

SAFEGUARDING CHECKLIST

School-Based Safeguarding Policy

- ☐ Develop and implement a Safeguarding Policy and communicate this to the whole school community.

Safeguarding Team

- ☐ Appoint a Safeguarding Team with a Designated Safeguarding Lead and Deputies to oversee and support the school's overall safeguarding practices.

Safeguarding Training

- ☐ All staff to attend the Safeguarding training at the time of induction, including the Governing Board, staff and volunteers.
- ☐ Training on incident reporting and record keeping as per the Safeguarding protocols of the school.

Safeguarding Awareness

- ☐ Provide a safe and caring environment in which all students can learn, progress and develop the confidence to voice their ideas, feelings and opinions.
- ☐ Support students identified to be at risk from harm, including Students of Determination who could experience vulnerability.
- ☐ Ensure staff are able to identify safeguarding incidents and reassure the children who make a disclosure and inform them that they are being taken seriously and supported.

Safeguarding and Curriculum

- ☐ Develop an understanding of digital citizenship curriculum including expected online behaviours and use of social media.
- ☐ Support students to develop strategies for their self-protection.
- ☐ Development of students' self-esteem and self-regulation.

Creating Safe Environments

- ☐ Schools to be equipped with integrated and fully functioning access and security systems.
- ☐ Maintain a visitor's log by recording the visitor's name, ID, signature, telephone number, purpose of visit, time of arrival and time of departure
- ☐ Regularly perform risk assessments to identify potential threats and risks.

Whistleblowing

- ☐ Implement a whistleblowing mechanism to raise staff concerns or allegations
- ☐ Protect the identity of people reporting the concern.
- ☐ Provide the necessary interventions and support to the staff.

Safer Recruitment

- ☐ Safer recruitment procedures are followed for all appointments
- ☐ Maintain School Central Record with Police Clearance Certificate and two References for all staff.