

Governors' Safeguarding Monitoring Visit(Autumn Term) 2024/2025

(Please note that whilst the following questions should be asked, you are encouraged to use your professional judgement during your monitoring visit to ask any additional questions which you deem to be relevant or any questions that arise as a result of an issue (either related or not to the following areas) from something you have witnessed within the school)

Undertaken by: Mel Mugford

Key Question	Evidence	Securing	Strengthening	Stretching Beyond
<p>1. Site security</p> <p>The school site is secure, has gated access and a clear visitor signing in process.</p> <p>Visitors are given a coloured lanyard dependent on whether they can be unsupervised in the school or not. (Please enter the school site without your lanyard if you have one and ensure that you are given one)</p> <p>Posters are clearly displayed in the school to remind children what different coloured lanyards mean.</p> <p>The DSL is aware of any areas on the school site which are being reported repeatedly as locations in safeguarding concerns and has taken any necessary actions to make these areas safe.</p>	<p>The school has a secure sign in process with a receptionist who signs people in and out via an Ipad. This is clear on entry to reception.</p> <p>This is not the case at present. Stickers are given to visitors which they wear throughout their time on site. I signed in and was asked to show my lanyard when signing in. Rob will follow up on specific lanyards with our Trust.</p> <p>To be confirmed with the Trust.</p> <p>The DSL is aware that there is an issue with fencing at the rear of the school. This was raised at the last LGB meeting. This has also gone to the grounds team. Starlings have a manual lock on the door to the outside still. A potential risk if it is left unlocked or during a lockdown. We discussed having a key coded</p>		X	

<p>The fire alarm drill has been practiced recently and there is a written record of this.</p> <p>The school documents all accidents, including near misses and makes any appropriate changes to the site as deemed necessary.</p> <p>All staff ratios, including those for the early years foundation stage are in line with legislation and guidance.</p> <p>The school has a clear process in place for identifying any parent / adult where there is a court order / police action which prevents them from accessing the school site and collecting a child.</p> <p>If there have been any issues with the behaviour on parents on the school site and/or online these have been addressed and any necessary action taken to keep all children and staff safe.</p> <p style="text-align: center;">2. Leadership and Management</p> <p>There is a named DSL in the school who is a member of the senior leadership team.</p> <p>The DSL has the necessary time and resources to carry out their role effectively.</p>	<p>lock or a lock that works with lanyards. Year 3 and 4 also articulated during student voice that they were worried year 6 who were tall can reach the exit button on the front gate.</p> <p>The majority of Edgen concerns are home based but in school they are mainly based on lunchtimes and playground issues. There has been a shift around lunchtime routines to support this.</p> <p>Lunchtimes have altered so there is less in the dining hall at once. This has supported the lunchtime offer of activities and also helped in developing positive relationships.</p> <p>Fire alarm has been practised twice this year so far. Records recorded. Lockdown procedure also completed in less than 3 minutes.</p> <p>No near misses reported.</p> <p>All ratios are in line with legislation. Although there are ongoing conversations around the level of supervision in the nursery. The team have been creative in how to manage it but there are still challenges with areas such as toileting. The reception TA acts as an extra adult for parts of the day.</p> <p>The school has a system for a court order, where problems arise is when there is a request from someone with PR with no court order. It was discussed that anyone who has a court order should be flagged to reception so they do not pass on any information.</p> <p>PNRs and Encompass reports are shared with the school which also helps develop a picture in terms of safeguarding and care.</p> <p>There is a parent code of conduct and staff have had training on managing difficult conversations. There have been some minor issues with parents but these have been resolved.</p> <p>DSL- Headteacher</p>			
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<p>The safeguarding team hold weekly case management discussion meetings and these are documented in minutes of the meeting, with any safeguarding concerns recorded on their safeguarding manager system.</p> <p>The DSL has processes in place to identify who the vulnerable children are in school which is updated regularly.</p> <p>Safeguarding is an agenda item in every staff meeting, with key safeguarding messages and training shared during this time.</p> <p>Details of the DSL / DDSL / safeguarding governor are displayed in school for parents, children, and visitors to see and the details are up to date on the school website. (Ask to see evidence in school and view the school website)</p> <p>The school has a separate safeguarding action plan which includes actions from the S157, actions from safeguarding reviews and internal actions.</p> <p>The DSL has a full understanding of the last stakeholder surveys for parents and children and has taken any necessary actions.</p>	<p>All training complete apart from Rob has not had the Cornwall Council training on managing allegations. Rob to follow up as an action.</p> <p>1 meeting takes place per week with DDSL/DSL. There is also a scheduled case management meeting with Lisa Farmer for Quality Assurance.</p> <p>My concern has now moved to EdGen.</p> <p>Staff are updated regularly on an individual level to ensure they are aware of how to support.</p> <p>Yes, there are also regular safeguarding mini training sessions.</p> <p>Yes, these are all on posters in every classroom. The website is not up to date, the Safeguarding governor needs updating. Action this. https://www.leedstown.kernowlearning.co.uk/page/?title=Safeguarding+In+Our+School&pid=53</p> <p>There is a new system as a Trust. There are termly safeguarding reports and actions are created as a result of that meeting.</p> <p>Safeguarding manager has separate action tab.</p> <p>Yes, Rob is aware of the Trust survey results. There is a school survey and Rob has asked for this. Action to be added.</p>			
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<p>3. Training</p> <p>All staff have completed Level One and Level Two training within 3 months of starting in role and this is renewed on an annual basis. Certificates of this training are kept in an organised manner and separate from personnel files.</p> <p>All staff have received Online safety training and separate filtering and monitoring training at the point of their induction and which is renewed on an annual basis.</p> <p>All staff have completed Prevent training at the point of induction and which is renewed every two years.</p> <p>All staff have received low-level concerns training at the point of induction, and this is renewed on an annual basis.</p> <p>All staff have received training on the importance of earliest and early help in the last 12 months and this is documented on the training matrix.</p> <p>All staff have read and signed to say they understand Part One and Annex B of KCSIE 2024 and this is documented?</p>	<p>All staff have completed KCSIE. Training matrix needs updating with this terms training for all staff. All staff have completed prevent training. Location of certificates to be checked with Vicky.</p> <p>Completed by all staff. This is a Trust wide training course. Online safety is taught to students via PSHE and Monday assemblies.</p> <p>Completed the DfE Prevent training.</p> <p>Yes, all staff received this via a briefing. Staff log these via a paper form. None have been recorded yet. Rob is going to do a further update to all staff.</p> <p>Yes- this was part of the INSET day training.</p> <p>Yes, all read and signed.</p>		x	

<p>All staff have received training on KCSIE updates for 2024?</p> <p>All staff have received training on the use of Ed:gen at the point of induction and are confident in its use.</p> <p>All DSL's / DDSL's have completed Level Three training and multi-agency working together training and this is up to date.</p> <p>All DSL's / DDSL's have completed Prevent Level Two referrals training.</p> <p>The knowledge of all staff is refreshed on a regular basis by a range of innovative ways including 7-minute briefings / scenarios etc.</p> <p>The DSL / DDSL attends all DSL network meetings, and these are recorded on the training matrix.</p> <p>The DSL has a flexible and responsive approach to training by providing training to staff based on local and emerging concerns?</p> <p>Relevant staff have completed Graded Care Profile 2 (GCP2) training. (Early identifier of neglect)</p> <p>There is an up-to-date training matrix in place which details all staff training including governors.</p>	<p>Yes all updates shared with all staff.</p> <p>Yes, all staff have received EdGen training. Ongoing use of it and further training will be decided.</p> <p>Yes, all completed.</p> <p>Yes, all completed.</p> <p>Yes, planned and based on a proactive and reactive basis as needed.</p> <p>Yes, there are half termly specific training sessions.</p> <p>Rob is aware and up to date with emerging issues. He has discussed with me the issues around vaping, as a local concern.</p> <p>Jade, Rob and Sarah have completed this training.</p> <p>There is a training matrix, it just needs this terms training added to it. Governor Training is logged in Governor Hub.</p>			
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<p>Staff Voice. (Speak to at least 2 members of staff – ideally the last person to be recruited and a lunchtime supervisor)</p> <p>Staff know how to identify children who may benefit from earliest and / or early help and have received the 7-minute briefing on this recently. They can recall the key points from the training.</p>	<p>I spoke to two TAs one from Starlings and one from Magpies.</p> <p>Yes they have received the training.</p> <p>Yes, they have read the KCSIE and recall this.</p>			
<p>The DSL / DDSL are confident of the processing conditions, which allow them to store and share information for safeguarding purposes.</p> <p>There is evidence that safeguarding information is shared with other agencies/partners/other schools when necessary and in a timely fashion. The DSL/DDSL records when they have shared information and the justification for this.</p> <p>There is a clear record of when safeguarding records have been transferred to another school and evidence of this is kept for at least 12 months.</p> <p>Safeguarding records for children who are electively home educated or who are children missing in education have been passed to the relevant team.</p>	<p>DSL/DDSL are confident but were unsure on how long to store the documents for. How long do records get kept? RA will ensure clarity is sought from Lisa Farmer.</p> <p>Yes, this is recorded in safeguarding manager. Any referrals are added to EdGen. EWO/attendance/letters/agencies and risk assessments are all included. Information is shared via encrypted files.</p> <p>Records are sent via PDF which is encrypted with a password. It is then logged on EdGen as an action. The last files sent were for a year 6 transfer prior to September.</p> <p>Yes. If it happens again then it is recorded on EdGen.</p>			

<p>4. Policies and Procedures</p> <p>An effective child protection policy is in place, has been individualised by the school and is accessible on the school website. (Please check that the policy presented on the website does not include any red wording which should have been deleted by the school and edited)</p> <p>The policy describes procedures that are in accordance with government guidance and refers to locally agreed multi-agency safeguarding arrangements put in place by the local safeguarding partners. (For the following 3 questions – I am aware that it does, but it is nevertheless important for us to demonstrate that you are confident of this also)</p> <p>The policy reflects children with special educational needs and/or disabilities (SEND), or certain medical or physical health conditions can face additional barriers, including cognitive understanding.</p> <p>There are clear processes in place for identifying children who may be young carers and appropriate referrals are</p>	<p>Yes, this is a Trust wide policy in place. The policy is on the School’s website and has been updated to reflect the school setting. No red wording.</p> <p>Yes all accurate.</p> <p>Yes, in earliest help section and those that are vulnerable.</p> <p>Yes, on enrolment.</p>			x

<p>made when these children are identified.</p> <p><u>Child Voice:</u></p> <p>(We would recommend that you speak to at least 5 children including vulnerable children and from a variety of year groups)</p> <p>Children know who the DSL and safeguarding team are and understand that they can approach any member of staff / trusted adult with a concern or worry.</p> <p>Children have numerous ways to report a concern including verbally to a member of staff, through “I wish my teacher knew “ boxes which are present in each classroom and through the use of expression faces or other means.</p> <p>The approaches used are accessible to all children within the school, including those with additional needs.</p> <p>When children have made reports of any concern or issue that they have, this has been dealt with quickly and effectively.</p>	<p>Year 4/5/6 Eagles</p> <p>They are aware of the posters for safeguarding in the classrooms.</p> <p>They stated they can always find someone to talk to if they are worried or scared. When asked what safeguarding was they said ‘it is to keep us safe and safe from being hurt’/ They talked about the Police assemblies and PSHE lesson confidently. The talked about Yr 4 they looked at friendship and kindness. Year 6 talked about PSHE lessons on friendships, managing conflict and online safety.</p> <p>They said they feel safe at break and lunch and would tell a teacher if they did not.</p> <p>One student said that there was an incident in the playground but felt nothing happened. This was passed on to Rob. It had already been dealt with and school were aware.</p> <p>Year ¾ Magpies. When asked what safeguarding was they stated that it is to stay safe, feel safe and that they can tell adults if worried. All felt they had someone to talk to.</p> <p>Students talked about worry boxes as a way to report. They also discussed PSHE. They have had lessons on kindness, how to help others and Monday assemblies about other peoples’ lives. They said that they had an assembly recently on race and could talked about Rosa Parks. They also talked about safe and unsafe secrets and how they know when to tell someone.</p> <p>They all said they felt safe at break and lunch. They said the giant fences made them feel safe but were worried that Year 6 can reach the exit button on the front gate.</p> <p>They also discussed Police assemblies on road safety.</p> <p>Year ½ starlings. They all said that they could see a safeguarding poster in their class. All said that they can talk to someone if worried. They did not know what PSHE was. This was then discussed with Rob. They all felt safe on the playground and said safeguarding was to keep them safe. They said they can relax on a bench at break and lunch and be safe from the sun.</p> <p>Students can report in class via worry boxes. They can speak to staff at anytime and are aware of the</p>			
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	safeguarding poster. Open door at break and lunchtime. All students said they could speak to any adult.			
<p>5. Prevent</p> <p>The school has a named Prevent lead who is known as this by all members of staff.</p> <p>The school has a Prevent risk assessment in place which is current and includes any contextualised risks and concerns.</p> <p>All staff are aware of the signs and symbols attached to the area of highest prevalence in Cornwall – the far right. (this has been shared as training recently for the DSL to disseminate to all staff)</p> <p>All staff know how to make a Prevent referral and the number is easily accessible to staff.</p> <p>The school has a lockdown policy in place, and this has been practiced recently with children and staff. The school has learnt from any issues that arose from this.</p>	<p>Headteacher</p> <p>Yes, this is in place. No concerns have been raised that meet the threshold. There has been 1 family who have removed their child from lesson on Islam due to beliefs and there have been 2 families (1 is the same) that have removed from PSHE.</p> <p>There has been a 7 minute briefing on the far right. Facism is covered in History lessons. Discussed that the school could review their year 6 PSHE lessons to ensure British Values and Extremism is covered.</p> <p>Yes, staff are aware they go to the DSL. There is a number available to staff in the staffroom.</p> <p>Yes, they have also completed the drill this year in under 3 minutes.</p>		x	
<p>6. Children with medical conditions</p> <p>There is clear information kept on children with medical conditions and medicines are stored securely.</p> <p>Class teachers / all staff are provided with clear</p>	<p>Yes. Records are attached to student files and medicines are kept in a locked box in the staff room or in Vicky's office.</p> <p>Yes, briefings and discussions with class teachers. Medical care plans where needed.</p>		X	

<p>information about the medical conditions of children, in case of incident. (This will need to be the case particularly for children with diabetes / asthma etc)</p> <p>The DSL / DDSL have read the government guidance Supporting pupils with medical conditions at school - GOV.UK (www.gov.uk) and understand its contents.</p> <p>7. Managing allegations against People in a Position of Trust (including low-level concerns)</p> <p>The headteacher / DSL has read Part 4 of KCSiE and is familiar with its contents.</p> <p>The headteacher/DSL is aware of how to make contact with the LADO and the number is clearly displayed for all staff in the school.</p> <p>If there has been an allegation which was believed to have met the harms threshold, this was reported or discussed with the LADO within 24 hours.</p> <p>There is a clear record of any allegation made, which includes a detailed chronology and this is stored separately from the main personnel file. The personnel</p>	<p>Rob has read this as has the DDSL.</p> <p>Yes all completed.</p> <p>Yes, no allegations made. LADO number not displayed for staff.</p> <p>None reported,</p> <p>None made.</p>			
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<p>file has a sheet at the front of it, which states that confidential information is held elsewhere. (Whilst we wouldn't expect the headteacher/DSL to share details of who the member of staff has been with you, it is important that you gain assurance that these processes are in place)</p> <p>The headteacher has put clear procedures in place for dealing with low level concerns against staff. These procedures are known by all staff. All low-level concerns have been recorded on a low-level concern form and stored within files which are separate to the main personnel file and accessible only by the DSL / Headteacher.</p> <p>The Headteacher is aware that we must learn lessons from all low-level concerns and allegations against people in a position of trust and this column has been completed on each form / chronology.</p> <p>The headteacher is aware that it is their responsibility to make any referral into DBS where they have had concerns that reach a harm threshold and when a member of staff is considered no longer suitable to work with children.</p> <p>The headteacher / DSL have received training around the</p>	<p>Yes, reporting and shared with staff.</p> <p>Yes, none reported.</p> <p>Yes. Importance of reporting at a low level was discussed.</p>			
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<p>Managing of allegations from Cornwall County Council in the last 2 years.</p> <p>The DSL has delivered the low-level concerns training to all staff / volunteers / governors in the last 12 months.</p> <p><u>Staff Voice</u></p> <p>Staff know how to contact the LADO themselves and know where to find the number.</p> <p>Staff are able to tell you what a low-level concern is, how this is differs from the harm threshold and provide examples.</p> <p>Staff know where to get a low-level concern from.</p> <p>Staff believe that they are able to approach the headteacher/ DSL with any concerns that they have as part of an open-door policy.</p> <p>8. S157</p> <p>Actions from the Summer S157 have been actioned.</p>	<p>Not completed, Rob is going to follow up.</p> <p>Yes.</p> <p>Spoke to staff, as one member was very emotional and I will continue this with other staff in November. This follow up was conducted by Julie Blackwell just before Christmas. All staff were able to articulate this.</p> <p>Staff were unaware of how to contact the LADO.</p> <p>They were unable to tell me what a low level concern was and thought it related to students and issues such as friends falling out. This follow up was conducted by Julie Blackwell just before Christmas. All staff were able to articulate this.</p> <p>They were unaware of where to get forms. This follow up was conducted by Julie Blackwell just before Christmas. All staff were able to articulate this.</p> <p>Yes, they are able to talk to Rob.</p> <p>Yes.</p> <p>Quizzes to check staff knowledge of training completed. This is done centrally but results on gaps in knowledge is not shared with Rob. Rob needs to know the staff gaps so he can target training. Worry monsters and boxes introduced. Rob is signed up to complete the senior mental health first aid training. Lockdown policy completed. Child friendly policy for safeguarding is being completed. Further policies to follow/</p>			
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Action Points from Governors' Safeguarding Monitoring Visit

Action	By Who
https://www.leadstown.kernowlearning.co.uk/page/?title=Safeguarding+In+Our+School&pid=53 Safeguarding governor needs updating on the school website	RA
Share the last 175/157 with Mel Mugford	RA
Clarify the use of lanyards for visitors to the school	RA
Check the Cornwall Council Managing Allegations training requirements	RA
Share the school parent, staff, student survey results with all governors	RA
Update the training matrix with this terms training for all staff	RA
Certificates of this training are kept in an organised manner and separate from personnel files- check this with Vicky and share with Mel Mugford	RA
Rob to check where governor training gets logged.	RA
Display LADO number for staff in the staffroom. Seek Trust advice.	RA
Review Year 6 PSHE content to see if it covers extremism.	RA
Review low level reporting with staff.	RA
Year 6 can reach the button to the front gate. Refer to site team.	RA
Starlings door lock is manual- refer to site team.	RA
Refer the fencing issue brought up at the last LGB to the site team.	RA