



# **Solihull Education Safeguarding Strategy**

**June 2018**

# Solihull Safeguarding in Education Strategy

## Introduction:

This document sets out the local arrangements for working in cooperation with all the education providers within Solihull, to ensure that children are safeguarded in line with statutory legislation and local arrangements, and to share and promote best practice.

*“Ultimately, effective safeguarding of children can only be achieved by putting children at the centre of the system, and by every individual and agency playing their full part, working together to meet the needs of our most vulnerable children”.*

*(Statutory Guidance “Working together to safeguard children” – 2018)*

## Responsibilities of Education Providers

Governors, Trustees and Proprietors have a statutory duty to ensure that education provisions are compliant to Keeping Children Safe in Education 2018.

*“This is statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014, and the Non-Maintained Special Schools (England) Regulations 2015. Schools and colleges in England must have regard to it when carrying out their duties to safeguard and promote the welfare of children. For the purposes of this guidance children includes everyone under the age of 18”.*

*(Keeping Children Safe in Education 2018 (KCSIE 2018) - page 3)*

The responsibilities of governing bodies, proprietors and management committees are stipulated in Part Two of Keeping Children Safe in Education (2018).

Governors need to ensure health and safety policy practice and risk assessments are in place including fire risk assessments and emergency procedures; and that food safety protocols are adhered to where food is served on sight.

## Solihull Local Education Safeguarding Arrangements

Under section 10 of the Children Act 2004, Solihull Metropolitan Borough Council (“the local authority”) has a duty to make arrangements to promote cooperation between people and organisations working with children with a view to improving children’s well-being. Partner organisations have a corresponding duty to cooperate with the local authority and with each other. Individuals also carry a responsibility to ensure that they fulfil their roles and responsibilities consistently with their employer’s statutory duties.

This includes:

- Annual safeguarding audit
- Safeguarding reviews
- School adviser visits
- Acting on complaints
- Training and support

This information will be used to inform the local authority risk assessment of the school in line with the school improvement strategy ([link](#)).

## Annual Safeguarding Audit

An annual audit is produced by the local authority, and required to be undertaken by all education providers to evidence compliance to the Education Act, which is outlined in Keeping Children Safe in Education (2018). The audit specifies current legislative compliance, including any implications and learning from local, regional or national safeguarding issues. The audit information is collated by the local authority, and used to inform the annual education safeguarding report which is reported to the local authority directorate leadership team, the local safeguarding board and councillors. Any concerns or areas for action are identified and acted upon. This happens in a range of ways including:

- Focused inputs at the annual education designated safeguarding lead training conferences.
- Sharing information with schools via the collaborative representatives at the education subgroup of the local safeguarding board.
- Individual school challenge, monitoring, support as required; correlating with the local authority risk assessment of schools and Solihull School Improvement Strategy.

### Link to current audit.

## Safeguarding Reviews

Safeguarding Reviews of education provision will take place a minimum of once every three years, to assess whether a school's safeguarding practice, policies, procedures and processes are:

- up-to-date;
- applied effectively;
- compliant to statutory legislation;
- consistent with best practice as agreed for education provision in Solihull and ensure that pupils in the provision are appropriately safeguarded.

Safeguarding Reviews are clearly structured and arranged in partnership with the school, drawing on a range of evidence including the safeguarding audit, DfE and Ofsted reports, frameworks and guidance, school policy, practice and procedures and local authority practice and procedures.

For an effective Safeguarding Review to take place, it is essential that members of the Education Safeguarding Team are:

- able to speak freely to all members of staff;
- given access to all relevant documents;
- permitted to visit all parts of the school site; and
- provided with all other information reasonably required.

Depending on the type of education provision, it will be the responsibility of the school's Governing Body, the Academy Trust or the school's proprietor to ensure that staff, particularly the headteacher/principal and the designated safeguarding lead, ensure the team has access to all relevant information.

All sensitive information provided by the school in the course of a Safeguarding Review, including personal data and sensitive personal data, will be kept confidential, except to the extent that, in the opinion of the Senior Education Safeguarding Officer, such information must be disclosed to the appropriate organisation in order to prevent a child from experiencing harm or the risk of harm.

## Protocol for local authority safeguarding reviews

- Solihull local authority agrees to carry out a safeguarding review at the education provision.
- The education provision agrees to co-operate with Solihull local authority in carrying out the safeguarding review.

- The education provision agrees to provide Solihull local authority's education safeguarding service with access to members of staff, school buildings, school records, minutes, policies, procedures, and all other relevant information, as reasonably required for the purposes of the safeguarding review.
- Following the review, a copy of the safeguarding review report will be provided to the headteacher, governing body or the proprietor of the School. All reports and checklists produced by the education safeguarding service for the purposes of the safeguarding review will be the property of Solihull local authority, and may be disclosed to Ofsted, (ISI/ISC for independent schools), the regional schools' commissioner, and the department for education if required. Permission for further circulation should be sought in writing from the local authority.
- In carrying out a safeguarding review, Solihull local authority and its officers, employees or agents do not give any guarantee or warranty, and do not absolve the school's governing body, academy trust or proprietor of any statutory duty.
- It is the responsibility of the school's governing body, academy trust or proprietor to ensure that they have complied with all of their statutory obligations for safeguarding children.
- It is the responsibility of the school's governing body, academy trust or proprietor to consider whether to implement any recommendations made following a safeguarding review.
- If the representative of the education safeguarding service believes that any child or children are at immediate risk of harm, or are likely to be put at risk of harm, the education safeguarding service will report these concerns to the appropriate organisations, such as the Police, Children's Services, Regional Schools Commissioner, Education Skills and Funding Agency (DfE) and Ofsted (ISI/ISC for independent schools).

### **Local Safeguarding Board Multi-Agency Audits**

The local safeguarding board's auditing timeline includes multi-agency audits, these are thematic in line with national or local issues. In education these are undertaken by the Senior Education Safeguarding Officer and associate colleagues. They inform a report to the local safeguarding children's board. Cases are selected at random, and schools are notified if they are part of the specified audit.

### **School Adviser Visit (schools part of the school adviser annual visit cycle)**

The allocated school adviser will visit the school once in the academic year:

- Check the child protection policy complies with local guidance.
- Undertake a visual check of the single central record.
- Note that the safeguarding audit has been undertaken.
- May undertake any further work as required in partnership with the Senior Education Safeguarding Officer, if the education provision risk assessment requires this.

### **Complaints**

From time to time, the local authority receive safeguarding complaints from within the Solihull learning community or directly from Ofsted. Where these are received, we follow due process, and expect schools to comply and work with us to resolve any issues as they arise.

### **Statutory Requirements: Provision Type**

#### **Maintained Schools**

For Community, Foundation, Voluntary Controlled and Voluntary Aided Schools in Solihull, the Council has statutory responsibilities under Section 175 Education Act 2002 to safeguard and promote the welfare of pupils. Section 175 also places the same duty on the governing bodies of maintained schools. To ensure that the Council and governing bodies are fulfilling their duties, the following strategies are in place:

- Annual safeguarding audit.
- Safeguarding visit (at least once every three years).

- Annual school adviser visit minimal safeguarding check (as listed above).

Safeguarding Reviews of maintained schools, ascertain whether a school's safeguarding policies and procedures are up to date, applied effectively, and consistent with best practice. At the end of the Review, the school is provided with a copy of the review findings, including any recommendations for improvement.

The benefits to maintained schools include:

- An independent review of safeguarding policy, practice and procedure free of charge.
- An opportunity to ensure that safeguarding policies and practice are in line with best practice as identified in Keeping Children Safe in Education 2018 (KCSIE18).
- Advice on implementing policies effectively.

If, during a Review, it is found that pupils are at immediate risk of harm, or are likely to be put at risk of harm, the Education Safeguarding Team must report these concerns to the appropriate organisations. Depending on the particular circumstances, concerns may be reported to the Police, Children's Services, or Ofsted.

## **Academies and Free Schools**

Paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 requires the proprietors of independent schools, including Academies and Free Schools, to ensure that arrangements are made to safeguard and promote the welfare of their pupils, and to have regard to any guidance given by the Secretary of State.

This duty also applies to non-maintained special schools, under paragraph 3 of the Schedule to the Education (Non-Maintained Special Schools) (England) Regulations 2011.

For the purposes of Section 10 of the Children Act 2004, Academy Trusts are relevant partners of the Council, and have a duty to cooperate with the Council in making arrangements to safeguard and promote the welfare of children.

To fulfil its duties towards all children in its area, the local authority requires academies and free schools in Solihull to:

- Complete an annual safeguarding audit and submit it to the local authority.
- Safeguarding review (minimum three yearly).
- Annual short visit or telephone conversation.

The benefits for Academy Trusts include:

- An independent review of safeguarding policies and implementation, free of charge.
- Help to ensure that safeguarding policies and practice are consistent with current best practice as per KCSIE18.
- Advice on how to ensure that policies are being implemented effectively.
- The ability to demonstrate that, to the extent that it has shared information for the purposes of a review, and to the extent that it has had regard to any recommendations made following the review, the Academy has acted in accordance with its statutory duty to co-operate.
- The Academy Trust will be provided with a copy of the review findings, including any recommendations for improvement.

## **Independent Schools and Post 16 Provision**

*“Voluntary organisations and private sector providers play an important role in delivering services to children. They should have the safeguarding arrangements described in the statutory guidance in place in the same way as organisations in the public sector, and need to work effectively with the LSCB”.*

(Statutory Guidance “Working together to safeguard children” – 2018)

The Council’s duty to safeguard and promote the welfare of children applies to all children in its area, regardless of the type of school they attend. Under Paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 independent school proprietors must ensure that arrangements are made to safeguard and promote the welfare of their pupils, and have regard to any guidance given by the Secretary of State. This includes drawing up suitable safeguarding policies and demonstrating that they are being implemented effectively.

To fulfil its duties towards all children in its area, the local authority requires independent schools and post 16 provision in Solihull to:

- Complete an annual safeguarding audit and submit it to the local authority.
- Safeguarding review (minimum three yearly).
- Annual short visit or telephone conversation.

The benefits for independent schools and post 16 provision include:

- An independent review of safeguarding policies and implementation, free of charge.
- Help to ensure that safeguarding policies and practice are consistent with current best practice as per KCSIE18.
- Advice on how to ensure that policies are being implemented effectively.
- The ability to demonstrate that, to the extent that it has shared information for the purposes of a review, and to the extent that it has had regard to any recommendations made following the review, the academy has acted in accordance with its statutory duty to cooperate.
- The academy trust will be provided with a copy of the review findings, including any recommendations for improvement.

### **Education Safeguarding Training and Support**

A range of training and support is available to education provisions:

- Whole school safeguarding awareness training.
- Annual education designated safeguarding lead training.
- Annual safeguarding governor conference.
- Multi-agency safeguarding training provided through Solihull Local Safeguarding Board.
- Collaborative subgroups of the education sub group.

#### **Safeguarding Awareness Training (previously known as Level 1 Training: 3 hours, delivered in a half day morning or afternoon session)**

Keeping Children Safe in Education 2018 states:

*“All staff members should receive appropriate safeguarding and child protection training which is regularly updated. In addition all staff members should receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.” (Paragraph 14)*

Safeguarding awareness training is available to all maintained schools and academies on a three yearly cycle, delivered as whole school training, for **all** staff and **governors** (including site managers, lunchtime supervisors and school cooks) free of charge. The Designated Safeguarding Lead, once he/she has undertaken this training, will be provided with the training materials so that they can update any new staff within the three year cycle. To book a whole school training session, please contact the SEIS Office (Telephone: 0121 704 6620 Email: [SEIS@solihull.gov.uk](mailto:SEIS@solihull.gov.uk)). Independent and Post 16 provisions can purchase either a bespoke whole school training session or a train the trainer session. To book a bespoke whole school training session or a train the trainer session, please contact the SEIS Office (Telephone: 0121 704 6620 Email: [SEIS@solihull.gov.uk](mailto:SEIS@solihull.gov.uk)).

In order to undertake this training, all staff should be familiar with Part 1 of Keeping Children Safe in Education 2018, the school child protection policy and the school staff code of conduct policy.

#### **New Designated Safeguarding Lead Training and new Deputy Designated Safeguarding Leads**

Keeping Children Safe in Education 2018 states:

*“The designated safeguarding lead and any deputies should undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years.” (Paragraph 66)*

*“In addition to their formal training, as set out above, their knowledge and skills should be updated, (for example via e-bulletins, meeting other designated safeguarding leads, or taking time to read and digest safeguarding developments), at regular intervals, but at least annually, to keep up with any developments relevant to their role.” (Paragraph 67)*

New Designated Safeguarding Leads must attend the Solihull LSCB Module 2 multi-agency training. To book please go to the following website <http://www.solihullscb.co.uk/training.php>. In order to keep this training up-to-date, Designated Safeguarding Leads are then expected to attend the annual Education Safeguarding Leads’ Annual Training Conference at least every two years, although we strongly recommend annual attendance. Conference dates are advised in advance via the Solihull Headlines and bookings are managed through the SEIS Office. To book a whole school training session, please contact the SEIS Office (Telephone: 0121 704 6620 Email: [SEIS@solihull.gov.uk](mailto:SEIS@solihull.gov.uk)).

It is important that Designated Safeguarding Leads are familiar with Part 2 of Keeping Children Safe in Education 2018, fully understand the school child protection policy and procedures, and have a clear job description in line with Annex B of Keeping Children Safe in Education 2018.

### **Existing Designated Safeguarding Leads and existing Deputy Designated Safeguarding Leads**

Keeping Children Safe in Education 2018 states:

*“The designated safeguarding lead and any deputies should undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years.” (Paragraph 66)*

*“In addition to their formal training, as set out above, their knowledge and skills should be updated, (for example via e-bulletins, meeting other designated safeguarding leads, or taking time to read and digest safeguarding developments), at regular intervals, but at least annually, to keep up with any developments relevant to their role.” (Paragraph 67)*

Existing Designated Safeguarding Leads and existing Deputy Designated Safeguarding Leads are expected to attend the annual Education Safeguarding Leads’ Annual Conference in order to keep this training up-to-date at least every two years, although we recommend annual attendance. To book please contact the SEIS Office (Telephone: 0121 704 6620 Email: [SEIS@solihull.gov.uk](mailto:SEIS@solihull.gov.uk)).

It is a recommendation from Solihull LSCB that Designated Safeguarding Leads attend 3 – 6 hours of multi-agency training per year. It is for individual Designated Safeguarding Leads to decide which of these modules are appropriate for their continuing professional development and for the needs of the school. For example:

- *Module 4 – “Child protection: analysis, judgement and leadership in partnership working”*, deepens knowledge and practice following on from the previous Level 2 (no longer run by Solihull LSCB) and the current Module 2, for lead Designated Safeguarding Leads
- Focusing on the current LSCB priorities:
  - *Child Sexual Exploitation* (Module 5)
  - *Neglect* (Modules 6a and 6b. Please note Module 6c is for those working in the home environment, we would expect other agencies such as the school nursing service to be trained in Module 6 and lead on the graded care profile)
  - *Early Help* (Module 1).
- Your education provision may have higher numbers of either physical abuse, sexual abuse or emotional abuse cases in which case Module 7, Module 8 or Module 9 may be more appropriate.



To book, please go to the following website <http://www.solihullscb.co.uk/training.php>

It is important that Designated Safeguarding Leads are familiar with Part 2 of Keeping Children Safe in Education, have a clear job description in line with Annex B of Keeping Children Safe in Education 2018 and fully understand the school child protection policy and procedures.

### **Annual Safeguarding Governor Conference**

Safeguarding governors from all education provision in Solihull are invited to attend the annual safeguarding governor conference, which is a three hour evening event, focusing on the statutory responsibilities of governors to keep them up to date on their responsibilities. It incorporates any key local and national learning and priorities.

A governor overview sheet is provided in the appendix of the safeguarding policy guidance which allows governors to evidence their work in this area.

### **Safeguarding Awareness Training for Governors**

Governors are expected to attend safeguarding awareness training that takes place within the school cycle alongside school staff. Where they are unable to attend the school designated safeguarding lead should provide the training to governors as soon as possible after the event has been delivered to staff.

### **Managing Allegations Training**

It is essential that those involved in managing allegations are familiar with Part 4 of Keeping Children Safe in Education 2018 and the local authority managing allegations policy guidance and procedure. Managing allegations records must be kept separately to child protection records and a chronology of events is logged (template provided in Appendix 5 of Safeguarding policy guidance). [www.solgrid.org.uk/safeguarding](http://www.solgrid.org.uk/safeguarding)

Solihull LSCB provides **Managing Allegations against Staff** training for those leading on managing allegations in education provisions:

- Headteachers, principals and proprietors are the point of contact in the education provision and act as case manager for any allegation against a member of staff liaising with the local authority duty officer (LADO).
- The Chair of Governors should be the point of contact in the event of an allegation against the headteacher/principal and act as case manager liaising with the local authority duty officer (LADO).

(There is no specified frequency to refresh training; best practice might indicate once every five years, however, if the individual keeps up to date through reading any relevant information and practice then that is sufficient).

### **Safer Recruitment and Selection Training in Education**

At least one person on any appointment panel should be trained. Keeping Children Safe in Education 2018 states:

*“The School Staffing (England) Regulations 2009 require governing bodies of maintained schools to ensure that at least one person on any appointment panel has undertaken safer recruitment training. Governing bodies of maintained schools may choose appropriate training and may take advice from their LSCB in doing so. The training should cover, as a minimum, the content of this guidance (Part 2, Paragraph 85).*

Local Authority education safer recruitment and selection training is delivered at regular intervals by SEIS in partnership with Solihull Human Resources. To book – contact the SEIS

Office (Telephone: 0121 704 6620 Email: [SEIS@solihull.gov.uk](mailto:SEIS@solihull.gov.uk)). We strongly advise that this is the preferred training, as it focuses on both local and national issues and practice.

It is essential that those involved in safer recruitment are familiar with Part 3 of Keeping Children Safe in Education (2018) and fully apply school safer recruitment policy and procedures in any recruitment and selection process. The local authority provide a model safer recruitment policy and a guidance booklet as a point of reference to support education providers in developing their policy. Ideally, headteachers/principals/proprietors and those leading recruitment in education provisions should be trained so that they have a clear oversight of recruitment. In the case of headteacher/principal recruitment, a governor (ideally the chair) would need to be suitably trained.

### **Support and Guidance for Designated Safeguarding Leads and Headteachers, Principals and Proprietors**

The following websites are key points of guidance and for keeping up to date for Designated Safeguarding Leads in education provision.

- [www.solgrid.org.uk/safeguarding](http://www.solgrid.org.uk/safeguarding) (model policy guidance, letters, training resources, DSL handbook, etc)
- <http://www.solihulllscb.co.uk/> (training registrations, LSCB newsletters, LSCB procedures, etc)

The Solihull LSCB Education Sub-Group meets twice termly, and is a vehicle for raising concerns, and sharing information. Each collaborative has a representative who attends, raising any issues, sharing good practice and feeds back to the collaborative using the minutes from the meeting; which in turn should be shared with DSLs/deputy DSLs in the education provision. The representatives are as follows:-

Unity Collaborative and Special Schools	Amanda Mordey, Headteacher Merstone and Forest Oak Schools
Mosaic Collaborative	Emma Gray, Interim Headteacher Daylesford Infant School
Synergy Collaborative	Jane Hutchinson, Headteacher Monkspath Primary School
Evolve Collaborative	Carol Taylor, Headteacher Haslucks Green Junior School
Rural Collaborative	Ros Ashe, Headteacher Dorridge Primary School
 Solihull Strategic Accountability Board	Louise Minter, Headteacher Streetsbrook Nursery & Infant Academy
Independent Schools and Post 16 Provision	Sean Morgan, Senior Deputy Headmaster Solihull School
Governors	Linda Mackay, Chair of Governors Knowle Primary Academy
North Solihull Secondary DSLs	Clare Webb, Designated Safeguarding Lead John Henry Newman Catholic College
South Solihull Secondary DSLs	Carol Martin, Designated Safeguarding Lead Lyndon School
Solihull Secondary Headteachers/ LSCB Board Representative	Jenny McGuirk, Principal John Henry Newman Catholic College

Chair: LSCB Board Representative

Lorraine Lord, Solihull Local Authority

The subgroup is also a mechanism for disseminating information up to and down from the LSCB. The formal route for this is through the Executive Subgroup of the LSCB, and the chair of the education safeguarding subgroup reports directly to the executive subgroup. Agenda, minutes and reports are produced and kept as records.