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**School Safeguarding Consultancy Service**

This is a traded offer provided in partnership with the [University Centre Shrewsbury](https://www1.chester.ac.uk/university-centre-shrewsbury/cpd) through the School Based Development Offer.

Safeguarding consultancies are undertaken by Shropshire Council Local Authority Education Improvement Safeguarding Officers. They will focus on specific areas to help schools to consider strengths and areas for improvement in their safeguarding arrangements. This will include a review of school’s compliance with [KCSiE](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) and other linked statutory guidance referenced within it; as well as alignment with local safeguarding arrangements. Following the visit, a report will be prepared to outline high level findings with recommendations or actions arising from the consultancy. Consultancies do not replace any advice given by regulatory bodies, statutory agencies, or inspectorates. Nor will they predict the outcomes or gradings of future inspections.

Schools will be able to choose from a range of options to determine the focus area of the consultancy. They can choose from a half day focusing on 3 areas or a full day covering the full 6 areas; as outlined in the table below. All consultancies will include:

* Interviews with children to ascertain their views and experiences on how safe they feel in school and how they are taught about safeguarding (to be chosen by LA lead with support from School)
* Discussion with the Headteacher (if not part of the Safeguarding Consultancy or the Governance section is not focused upon) to feedback findings.

**To book** a consultancy; please email Emma Harding (Education Improvement Service School Safeguarding Officer) at [Emma.Harding-Safeguarding@shropshire.gov.uk](mailto:Emma.Harding-Safeguarding@shropshire.gov.uk); making clear whether you would like a full or half day (with areas of focus chosen) and preferred days.

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| **Focus area** | **Evidence to be made available to inform consultancy** | **People to be present** |
| 1. Safe Staff Safe Practices *(Part 3 and Part 4 KCSiE)* | * Safer Recruitment and Ongoing Vigilance policies and procedures (including oversight) and training (including Safer Recruitment, staff code of conduct, low-level/allegations processes, whistleblowing) * Processes; recording and evidence of recruitment/reception Checks (incl. the Single Central Record, Right to Work, Volunteer/Governor/Visitor/Contractor checks). * Staff personnel files (2-3 files for newest members of staff) * Alternative Provision Commissioning and Assurance documents. * Work experience arrangements * Contracts/Agreements (including services delivered during school time and where premises are used for non-school activities). | * Admin/business manager (member of staff that enters the information on to SCR) * Headteacher/DSL |
| 1. Training & Staff awareness (*Part 1, 2 and Annex C KCSiE)* | * Staff (including DSL)/Governor Training records (including updates) * Induction processes * Training Certificates * Supervision practices and recording (For Staff and DSL/DDSLs) * Interviews with staff to ascertain awareness of key elements of Part 1 and gain feedback on safeguarding arrangements (to include a range of staff of different teaching and non-teaching roles across school and any DDSLs). | * Headteacher/DSL * Members of staff |
| **3** Safeguarding Policies/Processes *(Parts 2, 3 and 4 KCSiE)* | * Safeguarding and Child Protection Policy. Which will include/consultancy will review procedures referred to within it for:   + child-on-child abuse   + safeguarding concerns (all levels) about adults working with children   + Safer recruitment; safe working practices in/at school.   + children who are persistently absent from education   + online safety and use of technology (including remote learning)   + preventing terrorism (including risk assessment) * Behaviour Policy * Staff Behaviour Policy/Code of Conduct * Relationship (Sex) Health Education Policy * Complaints Policy | * Headteacher/DSL |
| **4** Safeguarding records and systems (*Part 1, 2, 5 and Annex C KCSiE)* | * Safeguarding concern reporting, recording, and filing systems (electronic and/or paper) including:   + Concern records (audit of 2-3 records)   + Significant event chronologies   + Risk assessments/plans (e.g. child-on-child or local)   + Referrals (to Children Social Care, Police or other).   + File transfer process * Safeguarding Profiles/Tracking * Evidence of DSL Monitoring, oversight, and SLT/governance reporting of safeguarding profiles (numbers of children receiving EH/Targeted EH/CIN/CP/LAC/PLAC)/ safeguarding themes/patterns and children in vulnerable groups (e.g. children with a social worker those with SEND, protected characteristics; persistent absence; remote learning; behaviour concerns etc)) | * Headteacher/DSL |
| **5** Safeguarding in the Curriculum and pupil voice. Parental engagement and communication.  *(Part 2, Annex C KCSiE 2023)* | * PSHE/RSHE (including online safety) curriculum maps/RSE policy/plans (Interviews with relevant Leads). * Schools approach to children’s mental health and well-being * Pupil Voice (inc School Council/Parliament if in place) * Interviews with children (to be chosen by LA lead with support from School); to ascertain feelings of safety; whether children are listened and responded to in school (if they have concerns) and how safeguarding is taught in the curriculum. * Parent voice and engagement (including when remote working) * Website (safeguarding information for parents/carers) | * Headteacher/DSL * Pupils * PSHE/E-safety Curriculum Leads. |
| **6** Governance & Leadership (*Part 2 KCSiE)* | * Interview with Headteacher (if not already involved) * Interview with Safeguarding Link Governor * Governor/Trustee Training logs * SLT/governance Safeguarding oversight/reporting with regards to:   + Safeguarding concerns profile/themes/patterns   + Safe Working Practices   + Self-assessments/audits (s11, practice, other)   + Online Safety (annual review)   + Prevent Duty (risk assessment)   + Safeguarding related complaints (including OFSTED/DFE)   + Safeguarding responses to children in vulnerable groups (e.g. children with a social worker those with SEND, protected characteristics; persistent absence; remote learning; behaviour concerns etc) | * Headteacher/DSL * Link Governor for Safeguarding |

Additional areas supported by other LA officers/services which would not be included in the safeguarding review.

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| **Additional area** | **LA Officer/Service** |
| **6.** Human Resources | Shropshire Schools HR Service |
| **7**. Attendance and exclusions (Off-rolling) | Education Access Team |
| **8**. Behaviour management/de-escalation | Woodlands Outreach |
| **9.** SEN & Inclusion | SEN/ Inclusion team |
| **10.** Health and Safety/ premises/ Safer Schools/GDPR | Health and Safety Team/Safer Schools |
| **11.** Trips and visits | Outdoor Education Advisor |
| **12.** Governance | Governor Services Manager |