

Schools and Settings Visit Note

PART A

SCHOOL or SETTING: Barley Lane School		DfE No:
NAME OF EDUCATION OFFICER: Jonathan Galling – Senior Safeguarding Practitioner		
DATE of VISIT: Thursday 11 th January 2018	DURATION: 3 hours	
TYPE OF VISIT: A, B or C A. Chargeable to the school /setting B. School or setting annual subscription C. SDA funded	SDA PROJECT REFERENCE (where funded through the CYPS Service Delivery Agreement):	

Consider:

- Safeguarding Issues
- Best Practice
- **Supporting Improvement**

PART B

Purpose of Visit.

The visit has been requested by DCC to support the school in evaluating its safeguarding practice following a complaint made to Ofsted by a parent. Since this complaint the school has undergone an Ofsted inspection – report dated 18th December 2017 and retained its previous overall grade of ‘Good’. Safeguarding was judged as being effective. The inspection report commented: “*Any complaints made are meticulously investigated and documented. Following any incidents, leaders ensure that lessons are learned and staff receive detailed feedback as appropriate in order to reduce any similar incidents*”.

Key Issues – aspects for the leadership to consider:

Further evaluation of training

- The pre-visit evaluations that were looked at during the visit were completed to a very high standard in that they offered a wide range of quantitative and qualitative information. This information could be evaluated and scrutinized to offer SLT,

governors, staff and parents/carers a strong overview of safeguarding across the school including any areas of strength and those requiring further development.

- It might also be worth the school considering simplifying this evaluation process to assess the impact of specific areas of training such as on-line Prevent training and to gauge staff perceptions and the impact of such training

Managing the current absence of the Bursar

- The school is aware that it needs to maintain its SCR and personnel files during the absence of the bursar. I would advise senior leaders to consider what interim measures might be supportive, e.g. seeking support from partner schools within the cooperative trust, working with external partners to support staff who in currently being asked to maintain the SCR and files.

Seeking the views and opinions of children

- The schools website shows that in previous years, pupils' views have been sought and shared. This is good practice and while not discussed during the visit, any continuation and development of this would be advised.

Main activities and outcomes:

The visit was rearranged for today (previously 11th December) due to illness of myself. The Headteacher (also the DSL) was today required to be 'operational' around the school and as a result was able to participate sporadically. The Headteacher expressed that the visit was welcomed and the school were keen to be transparent in demonstrating their safeguarding practices, procedures and would welcome any advice in developing these further.

Review safeguarding information and content on the schools website and from its' S175 audit return

- Policy is in date and reviewed by governors
- Contact details for key staff, including the DSL linked to safeguarding is available and up-to-date.
- There is wider access to safeguarding information for staff and parents

Tour of the school including the schools grounds and external security

- There is a significant amount of safeguarding information displayed for staff, visitors and students throughout the school
- Sign-in procedure includes ID check, safeguarding information, expectation of no-phone use
- CCTV is used throughout the school – this is used to support any investigation around allegations against staff or incidents such as altercations between pupils
- The grounds are well maintained by a knowledgeable site manager who maintains a range of risk assessments who staff report to should a concern exist
- Site security is appropriate in reducing the risk of pupils absconding or preventing those entering who should not be on site

Observe arrival of students from taxis and other means

- Staff carefully manage and support pupils as they arrive, most commonly by taxi
- The school is vigilant to taxi driver ID and expect drivers to share any concerns students express
- Pupils are met from taxis by school staff

Attend daily morning staff briefing

- Safeguarding is the first item for discussion/dissemination/sharing learning from previous events or incidents. Staff spoken with welcomed this and commented that it supports them in their role and is useful as ongoing training.
- The Headteacher is able to reinforce school expectations including, as observed, the potential need for handling students

Meet with cross section of staff to discuss training and processes

- Staff spoken with reported that training is daily but also through specific sessions and topics such as Prevent or CSE
- Staff welcome the morning briefing and see this as key to their role and ongoing development of safeguarding knowledge and understanding
- Those spoken with understand their role in the appropriate use of their own social media
- One member of staff was able to recall her induction as having key policies and documents to read alongside 1:1 input from a senior member of staff
- Staff spoken with understand their role in being vigilant to the conduct of others, how and to whom any reports (including should this be the Headteacher) and the role and contact details of LADO
- Staff have regular training in positive and safe handling of students. Staff spoken with explained that incidents are recorded in a 'bound-book' and shared/evaluated by SLT with parents informed

Meet with current member of staff who maintains the SCR and has responsibility for attendance reporting to the Headteacher

- The current Bursar is on long-term sick leave.
- The SCR has been reviewed by Jane Lake (Safeguarding officer Babcock) and Ofsted within 4 school weeks and deemed fit for purpose and was therefore not viewed again at this visit, nor were any personnel files viewed for the same reason
- Attendance is monitored daily. Any pupils who are unaccounted for are reported to the Head no later than morning break (often sooner should concerns be known)
- Attendance is tracked for individuals with support and challenge in evidence
- The school is pro-active in undertaking or seeking support for welfare checks as needed
- Where pupils are educated off site, the school expects the individual adult(s) and organisation to report that the student has arrived, or not should this be the case

Review a sample of completed staff questionnaires with the Deputy Head

- Questionnaires have been completed by a significant percentage of staff
- The sample reviewed highlight staff feeling secure in their knowledge and as an example knowing what to do should they have a concern about a colleague or the Headteacher and the role and contact details of LADO
- Evaluations seen reflect the views of staff spoken with in that safeguarding is a priority of the schools work

Met with the Deputy Head who is also the Deputy Designated Safeguarding Lead

- Staff who transport children have safeguarding in place such as two members of staff in a vehicle if this were to be just one pupil
- Staff have appropriate insurance for their own vehicles to transport children
- Off-site provision is vetted to ensure that it and its' staff comply with safeguarding expectations

Meet with small sample of students

- Pupils spoken with reported feeling safe and secure at school
- They reported that if they had a concern they could speak to adults who work at the school who would support them
- One pupil in particular was very clear on how to keep safe when on-line including what the dangers presented might be and who they could speak to for support

Future Action:

- Sharing this report with key staff and governors

HEADTEACHER, PRINCIPAL or MANAGER'S COMMENTS:

(If you wish to make any comments, as agreed in the protocol governing visits made by Babcock LDP staff to schools and settings, please use this space and return a copy to the author of the visit note.)

CIRCULATION:

Headteacher, Manager, Chair of Governors (where appropriate), Babcock LDP

NB. This visit note may include reference to individual case work, but will not identify individual young people.