Safeguarding in Schools Checklist

Dec 2020

These questions are designed to support school leaders and help you reflect on safeguarding practices in your school so you can identify what you currently do well and what you could be doing better.

For those working in International Schools, some of these questions may not apply to your particular setting, however, most should be relevant wherever you are located.

- [ ] Do you have written safeguarding and child protection policy and procedures for responding to child protection concerns? How do you ensure staff and governors have read this policy?
- [ ] Did you use safeguarding research to write your school policies?
- [ ] Does your school have trained individuals who are responsible for safeguarding and child protection? How do you support them in their role?
- [ ] Do you provide termly child protection training for your school leaders, teachers, non-teaching staff and governors that extends beyond the training covered on an e-learning course?
- [ ] Do you provide regular safeguarding training for your staff or is this left to June, July or Sept?
- [ ] Do you assess your staff's understanding of keeping children safe and provide regular opportunities for them to reflect on their practice?
- [ ] Do you feel the safeguarding training you provide your staff adequately supports them in their work with young people, particularly when it comes to recognising and raising concerns in the right way?
- [ ] Do you make sure everyone feels comfortable about raising student concerns?
- [ ] Do you have a written procedure for situations where allegations of abuse are made against an adult working or volunteering in your organisation? Does this include when and how to share concerns with other organisations?
- [ ] Do you have a whistleblowing procedure and policy?

Do you have a written procedure for managing allegations made against a child or young person who is involved with your organisation? Does this include when and how to share concerns with other organisations? ☐

Do you have a clear policy and procedures about how your organisation creates, stores, retains and disposes of child protection records? Do all staff and volunteers follow and understand this? ☐

Do you have the latest safeguarding information and policies on your school website? ☐

Do you keep accurate records of concerns raised about children, young people and their families? Do you share these with other organisations as appropriate? ☐

Do you explain to children, young people and their families that you keep records about them and why you do this? ☐

Do you make sure your staff and volunteers understand your expectations about the recording and storing of information? ☐

Do you thoroughly plan school activities, events and hold meetings with those involved in advance, including putting measures in place to keep children safe? ☐

Do you gain parental consent for children to take part in activities and, when appropriate, the consent of young people themselves? ☐

Does your registration form for each child ask for details about their allergies and other medical, dietary and care needs? ☐

Do you make sure information that might be needed in an emergency is readily available? ☐

Do you ensure your staff and volunteers are trained in accident prevention and health and safety? How often do you update this training? ☐

Do you discuss why safeguards are in place with the children and young people you work with? ☐

Do you have a written policy statement and procedures that set out your organisation's response to bullying and cyberbullying and how you prevent it? ☐

Do you provide staff and volunteers with ongoing training about how to prevent and respond to bullying? ☐

Do you promote diversity and celebrate difference? ☐

Do you include children and young people in your work to prevent bullying? ☐

Do you cover safeguarding topics across your curriculum that touch upon online safety, terrorism, abuse and extremism and how your students can reach out for help if they are affected? ☐

Do you have systems in place for educating parents on keeping their children safe? ☐

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Do you have a written safer recruitment policy statement that covers all paid staff and volunteers? ☐

Do you carry out all the checks needed for staff and volunteers to perform their roles? If so, does this comply with the Safer Recruitment best practices set out by inspection bodies? ☐

Do you make time for your senior teams, HR and governors to discuss Safer Recruitment practices and learn from any training courses attended? ☐

Do you have annual Safer Recruitment training? ☐

Have you developed an induction process for all new staff that includes child protection training? ☐

Do you have a system for involving children and young people in the recruitment process? If so, what is it? ☐

Do you carry out regular safeguarding audits? Do you disseminate your findings to staff, parents and students? ☐

If you would like to discuss any of these questions with our team of accredited safeguarding consultants just reach out to us at cpd@veema.co.uk. Alternatively, visit our website to find out more about our Safeguarding School Packages.

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Online Safeguarding Courses:

For more detailed course descriptions and booking details, please visit our website. Prices start at £120 (for up to 5 members of staff from the same school). Buy three courses from our Online Academy before the 31st January 2021 and you will get a fourth course free.

- **Essential Update for Designated Safeguarding Leads (DSL) Working in International Schools** +
- **Safeguarding and Child Protection Training in an International Setting** +
- **Safer Recruitment for International Schools (Refresher Course)** +
- **Introduction: Whole School Safeguarding and Child Protection Training (The Basics)** +
- **Introduction: Whole School Safeguarding and Child Protection Training for School Governors (Level 1)** +
- **You are Your School's Expert: Preparing You to Deliver Your In-School Training with our Accredited Safeguarding for International Schools INSET Pack 2020/21** +

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Whole School Protection: Safeguarding Children in Education

Create your own safeguarding programme from 12 modules. Each module runs for approximately 75 minutes and is delivered by a Veema accredited Safeguarding trainer.

Create your own safeguarding programme from the following 12 modules. Each module runs for approx. 75-minutes.

Module One

Basic Abuse

- Physical abuse
- Emotional abuse
- Neglect

Module 2

Sexual Harm

- Sexual abuse
- Sexual violence
- Sexual harassment
- Harmful sexual behaviours
- Upskirting
- Sexting

Who is it for?

- School Leaders
- Teachers
- School Governors
- School Proprietors
- Teaching Assistants
- Admin Staff
- Ancillary Staff
- School Volunteers

What will it do?

Ensure a deeper understanding of issues around safeguarding, child protection and significant harm, including the thresholds for intervention, so you are better prepared to respond should concerns arise over a child's safety or welfare.