

Report of Governor Monitoring Visit

Date	17 th October 2018
Focus of Visit	Review of safeguarding
Personnel present	Nickie Moore - Head Teacher Diane Stygal – LA Adviser Ellen Barrett – Safeguarding Governor Penny Conway – Chair of Governors
Purpose of Visit	To gain an overview of current safeguarding procedures and a better understanding in this area
Background	D Stygal had visited the school earlier in the term at the Head Teacher’s request to review safeguarding procedures; she had made some recommendations for improving the safeguarding processes and procedures used by the school. This was a follow-up visit the purpose of which was to offer support and see how things were progressing. A further visit will take place in the spring.
Summary of visit	<p>The HT informed governors that she had made some changes shortly after taking up her post as she felt some procedures were not current best practice. These included:</p> <ul style="list-style-type: none"> • Prominent notices in school giving details of who the lead personnel for safeguarding are and how to report a concern • More explicit information to be made available to visitors in a written format • A better format for Child Protection files to enable rapid identification of potential issues • Use of a “nagging doubt” form for recording low level concerns in order to build a picture over time • Separate keypad entries to offices and other areas where sensitive data is stored <p>D Stygal explained that, whilst she had no concerns that the school was unsafe, she was concerned that some of the processes in place had not been updated for some time.</p> <p>She had given advice to the Head Teacher about</p>

	<p>possible improvements including:</p> <ul style="list-style-type: none"> • A more up-to-date method of completing and recording information on the Single Central Record • Ensuring personnel files are all in the same format enabling easy access to any information that might be required <p>D Stygal explained the purpose of these recommendations to governors. The Head Teacher noted what had already been done and what the next steps would be. Examples of the new files and forms were shared. Governors had noted the new safeguarding notices in the foyer and other places in school and also the laminated sheet with information for visitors which is kept with the visitor signing-in book, as well as keypad controlled entry to the Head's, the SENCo's and the General Offices and the staffroom.</p>
Findings	<p>There was clear evidence of improvements in the safeguarding processes and procedures. The Head Teacher has an action plan for further changes she wishes to make to further enhance provision which she talked through with governors. The school's 3 designated safeguarding leads (Head Teacher, one of the Deputy Heads and the Inclusion Manager) will attend LA workshops to look at various aspects of safeguarding in a school context to support this.</p>
Feedback to Governing Body	<p>The Head Teacher has requested that the LA undertake a safeguarding audit February 2019. This will confirm if all recommended procedures are fully in place and, if not, form the basis of action plan. E Barrett, as Safeguarding Governor, will monitor progress against this.</p>