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| **Organisation Name:** |  |
| **Company Number:** |  |

Ensure questions are fully answered. Any incomplete sections or insufficiently detailed examples of evidence will mean we are unable to accurately score this document and your application will fail. Should the College identify any areas of concern in your safeguarding procedures it may exclude you from the procurement at its own discretion.

|  | Yes | In Part | No | Evidence |
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| 1. **Policies and Wider Safeguarding** |  |  |  |  |
| 1. *Do you have* |  |  |  |  |
| 1. *A policy and procedure in place that deals with child protection and safeguarding issues?* 2. *Is this updated annually?* 3. *Does this policy include PREVENT and your response to any concerns (including how concerns are escalated)* |  |  |  |  |
| 1. *Appropriate safeguarding responses to current key safeguarding themes, as outlined in KCSiE, established in the policy?* |  |  |  |  |
| 1. *A policy that deals with behaviour, conduct or bullying and harassment?* 2. *Includes Peer on Peer abuse and makes particular reference to how allegations of sexual violence and sexual harassment are dealt with.*   *(*[*http://www.acas.org.uk/index.aspx?articleid=1864*](http://www.acas.org.uk/index.aspx?articleid=1864)*)* |  |  |  |  |
| 1. *Have all staff read part one of the latest KCSiE and Annex A (September 2023)* |  |  |  |  |
| 1. *Are safeguarding related policies and procedures signed off by the CEO or equivalent body?* |  |  |  |  |
| 1. *Does the organisation take effective and prompt action when deficiencies/weaknesses in policy, practice or procedure are identified?* |  |  |  |  |
| 1. **Leadership and Management** |  |  |  |  |
| 1. *Is there an appropriately senior employee who has the role of DSL explicitly in their job description and has received appropriate (up-dated) training?* |  |  |  |  |
| 1. *Are there processes to provide cover if the DSL is absent?* |  |  |  |  |
| 1. *Does the CEO (or equivalent) have an understanding of safeguarding and receive training to support this?* |  |  |  |  |
| 1. *Are there procedures in place for dealing with allegations against staff and are they in accordance with both LSCB procedures and DfE guidance?* |  |  |  |  |
| 1. **Training** |  |  |  |  |
| 1. *Has the DSL (and anyone providing cover) undertaken appropriate training within the last 2 years? Updating DSL training every two years as a minimum is a mandatory requirement.* |  |  |  |  |
| 1. *Have all staff and other adults who work within the setting received the appropriate training? This must include PREVENT training.* |  |  |  |  |
| 1. *Are safeguarding updates provided to all staff?* 2. *How is this recorded/evidenced?* |  |  |  |  |
| 1. *Are all new staff, temporary staff and volunteers given induction which includes information on safeguarding procedures and their responsibilities?* 2. *Are all new staff given copies of:*   *Child Protection Policy,*  *Behaviour Policy,*  *Staff behaviour Policy (Code of conduct) & Safeguarding response to CYP who go missing in education?* |  |  |  |  |
| 1. *Has information about the Prevent Duty, requirements of FGM reporting, whistleblowing, homelessness, abusive relationships and online safety been provided?* |  |  |  |  |
| 1. **Safer Recruitment** |  |  |  |  |
| *a. Are there procedures for safer recruitment and vetting in place?* |  |  |  |  |
| *d. Is there a record of safer recruitment in place? Does it include:* |  |  |  |  |
| * *Identity checks carried out, when and by whom?* |  |  |  |  |
| * *All staff and volunteers working in regulated activity have a DBS check* |  |  |  |  |
| * *Written confirmation from a supply agency, where relevant, that all the appropriate checks have been carried out and are satisfactory?* |  |  |  |  |
| * *A record of all dates for completed checks?* |  |  |  |  |
| * *A record of qualifications where this is a requirement of the job e.g. QTS?* |  |  |  |  |
| * *Evidence of the Right to Work in the UK? All individuals who have lived or worked outside the UK must undergo the same checks as all other staff.* |  |  |  |  |
| * *Evidence of lived abroad / overseas Police check where applicable? Home Office guidance can be found on GOV.UK.* |  |  |  |  |
| 1. **Behaviour and Safety** |  |  |  |  |
| 1. *Are all staff aware of the process to raise concerns about unsafe or poor safeguarding practice or potential failures?* |  |  |  |  |
| 1. *Is the DSL aware of indicators of specific safeguarding issues highlighted by KCSiE and the LSCB priorities?* |  |  |  |  |
| 1. *Are procedures and policies relating to physical intervention and use of Reasonable Force in place?* |  |  |  |  |
| 1. **Is the training centre safe?**   **(For organisations who have learners on site)** |  |  |  |  |
| 1. *Are there adequate security arrangements for the grounds and buildings?* |  |  |  |  |
| 1. *Are visitors or volunteers or those using premises monitored?* |  |  |  |  |
| 1. **Interagency Working** |  |  |  |  |
| 1. *Are there effective systems in place for referring safeguarding concerns to relevant agencies in a timely manner?* |  |  |  |  |
| 1. *Is the DSL allocated sufficient time and resource to discharge their responsibilities, including taking part in multi-agency assessments and meetings?* |  |  |  |  |
| 1. *Is the DSL aware of under 18’s who are, or may be, living in a private fostering arrangement?* |  |  |  |  |
| 1. **Reporting and Recording** |  |  |  |  |
| 1. *Are child protection (CP) records stored securely and separately from learners’ records?* |  |  |  |  |
| 1. *Are the records of good quality and up to date; do they indicate action that has been taken? Is it clear in the process that all safeguarding incidents relating to College learners must be reported to the College safeguarding team?* |  |  |  |  |
| 1. *Where under 18 learners have left, has the safeguarding record been transferred to another provider or stored appropriately? Safeguarding records must be stored securely until the CYP are 25 years of age.* |  |  |  |  |
| 1. *Are all staff aware of the process for making referrals to Children’s Services for under 18’s or Adult Services for those learners aged 18 or over and what action to take if their concerns are not acted on?* |  |  |  |  |
| 1. *Does the setting encourage a clear culture of open communication?* |  |  |  |  |
| 1. **Keeping Learners Safe Outside Normal Provision** |  |  |  |  |
| 1. *Where relevant, are safeguarding arrangements in place for those on work-based placement, work experience and educational visits?* |  |  |  |  |
| 1. *Have you updated your Safeguarding Policy to take account of; increased risk of abuse, impact on mental health, on-line learning, support for vulnerable learners? (An appendix to the policy will be suffice)* |  |  |  |  |
| 1. *Have you provided guidance to teaching staff on the how to deliver ‘safe’ on-line lessons and made them aware of the increased risks for learners, as identified above?* |  |  |  |  |
| 1. *Have you provided guidance to learners on how to participate effectively and safely in on-line lessons?* |  |  |  |  |
| 1. *Have contingency plans been put in place to support learners who may have been directly affected by COVID-19, e.g. economic hardship, bereavement, shielding, isolation?* |  |  |  |  |

**Action Plan**

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| **Development Areas** | **Action Required (please also indicate timescale)** |
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| **Signatures –** *Content has been completed, reviewed and approved by the following members of staff:* | | | |
| Direct Safeguarding Lead: |  | Date: |  |
| Managing Director:  (CEO) |  | Date: |  |