



## **Annual Report to Governing Body on Safeguarding Children (document last reviewed and updated October 2009)**

**This document serves two purposes:**

- 1. To provide a report to the Governing Body on Safeguarding practice that enables the Governing Body to monitor compliance with the requirements of “Safeguarding Children and Safer Recruitment in Education”, DfES 2007 and to identify areas for improvement. (Chapter 15, Guide to Law for Governors, Jan 2005)**  
*Governing bodies are .... accountable for ensuring their establishment has effective child protection policies and procedures in place that are in accordance with guidance issued by the Secretary of State, any LEA guidance, and locally agreed inter-agency procedures)*
- 2. A copy to be forwarded to the Child Protection Manager for Education so that safeguarding practices in schools can be monitored and areas for support identified. (“Safeguarding Children and Safer Recruitment in Education”, DfES 2007) 2.15 The local authority should ....monitor the compliance of maintained schools with this guidance, in particular in regard to the existence and operation of appropriate policies and procedures, and the training of staff, including the senior person with designated responsibility for child protection. Bring any deficiencies to the attention of the governing body of the school and advise the action needed to remedy them”**

**A copy of the completed document should be appended to the minutes of the Governing Body meeting where the Safeguarding Report is given.**

**Name of School:**

**Annual Report to Governing Body on Safeguarding Children - Date:**

*This report is for the period ..... to .....*

**N.B. Details of this information are confidential – names and specific circumstances cannot be discussed.**

**Author:**

**Name of Designated Senior Person:**

**Deputy Designated Officer:**

**Name of Nominated Governor (if applicable):**

**Summary of Safeguarding Training**

- *Designated senior persons must undertake training consistent with local Safeguarding Board guidelines. Training must be updated every two years.*
- *Teaching and other staff should have training updated every 3 years.*

<b>Staff</b>	<b>Number</b>	<b>Initial Y/N</b>	<b>Provider</b>	<b>Refresher Y/N</b>	<b>Provider</b>
Designated officer(s)					
Headteacher					
Nominated governor					
Governing body					
Teaching staff					
Teaching assistants					
Mid day supervisors					
Administrative staff					
Care taking and cleaning					
Technicians					
Volunteers					

**Names of those who have successfully undertaken training in Safer Recruitment:**

**Additional training undertaken by Designated Senior Person (e.g. Local Safeguarding courses):**

**Report on induction of new staff in safeguarding policy and procedures**

<b>Staff</b>	<b>Numbers</b>	<b>Safeguarding induction given Y/N</b>	<b>Initial training Y/N</b>
<b>Teachers</b>			
<b>Governors</b>			
<b>Support</b>			

**Policies and other documents relating to safeguarding**

<b>Policies and/or procedures for Safeguarding</b>	<b>Date in place</b>	<b>Next review date</b>
<b>Anti-bullying</b>		
<b>Behaviour management</b>		
<b>Child Protection</b>		
<b>Departmental statements on safeguarding (Secondary Schools)</b>		
<b>Drugs and Substance Misuse</b>		
<b>Equal Opportunities</b>		
<b>Extended school/before and after school activities</b>		
<b>First Aid (including management of medical conditions, intimate care)</b>		
<b>Health and Safety (including school security)</b>		
<b>Management of allegations against staff</b>		
<b>PSHE curriculum</b>		
<b>Racial Equality</b>		
<b>Recruitment and selection</b>		
<b>Safeguarding statement in school prospectus</b>		
<b>Sex Education</b>		
<b>Staff Handbook - guidance on conduct</b>		
<b>Use of Force and Restraint (<i>Physical Intervention</i>)</b>		
<b>Use of photographs/video</b>		
<b>Whistle blowing</b>		
<b>Work placement</b>		

**Number of referrals made:**

**Categories:**

	<b>Number</b>	<b>No. Case conferences</b>	<b>No. attended</b>	<b>No. reports submitted</b>
<b>Physical</b>				
<b>Sexual</b>				
<b>Emotional</b>				
<b>Neglect</b>				

**Number of pupils who have/have had a child protection plan in the last year:**

**Number of Looked After Children:**

**Number of allegations made against staff:**

**Other Comments on safeguarding issues and actions to be taken:**