

Kew Riverside Primary School – Safeguarding Review 21st March 2019

This review is informed by:

- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2018
- LSCB London Child Protection Procedures

Methodology:

Prior to visit:

- Review of policies on website: Attendance at School and Registration of Pupils; Behaviour and Anti-Bullying; British Values; Complaints; Safeguarding and Child Protection; E-Safety; Health and Safety; Equalities; Inclusion; Relationships and Sex Education; Whistleblowing; Privacy Notice CCTV Data Protection

During the visit:

- Meeting with Headteacher/Designated Safeguarding Lead
- Meeting with staff responsible for SCR, health and safety, medical procedures
- Review of documentation: Single Central Record; recording of concerns; medical and accident recording

Documents reviewed after the visit: Supporting Pupils with Medical Conditions Policy; Health and Safety Policy March 2020

A previous Safeguarding Review of the school was conducted on 10/10/16.

Leadership and Management:

At present, the school has a Designated Safeguarding Lead (Headteacher) and a Deputy Designated Safeguarding Lead (Deputy Headteacher, Inclusion Manager/SENCo/PPG Champion). The roles of DSL and Deputy DSLs are explicit in their Job Descriptions. The school is planning to have an additional Deputy DSL. There is a new Safeguarding Governor and the school must ensure that all appropriate documentation is updated accordingly. The DSL is the Designated Teacher for Children Looked After, there is also a designated Governor for Children Looked After.

Information about the leads is displayed in the Safeguarding and Child Protection Policy, the Reception area and the Staff Handbook. At the time of the last Safeguarding Review, the school was planning to add this information to the Safeguarding section of the school website, this has not yet been done.

The DSL and Deputy DSLs have daily conversations and meet regularly to monitor cases and review any actions taken. Vulnerable children and safeguarding are standing items on the agenda for the weekly Leadership meetings. The DSL acts as the Attendance Officer which ensures that the relationship between attendance issues and possible safeguarding concerns is regularly explored.

There is good communication between the DSLs and the Governing Board with good mechanisms for sharing information. The Headteacher's termly report to the Governing Board includes safeguarding

information. The Safeguarding Governor visits the school termly and is fully involved with the annual Safeguarding Audit which is submitted to the LSCB. It is recommended that he uses the audit as a basis for his safeguarding visits to the school and submits a written report to the Governing Board. This will ensure that Governor oversight of safeguarding policies, practices and procedures is clearly evidenced. Minutes of Governors' meetings are displayed on the website and it is clear that safeguarding has been discussed. The most recent minutes displayed on the website are dated 19/04/17, the school is in the process of uploading more recent minutes.

Safer Recruitment

The Headteacher, Deputy Headteacher and at least one Governor have attended Safer Recruitment Training. At least one trained person is involved in any recruitment process. Questions about safeguarding are included in all interviews and any gaps in employment are explored.

Two references are sought for every appointment. Advice was given again regarding historic references. There must be two references on every file or evidence that all reasonable attempts have been made to obtain them. In the event that it is not possible to obtain historic references the school should consider obtaining character references and/or stating what other measures are in place e.g. DBS check, regular appraisals. It is recommended that an audit of files is undertaken to ensure documentation is in place. A Comprehensive Single Central Record is kept for all staff and volunteers. The document is stored on a secure drive with access appropriately limited. There are separate tabs for: staff; volunteers and Governors; contract staff and clubs; agency; leavers. Photographic ID is seen for everyone. Recommendations given at the last review have been implemented. It is recommended that the SCR is checked at least termly by someone other than the inputter e.g. Headteacher or Safeguarding Governor and recorded. A separate tab for these checks was set up during the Review.

Relevant staff are required to complete a declaration regarding disqualification under the Childcare Act. All staff, Governors and volunteers are required to have a DBS check which is renewed every 3 years. Details of DBS checks are also seen for agency staff, students, contractors and staff of any clubs run by outside agencies. In addition, the school obtains the agency's Safeguarding Policy and details of their Safeguarding Lead (where applicable). The staff are also required to read the school's Safeguarding and Child Protection Policy and made aware of safeguarding and health and safety procedures. It is recommended that the school also obtains confirmation that the agency follows safer recruitment procedures and provide details of safeguarding training undertaken by staff.

Policies and Procedures and Website

The Policies that were reviewed prior to the visit are easily accessible on the school website. All policies seen have a comprehensive front sheet, are dated and have a date for review. All policies viewed have been reviewed to timescale.

The Attendance at School and Registration of Pupils dated Autumn Term 2018 needs to make reference to the fact that lateness and poor attendance could potentially be an indicator of a safeguarding issue. This was also a recommendation from the last Review.

The Complaints Policy dated 24/05/18 and the Whistleblowing Policy dated Autumn 2018 both need to make reference to safeguarding concerns and the appropriate Policy to follow.

The Safeguarding and Child Protection Policy is dated September 2018 and it is clear that the AfC model Policy has been used for reference. It is recommended that the school checks the contact details listed in appendix 2.

The Privacy Notice CCTV Data Protection Policy is dated September 2017. It refers to the Data Protection Act 1998 and needs to be reviewed in line with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

Other policies will be discussed in the relevant sections.

The school has a Safeguarding section on its website containing: a safeguarding statement; link to the Safeguarding and Child Protection Policy; link to NSPCC; link to essential reading – Keeping Children Safe in Education 2018, Working Together to Safeguard Children 2018, Behaviour and Anti-Bullying Policy, the Prevent Strategy, Talking about Terrorism with Children; link to Keeping Safe Online page. It is recommended that the following are added: details of the DSLs and Safeguarding Governor; contact details for SPA and out of hours (and other relevant local authorities); links to information regarding domestic abuse.

The E-Safety Keeping Safe Online page contains comprehensive e-safety information and links to further information and useful websites. There is also an excellent Supporting Mental Health which contains information from and a link to the Mentally Healthy Schools website.

Training

The DSLs have up to date multi-agency safeguarding training (level 3) which is updated every 2 years. The DSL has attended the Signs of Safety training so is familiar with the framework used by AfC. In addition, he has attended the following training: So Called Honour Based Violence; Stress Resilience; FGM; Prevent; LGBTQ+. Learning from the training has been used to inform practice e.g. changes to the uniform and labelling of toilets.

Safeguarding Awareness training is delivered annually to all staff (including Learning Support Practitioners and Office staff) during the September Inset day. Delivery of the training sessions alternates between an external trainer and the DSL. The DSL's training includes case studies relevant to the school. Any staff who miss the training or join the school during the academic year are required to attend a small group or 1:1 session with the DSL. The training includes FGM and Prevent.

The catering staff and the Site Manager are employed by ISS who provide their own Safeguarding training. The Site Manager is also externally employed, a copy of his Safeguarding training certificate was seen during the Review.

Three Governors, including the Safeguarding Governor have undertaken online level 1 Safeguarding training and attended Safeguarding and Promoting the Welfare of Children: the Governing Board's Role training on 05/02/19. All Governors are invited to the annual Safeguarding training session.

There is an induction process for all staff which includes the requirement to read the Staff Handbook, Code of Conduct and relevant policies and documents. All new staff receive a briefing on the school's safeguarding and health and safety procedures.

There is also an induction process for all volunteers which includes a briefing on the school's safeguarding and health and safety procedures.

The last Review highlighted the need for written Safeguarding information to be available for supply staff when there is no time for a formal induction. This information is now available.

The school ensures that all staff from outside agencies e.g. catering and clubs are briefed regarding specific school procedures.

All staff and Governors are required to read part 1 and Annex A of Keeping Children Safe in Education. It is recommended that all Governors are familiar with the whole document.

All training undertaken is recorded. Knowledge gained from training is shared in staff meetings etc. The impact of training is evaluated through practice. For example, staff having more confidence to report concerns, the correct documentation being used and a heightened awareness of safeguarding issues.

Recording Systems

Any safeguarding concerns are reported on a Cause for Concern form. Body maps are also used as appropriate. These forms are generally emailed to the DSL and then the email is deleted. Paper forms are also available.

When details of a concern are received, the DSLs discuss the action to be taken, for example, monitor, speak to parents, refer to SPA. Copies of the forms are printed off and stored alphabetically in the Child

Protection Folder which is in a locked filing cabinet. Chronologies are started on the receipt of the first Cause for Concern Form. There are also electronic files, access to which is appropriately limited. The DSL has a good understanding of when issues, concerns etc. should be referred to Children's Services. The school reports a good working relationship with SPA. When pupils transfer to another school, the safeguarding information is either hand delivered or posted using secure mail. A receipt is always obtained. The school has a comprehensive E-Safety Policy dated November 2018. The LGfL filtering system is used to allow or block sites as appropriate. Staff and pupils have individual log-ins for the computer. An Acceptable Use Agreement is signed by staff and pupils. USO FX2 is used for transferring sensitive/confidential information. Staff are regularly reminded of the whistleblowing procedures and their responsibility to report any concerns regarding other staff members and volunteers to the Headteacher and that concerns/complaints regarding the Headteacher should be reported to the Chair of Governors. The school aims to foster a culture whereby staff feel able to raise concerns about other staff members and volunteers and are confident that any concerns would be dealt with in a professional manner.

School Site Safety

The school was built as part of a Private Finance Initiative and as such the responsibility for premises and the maintenance rests with 14Forty rather than the local authority. The vehicle gate and visitor gate are situated on Courtlands Avenue, these gates are kept locked. There is an intercom system which allows Reception staff to monitor access to the school site. The school has a CCTV system and ensures that it complies with the Information Commissioner's Office Code of Practice. The door to the school building is locked and access is controlled by Reception staff. Once in the school, there is open access to the rest of the building. For extra security the school should consider having an 'air lock' system so that visitors do not have direct access to the school. The pupil access gate in Townmead Road is opened from 08:45 to 09:05. A member of the Senior Leadership Team is always on gate duty. Parents/carers bring the children into the playground. Parents/carers of pupils up to Year 4 are required to stay with their children until the classroom doors are opened at 08:50 to 08:55. Pupils in years 5 and 6 can be left in the playground. Any latecomers are required to report to the office. At the end of the school day the gate is opened from 15:00. There is a staggered finish between 15:10 and 15:25, parents/carers wait in the playground and pupils are dismissed from the classroom doors. Pupils in years 5 and 6 are permitted to travel to and from school on their own with written permission from parents/carers. Since the last review, the school has introduced an electronic sign in and out system for staff and visitors. All visitors are issued with stick on badges that include their photograph. All visitors are given a safeguarding statement to read. I would suggest that this statement is shortened as there is far too much information to fully digest. If the school decides that all visitors need this level of information, I suggest that it is put in the form of a leaflet that can be taken away so that it can be referred to when necessary. At present, staff do not wear ID badges, but this is something that the school is planning to introduce.

Health and Safety

The school was built as part of a Private Finance Initiative and as such the responsibility for premises and the maintenance rests with 14Forty rather than the local authority. The Head Teacher has overall responsibility for the day to day management of health and safety and the School Business Manager and the Site Manager have responsibility for the operational side of health and safety. There is a designated health and Safety Governor. The school has a comprehensive Health and Safety Policy dated March 2019 which details roles and responsibilities for health and safety as well as arrangements within the school. The school obtains health and safety advice from Richmond and Wandsworth Health and Safety Team.

The Headteacher and the School Business Manager have attended Health and Safety training for Headteachers and Governors. The School Business Manager and the Office Manager have attended Fire Safety training. The Site Manager is employed by 14Forty who are responsible for ensuring that he has undertaken the required training.

The Site Manager, Headteacher and School Business Manager conduct separate daily visual checks of the school site. The School Business Manager and the Site Manager ensure that all daily, weekly, monthly, three monthly, six monthly and annual in house and external checks are conducted to timescale.

Termly Health and Safety Walks are undertaken by the Headteacher, School Business Manager and Site Manager and annual inspections by the Health and Safety Governor, School Business Manager and Compass.

Fire alarms are tested weekly. Fire drills are held termly at different times of the day including after school. Personal Emergency Evacuation Plans (PEEPs) are completed for staff, volunteers or pupils who require assistance during an evacuation.

All Learning Support Practitioners have attended Paediatric First Aid training and two members of staff have attended a three day training course. Details of first aiders are clearly displayed. There is always a first aider on duty at playtimes and lunchtimes who has a mobile first aid kit. Each classroom has a 'red cross' which is used to summon help in the event of emergency. There is a Defibrillator in the Reception area. All staff have received Epi-pen training.

The school has a separate Medical Room. All first aid administered is recorded in the Record Book and a copy sent to parents.

The school has a Supporting Pupils with Medical Conditions dated October 2017 which details the roles, responsibilities and arrangements within the school regarding pupils with medical needs. Individual Health Care Plans are completed as necessary and copies are stored securely.

Medication including inhalers are stored securely in the Medical Room. The school requires a Parental Agreement to be completed in order for any medication to be administered at school. All medication administered is recorded and a copy sent to parents. All pupils requiring an epi-pen are required to have two on the premises, one in the Medical Room and one in their classroom.

At present, photographs and details of pupils with medical conditions/allergies are displayed in the Medical Room. Advice was given regarding the display of this information; the school should either obtain explicit parental permission or display the information on the inside of a cupboard door.

The school has an Emergency Plan which is reviewed regularly. Site evacuation would be to Barnes Church. A drill took place in October 2018 and an Action Plan has been drawn up as a result.

There are procedures in place for lockdown. A drill has taken place using whistles to raise the alarm which had limited success. Consequently, the school is investigating an extra tone for the fire alarm. During the lockdown, pupils make their way into the corridor and sit quietly. Consideration needs to be given to the fact that visitors currently have free access to the school once they have entered the building. As previously mentioned, an 'air lock' Reception area would strengthen security.

Risk assessments are completed for on and off-site activities and include identification of hazards, calculations of risks and actions to be taken to reduce risks. Arrangements for Educational Visits are detailed in the Health and Safety Policy. Staff are required to conduct a preview visit and complete a risk assessment which is signed off by the Headteacher. Risk assessments for residential trips or high risk activities are submitted to the Borough. Risk assessments for individual pupils are completed as necessary. All risk assessments are working documents and are shared and discussed with helpers as appropriate. A school mobile phone is used on all trips and visits.

Physical Intervention is included in the Behaviour and Anti-Bullying Policy which is dated February 2018 and is currently under Review. At the last Review, it was recommended that the forms used to record any physical intervention should include a space for the pupil's voice. This has not yet been actioned. At present three members of staff have been trained to use Team Teach techniques, this will be extended to all staff in the Summer Term 2019.

Teaching and Learning

The school continues to use the six Golden Rules: be kind and helpful; be gentle; look after property; listen to people and show respect; work hard; be honest. These rules are displayed in all classrooms and learning areas. There is focus on a different rule each week and Golden certificates are awarded based around the theme.

The Behaviour Policy and Anti-Bullying Policy dated February 2018 emphasises promoting positive behaviour choices. The Policy is currently being reviewed, parents are being involved in the process. There is a consistent approach to behaviour management across the school and the school requires all adults to act as positive role models.

A number of rewards are used to help promote positive behaviour: praise; House points; lunchtime lottery tickets; stickers; class rewards; postcards sent home; praise in assemble; praise from the Headteacher. Sanctions include warnings, time out, sent to another classroom, missing Golden Time and red behaviour letters.

A number of safeguarding issues are covered in both PSHE lessons and assemblies, including: anti-bullying; stranger danger; safe walking; road safety; friendships; appropriate relationships; feelings; rail safety; British Values; e-safety.

The school is taking part in a pilot scheme with Barnardo's. The PATHS programme is designed to develop self-control, emotional awareness and interpersonal problem-solving skills.

There is scope for any topical issues to be discussed both in PSHE lessons and assemblies.

Online safety has a high profile in the school and the school are committed to raising the awareness of staff, pupils and parents. The school has a comprehensive E-Safety Policy and uses the Switched on Computing Scheme as well as the subject being woven in to all other subject areas. E-safety is regularly revisited throughout the school journey. AfC's ICT and Online Safety Adviser has delivered workshops and assemblies to parents, pupils and staff. Online safety posters are displayed throughout the school. There is excellent information regarding e-safety on the school website and information about e-safety and social media is regularly included in Newsletters.

The school also takes part in Borough initiatives such as: Cycling Proficiency; Junior Safety Officers.

Other agencies that have been involved in the delivery of sessions including Police, AfC, NSPCC and health professionals.

The Child's Voice

There is a strong emphasis on the emotional well-being of the pupils. There is a Supporting mental Health page on the website and the school has worked closely with Winston's Wish and Heads Together to develop a Mental Health Policy and a Bereavement Policy.

The school has an ELSA (Emotional Literacy Support Assistant) who is able to offer individual support to identified pupils as well as running small group sessions. Interventions and groups are provided according to the needs within the school. Lego Therapy is also available. Referrals are made to the Educational Psychologist and CAMHS as appropriate.

There are Worry Boxes in classrooms for pupils to 'post' any worries and concerns. The boxes are checked regularly.

A Calm Zone has recently been built in the playground which can be used for quiet games. It also has a sensory section that can be used at any time as a 'chill out and calm down' space. Mindfulness is practiced with pupils in the lead up to SATS.

Pupils act as Playground Buddies and help to resolve low level conflict in the playground using the principles of Restorative Justice. Training for the Buddies is being introduced. There is also a Buddy Bench in the playground. Where possible, EAL pupils are buddied with a pupil who speaks the same language.

There is an active Junior Leadership Team which meets regularly. It consists of elected pupils from each class. All pupils are able to put forward ideas and issues to be discussed at Team meetings. The members feedback the decisions made to their classes. Examples of issues discussed are: the volume of traffic and

parked cars around the school; lunchtime activities and P.E. equipment; future relationship with a Primary Academy in Cornwall.

Pupils have a number of other opportunities to participate in school life including: lunchtime helpers who serve at the salad and fruit bar and are able to issue lunchtime lottery tickets for positive behaviour; Headteacher and office helpers; House Captains (year 6) and Vice House Captains (year 5) who help with the collation of House points; playground buddies; playground helpers (planned); reading buddies. Older pupils show visitors around the school.

Pupils in years 4, 5 and 6 work towards the Headteacher's Award. There are four different levels: bronze; silver; gold; platinum. An Award Evening is held which parents and siblings can attend. Pupils are awarded badges and medals.

Pupils' views are sought in a number of ways: hands up surveys conducted in each class by the Junior Leadership Team results of which feed into the School Development Plan; the Leadership Team meets regularly with groups of children to obtain their views on different issues; ongoing surveys throughout the year after assemblies, whole school events etc. Part of the PATHS programme is to complete an entry and exit survey which includes questions about having someone to talk to about worries and concerns.

Strengths

- Safeguarding is clearly a priority in the school with time and resources allocated to ensure that the children are safe and that their emotional needs are met.
- There is good communication between staff, the DSLs and the Governing Board.
- A comprehensive Single Central Record is maintained.
- There is an induction process for staff and volunteers which includes all relevant safeguarding information.
- There is a clear commitment to training. Staff receive regular safeguarding training.
- The school ensures that pupils are well informed about a wide range of safeguarding topics.
- The school shows a strong commitment to online safety.
- There are measures in place to ensure the site is secure although one recommendation has been given to further improve security.
- Health and Safety is clearly a priority and systems are in place to ensure that all checks and inspections are conducted to timescale.
- Medical procedures are sound.
- There are procedures in place for whole school evacuation and Lockdown which have been tested.
- There is a strong emphasis on the emotional well-being of pupils.
- Pupils are encouraged to participate and the voice of the child can be seen throughout the school.

Recommendations

- Ensure correct details regarding Safeguarding Governor is on all appropriate documentation.
- Undertake audit of staff files to ensure there are 2 references /risk assessment on every file.
- For all outside agencies, clubs etc., it is recommended that the school obtains: confirmation that they follow safer recruitment procedures; details of safeguarding training.
- The Attendance at School and Registration of Pupils Policy should have reference to the fact that lateness and poor attendance could potentially be an indicator of a safeguarding issue.
- Ensure that the Complaints Policy and the Whistleblowing Policy make reference to safeguarding and the appropriate policy to follow.
- Check the contact details listed in appendix 2 of the Safeguarding and Child Protection Policy.
- Ensure the Privacy Notice CCTV Data Protection Policy is reviewed in line with the Data Protection Act 2018.

- Add the following to the Safeguarding section on the website: details of DSLs and Safeguarding Governor; contact details for and SPA and any other relevant local authorities; links to information about domestic abuse.
- All Governors to be familiar with Keeping Children Safe in Education 2018 (whole document).
- Consider having an 'air lock' system for the Reception area to increase security.
- Either obtain explicit parental permission to display medical information or display the information on the inside of a cupboard door.
- Forms to record physical intervention to include space for pupil's voice.

Suggestions

- Shorten the safeguarding information sheet for visitors.

A handwritten signature in black ink that reads "Linda Sheehan". The signature is written in a cursive style with a large initial 'L'.

Linda Sheehan
Education Safeguarding Adviser