

Gracie – year 4

Betsy B – year 5

James – year 5

Jack year 4

I asked them what bullying meant to them and I was told it had to be more than once, could be on or offline, it was being mean to someone either physically or psychologically. It could be do with the colour of a person's skin, or to do with weight or size and the person could be angry. If they were being bullied, they would not keep it to themselves but report it to a teacher, parent, trusted adult or even their best friend.

If it was cyberbullying, they could block the person but still report them

They enjoy playing online games but know that they must stop if they start chatting to someone they don't know. They enjoy playing:

*Fortnite*



*Roblox*

*Fall Guys*

*Sims*

I was told they always ask permission before going online.

I asked them to describe in one word what they liked or disliked about school. They said:

*Fun*

*Progressing*

*Adventurous*

*Kind*

*Amazing*

*Nice*

*Team*

I asked them if they felt safe at school, which they confirmed and asked what the word "safe" meant to them. They said:

*There are adults all around us.*

*Our teachers look after us.*

*Fire alarms and Lockdown drills*

*Fire door exits.*

I asked what you need to be a good friend. They said:

*Play with them.*

*Talk to them.*

*Be respectful.*

*Don't ignore them.*

*Help them.*

*If you fall out say sorry.*

I asked them whether they would like to change anything about the school. They said:

*More equipment*

*Give money to the Headteacher to spend.*

*Make more classrooms.*

*Build a secondary school so we don't have to leave.*

*Horses*

*More car park spaces.*

I asked them if they could write an advert for the school, what would it say. They said:

*It's a calm place.*

*It's adventurous – you can make a fresh start.*

*It's the best experience.*

*Enjoy it.*

*Learning and fun at the same time.*

## **Conclusion**

There is a strong culture of safeguarding at this school. A highly experienced Headteacher/ DSL manages the School Safeguarding Team and although there are only a few cases the team are confident that staff are not missing anything. All safer recruitments checks are in place.

Behaviour is excellent and when some pupils showed disrespect to their peers, staff held meetings with those involved, making them realise that their behaviour was unacceptable. Pupils formed an Equality Ambassadors Group to demonstrate equality at the school.

Pupils know how to keep themselves safe both on and offline and what to do if they need support.

A supportive Governing Body works well with the Senior Leadership Team to keep pupils safe.

**Ian McGraw**

**3<sup>rd</sup> October 2023**

**Independent Safeguarding Consultant**

**Action Plan**

	Action
1.	Review the layout of the DHT's office.
2.	Review the Single Central Record
3.	Ensure the Headteacher signs off all recruitment checks.
4.	Consider having an Individual Health Care Plan for pupils with food allergies.