Safeguarding Proforma Guidance

Mandatory requirements

Nursery, Primary, Post-Primary & Special schools and EOTAS centres

2022-2023

EDUCATION AND TRAINING INSPECTORATE

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# Guidance and supplementary information for the annual review and evaluation of the mandatory requirements for Safeguarding and Child Protection

***There are different versions of the proforma for different education and training sectors. Please ensure that you are using the current and correct version for your type of organisation or centre.***

**Please note, this proforma is reviewed and updated by the ETI as required annually to take account of policy changes and circulars.** The proforma contains statements about current requirements in respect of child protection/safeguarding arrangements as set out in various DE circulars, or statements of best practice. As an aide memoire, Appendices 2 and 3 contains a list of relevant DE Circulars and legislative requirements.

This self-evaluation proforma is designed to help you to review and quality assure the extent to which your school/centre[[1]](#footnote-1) complies with mandatory child protection/ safeguarding[[2]](#footnote-2) requirements.

Under **Articles 17 and 18** of the Education and Libraries (NI) Order 2003, the board of governors of a grant aided school has a statutory duty to:

• safeguard and promote the welfare of registered pupils at the school at all times when the pupils are on the school premises or in the lawful control or charge of a member of school staff; and

• decide on the measures to be taken by all persons associated with the school to protect pupils from abuse, whether at school or elsewhere and review these measures from time to time.

The 2003 Order places a further obligation on the board of governors to prepare a written statement of such measures and to ensure that copies of the statement are available for inspection at the school.

Furthermore, the Schedule for Regulation 4 of The Education (School Development Plans) Regulations (Northern Ireland) 2010 requires schools to monitor and review (annually – Regulation 7) the progress made in the school’s approach to (c) promoting the health and well-being, attendance, good behaviour and discipline of pupils and (e) managing the attendance and promoting the health and well-being of staff.

The Addressing Bullying in Schools Act (NI) 2016 (the Act) will come into operation on 1st September 2021. Links to relevant DE Circulars can be found in Appendix 1.

The Department of Education completed a review of the use of restraint and seclusion in educational settings; and the current arrangements for the suspension and expulsion of pupils. Links to relevant DE Circulars can be found in Appendix 1.

The ETI and the Department of Education(DE) recommend that you review/quality assure your compliance and effectiveness at least annually on a rolling basis. Some school/centres have found it helpful to evaluate their provision on each question as red (work overdue), amber (work underway) or green (up-to-date), known as the ‘RAG’ process, and you may wish to consider this approach, and/or discuss it with your district inspector.

Please record brief information about the nature of the evidence used to support your review and any planned actions.

**We recommend, while the legal duty rests with the governors, that in the best practice, both the designated teacher (DT) and designated governor (DG) are involved in carrying out your self-evaluation as part of a safeguarding team which includes the principal and chair of governors.**

When completing the proforma you must be assured that the statements made are correct and are based on accessible evidence which can be provided to inspectors, if required, and that both the principal and chair of the governing body sign and date the completed form. During an inspection, the completed proforma will form the basis of a discussion about child protection/adult safeguarding arrangements in your organisation. The ETI will seek to evaluate how well the evidence presented in the completed proforma is understood and acted upon at all levels within the organisation and the effectiveness of the arrangements to keep pupils and staff safe.

As this version is a generic document for a range of settings, **primary, nursery schools** **and EOTAS centres** should respond only to the questions which apply to their phase and setting andshould also refer to DE Circular 2014/24, section 6.

If you have any questions regarding safeguarding, contact the Child Protection Support Service (CPSS) for specialist advice (see contact number below).

**Education Authority Child Protection Support Service (CPSS):**

Central contact number for all areas: 028 9598 5590.

If you have any questions regarding the inspection, please contact the Reporting or District Inspector or Inspection Services Team at 028 91279726 or [eti@education-ni.gov.uk](mailto:eti@education-ni.gov.uk)

**Note: Responses made in this proforma may be subject to further checks through an auditing process completed by DE and/or the Employing Authority.**

# ETI Safeguarding Proforma Mandatory requirements 2022-23

**NAME OF SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REF NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_**

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Q1-Q5 Designated Posts and Duties

Q6 Training and Training Renewal

Q7 Overview of Child Protection and Safeguarding including review of key policy documents

Q8-Q10 Pupils, Parents/Carers

Please note, this proforma is reviewed and updated by ETI as required annually. Any substantive changes to specific questions are identified with an asterisk (\*).

**Designated Posts and Duties**

**Current Requirement**

**1. There is a designated teacher (DT) and deputy designated teacher(s) (DDT) for child protection/safeguarding in the school/centre who form part of a designated child protection/safeguarding team. The DT should also lead the review of child protection and safeguarding polices and report annually to the governors.**

Yes  No

**Any proposed action/s + RAG**

**What is the nature of the evidence and where is it located?**

*The school should establish a Safeguarding Team. This team should, where appropriate, include the Chair of the BoG, the Designated Governor for Child Protection, the Principal (as Chair), the DT and the DDT.*

*What are the agreed protocols for reporting child protection concerns in any units and those attending EOTAS centres, and where there are collaborative ALC arrangements for provision?* ***Are the reporting arrangements clear across the school/Further Education (FE) college and with the EOTAS centres if applicable?***

*(****\*****EOTAS centres will complete the proforma for their own provision and customise accordingly. For pupils with no links with schools, then the EOTAS centre has sole responsibility for safeguarding. This applies mostly to KS4 pupils who will also be linking with an FE college.)*

***Have policies been updated in-line with*** [Circular 2010/22 - School development planning - Regulations and guidance](https://www.education-ni.gov.uk/publications/circular-201022-school-development-planning-regulations-and-guidance)

**2. The names of the DT and DDT(s) are known to all staff, pupils, and parents/carers. The system for reporting concerns/complaints about abuse, for example, staff member to DT to principal, is known to all staff (paid and unpaid), parents/ carers and pupils.**

Yes  No

**Any proposed action/s + RAG**

**What is the nature of the evidence and where is it located?**

*How are the names and system for reporting concerns/complaints communicated?*

*Are reporting arrangements clearly specified in policies and procedures and are they displayed on notice boards? How is this monitored? Are contact arrangements for designated staff in place to cover exceptional circumstances, such as, critical incidents or unplanned school/centre closures?*

**3. There is a designated governor who has responsibility for safeguarding.**

Yes  No

**Any proposed action/s + RAG**

**What is the nature of the evidence and where is it located?**

*Is the designated governor/member of management group a member of the safeguarding team? Is he/she known to all staff, pupils, and parents/carers? How is this communicated?*

**4. All members of the board of governors have access to:**

1. **the child protection/safeguarding policy and procedures;**
2. **DE Circular 2017/04, Safeguarding and Child Protection;**
3. **Current child protection/safeguarding circulars[[3]](#endnote-1) and letters of advice issued by DE; School Governors’ Handbook on Child Protection.**
4. **All relevant government guidance relating to COVID-19.**

Circular 2010/18 Every School A Good School – The Governors’ Role

Yes  No

**Any proposed action/s + RAG**

**What is the nature of the evidence and where is it located?**

*Where appropriate, do the board of governors have a copy of the child protection policy and procedures of the EOTAS centre(s) that their pupils attend?*

**5. A report on all child protection/safeguarding activity is presented, at least annually, as an agenda item to the board of governors.**

Yes  No

**Any proposed action/s + RAG**

**Date last presented**

*When was it presented last? Is it recorded in the minutes? Schools should include any pupils attending EOTAS centres? EOTAS centres should complete a child protection/safeguarding report for their governance group/EA manager. Note: best practice recommends that CP is a standing agenda item in board of governor/governance meetings.*

**Training and Training Renewal**

**\*In 2022-23 the CPSS will provide a blend of online training, which is either live or pre-recorded, and face-to-face training.**

**6. Training requirements**

**Safeguarding update training for all school/centre staff.**

**Training renewal**

*Cascaded by the DT and/or DDT to the whole school/centre staff and should include an update on the safeguarding arrangements within the school, a minimum of every two years. All new staff to receive training as part of their induction programme.*

**Most recent date completed and any proposed actions**

New Staff:

Last trained:

Valid until:

*Are all staff, paid and unpaid, aware of and follow the agreed child protection/safeguarding policies and procedures?*

**Most recent date completed and any proposed actions**

Whole Staff:

Last trained:

Valid until:

*Does this include substitute teachers, and peripatetic teachers such as non-EA music tutors, sports coaches, etc? (For peripatetic staff this could entail providing copies of the updated CP Policy or summary leaflet.  Training does not need to be full training sessions just updates)*

**Most recent date completed and any proposed actions**

Others:

Last trained:

Valid until:

*How is this monitored? (e.g. are records kept and a register maintained for all training received for all staff and governors?)*

*Are staff at all levels in your school/centre informed about their statutory responsibility to share information relevant to safeguarding children and young people?*

*Are staff at all levels in your school/centre informed about their statutory responsibility to report inappropriate behaviours by colleagues?*

*Are pupils in your school informed about the need, and their responsibility, to report inappropriate behaviours by peers?*

**Training for Designated Teacher and Deputy Designated Teacher.**

**Training renewal**

*All new DTs and DDTs should attend 2-day CPSS introduction to CP training at the earliest opportunity in the term in which they are appointed to the post, and refresher training within three years of their initial training date and thereafter.*

*(In light of restrictions caused by COVID-19, newly appointed DTs and DDTs will receive 2 full day live sessions plus resources which must be read prior to the live sessions.)*

*(\*Refresher training for DTs and DDTs will be one half day live session)*

**Most recent date completed and any proposed actions**

Name of DT:

Last trained:

Valid until:

Name of DDT:

Last trained:

Valid until:

**Training for School Principal.**

**Training renewal**

*CPSS Training as soon as possible on appointment and a half-day renewal within three years of the initial training date and thereafter.*

*New principals will receive a half-day live training session.*

*Refresher training will be delivered through pre-recorded sessions.*

**Most recent date completed and any proposed actions**

Name of Principal:

Last trained:

Valid until:

**Training for all Governors.**

**Training renewal**

*Child Protection Awareness training as part of induction and during each four year term of office. This training can be delivered by the Principal, Designated Governor for CP and the Designated or Deputy Designated teacher for CP. A record should be kept of attendance at training and of governors’ viewing the* [EATV Governor Training Videos](https://www.eani.org.uk/services/eatv/governor-videos/governors-support)

**Most recent date completed and any proposed actions**

Last trained:

Valid until:

**Training for Designated Governor (Specific Child Protection Awareness Training and Child Protection Training from the CPSS for the Chairperson and Designated Governor for Child Protection).**

**Training renewal**

*Specific Child Protection Awareness and Child Protection Training from the CPSS for the Chairperson and Designated Governor for Child Protection)**to equip them in assisting the board of governors with their child protection governance responsibilities. Training required every four years during each four year term of office.*

**Most recent date completed and any proposed actions**

Name of DG:

Last trained:

Valid until:

**Training for Chair of Governors (Specific Child Protection Awareness Training, Child Protection training from the CPSS for the Chairperson and Designated Governor for Child Protection and Training on recruitment, selection and vetting)**

Circular 2006/08 Child Protection: Training Requirement for School Governors on Staff Recruitment and Selection Panels

**Training renewal**

*Specific Child Protection Awareness, Child Protection Training from the CPSS for the Chairperson and Designated Governor for Child Protection**to equip them in assisting the board of governors with their child protection governance responsibilities and training on recruitment, selection and vetting (delivered by EA Human Resources). The Chair of Governors needs to ensure that at least one governor on each interview panel has attended this, although best practice would be to have additional members trained. Training every four years during each four year term of office.*

*(In light of restrictions caused by COVID-19 chair and designated governor training will be delivered in a pre-recorded session)*

**Most recent date completed and any proposed actions**

Name of Chair:

Last trained:

Valid until:

Names of governors trained for recruitment etc:

**Governor Awareness training in relation to Child Sexual Exploitation.**

**Training renewal**

*At least once in each term of office. Two online modules are available at* [EATV Governor Training Videos](https://www.eani.org.uk/services/eatv/governor-videos/governors-support)

**Date completed:**

**Child Protection training for school governors has three specific components:**

1. ***Initial Child Protection Awareness*** *Training*An overview of child protection is also available to view on [EATV Governor Training Videos](https://www.eani.org.uk/services/eatv/governor-videos/governors-support)

2. Safeguarding role of Chair and Designated Governor for Child Protection: Facilitated by the EA CPSS

3. Training on recruitment, selection and vetting (including **Child Protection legislation and DE guidance for governors on interview and appointment panels)** delivered by EA Human Resources. The Chair of Governors needs to ensure that at least one governor on each interview panel has attended this.

**Overview of Child Protection and Safeguarding including review of key policy documents**

**7**. DE recommends that certain policies should be reviewed regularly. DE advises that **best practice is that almost all policies should be reviewed at least every three years, with regular risk assessment carried out where required** and with all policies made available to parents.

***Do your policies address in age-appropriate ways, healthy and respectful relationships, including the use of respectful language, behaviours and consent?***

*Have the child protection policies/procedures, including health and safety, been updated as applicable to address the current challenges of supporting the physical, mental and emotional health and wellbeing of pupils and staff?*

*\*Have child protection policies/procedures been updated, as appropriate, to reflect involvement in Operation Encompass?*

*Are all of the school/centre’s policies and procedures current and fit for purpose?*

**Policy**

**There is a written child protection/ safeguarding policy and procedures which are ratified by the board of governors.**

In place:  Yes  No

**Policy Review**

*The child protection policy is supported by other organisational policies and procedures, aimed at promoting safe and healthy working practices and relationships.*

*Everyone involved with the organisation knows about the policy and associated procedures.*

*If the school has a pupil in EOTAS. Has the EA provided child protection and safeguarding policies and procedures from the EOTAS centre to the school, BoG’s and parents?*

*Does the school/centre’s child protection/safeguarding policies and procedures reference the recognition and management of harmful sexualised behaviours?*

*Please refer as a check list to Appendix 3 - Legislation and Guidance including DE Circulars and Letters of Information.*

**Last reviewed/ratified and any proposed actions** *(for example: How are staff and managers, governors, parents/carers and pupils involved in the review process?)*

**Last reviewed:**

**Next review:**

**Staff Code of Conduct** *(To include any updates in line with guidance issued by DE/EA)*

In place:  Yes  No

**Policy Review**

*Who monitors the implementation and how?*

*The staff code of conduct contains positive statements on how staff are expected to behave towards pupils and other adults.*

*The code outlines behaviours to be avoided and behaviours which are unacceptable.*

*The code includes reference to appropriate behaviours, values and the school/centre ethos.*

*The code sets out the statutory duty of staff to record and report safeguarding matters/issues.*

*The code includes the appropriate use of social media by staff (both inside and outside of school/centre)?*

**Last reviewed:**

**Next review:**

**There is a confidential system for recording information about:**

* **suspicions of abuse of a child or young person;**
* **disclosure of abuse;**
* **complaints of abuse by members of staff; and complaints made against members of staff.**

*Child Protection Record Keeping Circular 2020/07: Child Protection: Record Keeping in Schools*

In place:  Yes  No

**Policy Review**

*Is the school/centre following the guidance provided by DE on record keeping?*

*Where are the records kept for concerns of potential abuse/complaints against staff?*

***NOTE:*** *The only hard-backed book expected to be maintained by a school/centre is in connection with* ***complaints of a safeguarding nature*** *against members of staff. The record is considered annually as an agenda item by the board of governors and is signed and dated by the principal and chairperson even if there are no complaints. ETI has a right to see the book, and that it has been signed and dated, but not the content of the book.*

*NB Guidance in the circular also applies where school/centres are using either electronic, or online/cloud-based child protection record systems. School/centres must assure themselves that any system they are using is robust, secure and that access is restricted to relevant staff only, for example, designated staff.*

**Last reviewed:**

**Next review:**

**Attendance**

*Circular 2020/08: Amended Draft Attendance Guidance and Absence Recording by Schools.*

In place:  Yes  No

**Policy Review**

*There is a report (at least annually) on attendance policy and data presented as an agenda item to the board of governors and recorded in the minutes.*

*The school/centre has considered how it will capture attendance data if necessary through remote models of delivery.*

**Last reviewed:**

**Next review:**

**(Positive) Behaviour Management**

In place:  Yes  No

**Policy Review**

*How have staff, parents, pupils and governors been consulted?*

*Does your policy emphasise the importance of identifying and addressing the underlying causes of behaviour(s)?*

*Do you work closely with parents/carers to promote their child’s positive behaviour and attitudes to learning?*

*Does your behaviour management policy establish expulsion as the measure of last resort?*

*Is your decision making recorded clearly and based on the best interests of the pupil?*

*Does the school promote and support an anti-bullying culture?*

*How well do you respond to, record and address any alleged incidents relating to bullying?*

*NOTE: The ETI may ask about an example of an incident relating to bullying behaviours and how the school/centre dealt with it.*

**Last reviewed:**

**Next review:**

**Addressing Bullying** (legislation commenced from 1st September 2021)

In place:  Yes  No

**Policy Review**

*The anti-bullying policy been updated using the EA Anti-Bullying Policy Framework.*

*Whole school/centre training taken place in relation to the new anti-bullying guidance and how will the policy be implemented and embedded.*

*The school/centre maintains a record of all incidents of bullying and alleged bullying behaviour.*

*The Board of Governors maintains a standing item on the agenda of each meeting of the Board where a report on recorded incidents of bullying will be noted to:*

*- identify trends and priorities for action;*

*- assess the effectiveness of strategies aimed at preventing bullying behaviour; and*

*- assess the effectiveness of strategies aimed at responding to bullying behaviour.*

*The policy outlines when and how parents/carers/pupils are consulted*

*Were any changes made in light of the consultation?*

*All staff consistently use SIMS to record and monitor pastoral issues?*

*This policy should be reviewed at intervals of* ***no more than four years*** *or at such times as the Department may direct.*

**Last reviewed:**

**Next review:**

**Appropriate risk assessment procedures are in place**

In place:  Yes  No

**Policy Review**

*\*There is an effective procedure in place for assessing and managing risks to pupils.*

*\*Any identified risks are managed by putting in place risk-reducing measures which are recorded and reviewed.*

*Have all appropriate risk assessments been carried out?*

*How does the school/centre plan for, record and conduct risk assessments?*

*Examples: COVID-19; trips and outings; visitors to the school/centre; challenging behaviours; pupils displaying harmful sexualised behaviours; and practical classes in post-primary schools exceeding 20 pupils (Circular 2016/11)*

**Last reviewed:**

**Next review:**

**Drugs Policy**

Circular 2015/23 Drugs Guidance

In place:  Yes  No

**Policy Review**

*Circular 2015/23 advises schools of the drugs guidance produced by CCEA in 2015 to assist them in complying with the statutory requirement to have a drugs policy and to publish details in relation to the policy in their prospectuses.*

*While there is no mandatory requirement to have a drugs policy in nursery schools, in best practice any policy on drugs may refer to use of drugs by staff, finding drugs or drugs paraphernalia on the premises or, most relevant to safeguarding, suspicion that a parent/carer is under the influence of drugs.*

**Last reviewed:**

**Next review:**

**EOTAS Provision**

EOTAS Guidance 2014/24

In place:  Yes  No

**Policy Review**

*Are pupils currently attending EOTAS settings? (If yes, is the setting EA regulated?)*

*Have any pupils attended an EOTAS setting during the last three years? (If yes, was the setting EA regulated?)*

*If the school has a pupil in EOTAS have the EA provided child protection and safeguarding policies and procedures from the EOTAS centre to the school, board of governors and parents? (EOTAS safeguarding policies and procedures, are ratified by the EA Behaviour Support Team)*

**Last reviewed:**

**Next review:**

**First-aid and administration of medicines** [**Supporting Pupils with Medication Needs**](https://www.education-ni.gov.uk/sites/default/files/publications/de/supporting-pupils-with-medical-needs.pdf)

In place:  Yes  No

**Policy Review**

*Relevant staff are aware of the guidance provided and it is reflected in school/centre practice.*

**Last reviewed:**

**Next review:**

**Health and Safety** [**Education**](https://www.hseni.gov.uk/articles/education)

**The school ensures the safety of all, through the security of the site and buildings.**

In place:  Yes  No

**Policy Review**

*The school/centre has procedures to ensure the security of the site and buildings in the best interest of the pupils which are regularly reviewed.*  *Boards of Governors of all school/centres have a statutory duty to ensure health and safety on premises under their control; this includes, where appropriate, compliance with the directions of the Employing Authority.*

**Last reviewed:**

**Next review:**

[**Intimate Care Policy and Guidelines Regarding Children**](https://www.health-ni.gov.uk/sites/default/files/publications/dhssps/intimate-care-policy.pdf)

In place:  Yes  No

**Policy Review**

*Relevant staff are aware of the guidance provided and it is reflected in school/centre practice. Consent for intimate care has been signed by parents/carers.*

*In best practice a record is kept of intimate care support provided by staff and parents are informed that it has taken place.*

*\*Has the policy been updated to include Menstrual Well-being and Period Dignity?*

**Last reviewed:**

**Next review:**

**Managing Critical Incidents Guidance**

[A guide to managing critical incidents in schools](https://www.education-ni.gov.uk/publications/guide-managing-critical-incidents-schools)

In place:  Yes  No

**Policy Review**

*Relevant staff are aware of the guidance provided and it is reflected in school/centre practice.*

**Last reviewed:**

**Next review:**

**Online Safety**

Circular 2016/27

In place:  Yes  No

**Policy Review**

*This includes a review of the taught pastoral/preventative education curriculum and the promotion of “keeping safe” messages including image sharing and image-based abuse.*

*Has the school/centre developed its online safety policy as necessary to include guidance for remote/distance learning, electronic communications with pupils, parents/carers and staff in-line with experiences through COVID-19?*

*Does the school/centre community make use of the Safer Schools App and the associated information and updates from Ineqe?*

**Last reviewed:**

**Next review:**

**Relationships and Sexuality Education**

*Circular 2013/16 (policy) and 2015/22 (guidance)*

**Not Nursery Schools**

In place:  Yes  No

**Policy Review**

*As required by Circular 2013/16, does the policy include consultation with parents, pupils and endorsement by the board of governors?*

*Does the RSE and preventative curriculum address in age appropriate ways, healthy and respectful relationships, including appropriate use of language and behaviours.*

*Does this include the holistic overview, review, monitoring and evaluation of the effectiveness of the content and delivery of the RSE and preventative curriculum to empower children and young people to make informed choices and keep themselves safe?*

*Does the evaluation include consultation with children and young people and outline how their views will be listened to, respected and acted upon, where appropriate?*

*Are staff provided with professional learning opportunities to be confident in handling current and more sensitive issues, such as, consent, violence against women and girls, domestic abuse, healthy sexual relationships, Gender, Transgender issues, contraception, pregnancy and abortion, menstrual health and wellbeing, social Media and online safety?*

**Last reviewed:**

**Next review:**

**Staff recruitment**

Circular 2006/09 Child Protection: Criminal Background Checking of Staff in Schools – Programme to Extend Coverage

Circular 2006/09 Child Protection: Criminal Background Checking of Staff in Schools – Appendix A

Circular 2008/03 Child Protection: Pre-employment Checking of Persons To Work in Schools – New Arrangements

Circular 2006/07 Child Protection: Employment of Substitute Teachers

In place:  Yes  No

**Policy Review**

*\*The school consistently applies a thorough and clearly defined method of recruiting staff and volunteers in line with legislation and best practice.*

*Staff recruitment information may sit within the overarching child protection/safeguarding policy.*

*All staff on the payroll of the school and unsupervised volunteers are appropriately and suitably vetted in compliance with relevant DE circulars.*

*Does the school, in* ***all*** *cases, employ substitute teachers who are on the NI Substitute Teachers Register?*

*EA is responsible for recruitment within EOTAS centres.*

**Last reviewed:**

**Next review:**

**Supervision of Volunteers and Visitors**

*Appropriate procedures are in place to manage the recruitment and supervision of all volunteers\*.*

Circular 2012/19 Changes to pre-employment vetting checks for volunteers working in schools

Section 4.5 of the Safeguarding and Child Protection in Schools guide

In place:  Yes  No

**Policy Review**

*Supervision information of volunteers and visitors may sit within the overarching child protection/safeguarding policy.*

*If volunteers are not vetted, appropriate arrangements for ‘supervision’* ***must*** *be in place. “Supervision” is defined as “regular, day to day, reasonable in all circumstances to protect children and young people, and carried out by an individual who is engaged in regulated activity relating to children and young people and has therefore been vetted”. How does the school/centre carry out risk assessments to determine if volunteers or other individuals not on its payroll should or should not be vetted?*

*Is there a visitors CP procedure for former pupils who return to the school/centre to prepare and sit examinations and external candidates?*

*Is there a policy about staff not conducting private tutoring on school/centre premises?*

**Last reviewed:**

**Next review:**

**Learners, Parents/Carers**

**Current Requirement**

**8. All learners have been informed and understand the arrangements for child protection/ safeguarding, how a concern or complaint may be raised and how they will be supported and listened to.**

Yes  No

**Any proposed action/s + RAG**

**What is the nature of the evidence and where is it located?**

*How are learners informed of the relevant member(s) of staff to whom they should voice their concerns? For example: displays on notice boards; assemblies; circle time. Is the display format age appropriate, does it meet the needs of, for example, newcomer learners or learners with special educational needs? Are there any other ways provided by the school so that a learner can express any concerns or issues they may have?*

*\*Do you ensure that pupils are supported and listened to when raising any child protection/safeguarding concerns or complaints?*

**9. Parents/carers are provided with a copy of the child protection/ safeguarding policies and complaints procedure, when their child is first enrolled, and a summary every two years thereafter.**

*Note: During discussions the reporting inspector may ask about examples relating to child protection/bullying/safeguarding and how the school ensures that learners make progress and achieve their potential.*

Yes  No

**Any proposed action/s + RAG**

**What is the nature of the evidence and where is it located?**

*When and how was child protection/safeguarding information last communicated to parents/carers?*

*Is there a summary document which indicates clearly that the full policy and procedures can be requested from the school or found on the website? How are the needs of the parents of newcomer learners met? How are new parents/carers informed of the child protection/safeguarding/anti-bullying procedures? What about learners who join the school during the year? Does the school maintain a record of parental/carer receipt of policies and permissions on intimate care, use of images, and online safety?*

*Is a safeguarding flowchart made available to parents and carers as part of the school’s child protection procedures?*

*\*Have parents been made aware of the Safer Schools App and the regular online safety messages it provides for parents?*

**10. For any pupils over the age of 18 years do you have the contact details of the Adult Safeguarding team in your area included in flowcharts?**

**\* Not applicable to Nursery or Primary schools**

Yes  No

**Any proposed action/s + RAG**

**What is the nature of the evidence and where is it located?**

*The Child Protection Support Service can provide contact details for local Adult Safeguarding Gateway teams.*

**\*11. The school’s complaints procedure for issues not relating to child protection / safeguarding is readily available to parents and carers.**

Yes  No

**Any proposed action/s + RAG**

**What is the nature of the evidence and where is it located?**

*Has the complaints procedure for issues* ***not relating to*** *child protection/safeguarding been updated since 1st April 2017 to include the role of the Office of the Northern Ireland Public Services Ombudsman?*

**Declaration -** the statements contained in this document are correct and are based on accessible evidence which can be provided to inspectors, if required.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal**

**Additional comments/information on any of the above issues which the principal or chairperson of the board of governors wishes to bring to the attention of the inspection team.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson of the board of governors**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**An inspector may discuss some of the points on this form in greater detail with the principal, chair of the governors and/or designated teacher/governor during the inspection and may request to see relevant evidence.**

**Amendments to proforma (if necessary) during inspection:**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Principal**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Chair of board of governors**

**Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

# Appendix 1

The Department of Education’s [Publications and guidance on child protection issues for schools](https://www.education-ni.gov.uk/articles/publications-and-guidance-child-protection-issues-schools).

Further detailed information is available at [Safeguarding and Child Protection](http://www.eani.org.uk/schools/safeguarding-and-child-protection/).

## Department of Education Circulars

[1. Circular 2007/01 Acceptable Use of the Internet and Digital Technologies in Schools](https://www.education-ni.gov.uk/sites/default/files/publications/education/2007.01%20-%20Amended%282%29.pdf)

2. [Circular 2006/09 Child Protection: Criminal Background Checking of Staff in Schools – Programme to Extend Coverage](https://www.education-ni.gov.uk/sites/default/files/publications/de/Criminal-background-checking-of-staff-in-schools-programme-to-extend-coverage.pdf)

3. [Circular 2006/09 Child Protection: Criminal Background Checking of Staff in Schools – Appendix A](https://www.education-ni.gov.uk/sites/default/files/publications/de/circular-2006-09-appendix-a.pdf)

4. [Circular 2006/07 Child Protection: Employment of Substitute Teachers](https://www.education-ni.gov.uk/sites/default/files/publications/de/circular-2006-07.pdf)

5. [Circular 2008/03 Child Protection: Pre-employment Checking of Persons To Work in Schools – New Arrangements](https://www.education-ni.gov.uk/sites/default/files/publications/de/Circular-2008-03-pre-employment-checks-new-arrangements.pdf)

6. [Circular 2020/07 - Child Protection: Record Keeping in Schools](https://www.education-ni.gov.uk/publications/circular-202007-child-protection-record-keeping-schools)

7. [Circular 2006/06 Child Protection: Recruitment of People to Work With Children and Young People in Educational Settings](https://www.education-ni.gov.uk/sites/default/files/publications/de/Circular-2006-06.pdf)

8. [Circular 2006/06 Child Protection: Recruitment of People to Work With Children and Young People in Educational Settings – Appendix A](https://www.education-ni.gov.uk/sites/default/files/publications/de/circular-2006-06-appendix-a-checks-on-applicants-from-abroad.pdf)

9. [Circular 2006/06 Child Protection: Recruitment of People to Work With Children and Young People in Educational Settings – Form DOR O2](https://www.education-ni.gov.uk/sites/default/files/publications/de/circular-2006-06-form-dor-02.pdf)

10. [Circular 2006/08 Child Protection: Training Requirement for School Governors on Staff Recruitment and Selection Panels](https://www.education-ni.gov.uk/sites/default/files/publications/de/circular-2006-08-child-protection-staff-recruitment.pdf)

11. [Circular 2006/25 Child Protection: Vetting of School Governors](https://www.education-ni.gov.uk/sites/default/files/publications/de/vetting-of-school-governors.pdf)

12. [Circular 2022/02 - Children Who Display Harmful Sexual Behaviour](https://www.education-ni.gov.uk/publications/circular-202202-children-who-display-harmful-sexual-behaviour)

13. [Circular 2016/11 Class Sizes In Post-Primary Schools – Practical Subjects (as well as other subjects that include a practical activity)](https://www.education-ni.gov.uk/sites/default/files/publications/education/Class%20Sizes%20in%20Post-Primary%20Schools%20-%20Practical%20Subjects%20-%20Circular%202016....pdf)

14. [Circular 2015/13 Dealing With Allegations of Abuse Against A Member of Staff](https://www.education-ni.gov.uk/sites/default/files/publications/de/2015-13-dealing-with-allegations-of-abuse-against-a-member-of-staff.pdf)

15. [Circular 2012/19 Disclosure and Barring Arrangements: Changes To Pre-employment Vetting Checks For Volunteers Working In Schools From 10/09/12 – Guidance For Schools and Employing Authorities On Changes To Pre-employment Checking and Safer Recruitment Practices](https://www.education-ni.gov.uk/sites/default/files/publications/de/Disclosure-and-barring-arrangements-guidance-for-schools-and-employing-authorities-volunteers.pdf)

16. [Circular 2013/01 Disclosure and Barring Arrangements: Vetting Requirements for Paid Staff Working In Or Providing A Service For Schools – Guidance For Schools and Employing Authorities On Pre-employment Vetting Checking and Safer Recruitment Practices](https://www.education-ni.gov.uk/sites/default/files/publications/de/circular-2013-01-updated-september-2015.pdf)

17. [Circular 2015/23 Drugs Guidance](https://www.education-ni.gov.uk/sites/default/files/publications/de/circular-2015-23.pdf)

18. [Circular 2014/24 Education Otherwise Than At School (EOTAS) Guidance](https://www.education-ni.gov.uk/sites/default/files/publications/education/2014-24-eotas-guidance.pdf)

19. [Circular 2016/26 Effective Educational Uses of Mobile Digital Devices](https://www.education-ni.gov.uk/sites/default/files/publications/education/DE%20circular%202016.26%20Effective%20Educational%20Uses%20of%20Mobile%20Digital%20Devices.pdf)

20. [Circular 2008/10 Employment of Substitute Teachers – NI Substitute Teachers Register (NISTR)](https://www.education-ni.gov.uk/sites/default/files/publications/de/circular-number-2008-10-employment-of-substitute-teachers.pdf)

21. [Circular 2010/18 Every School A Good School – The Governors’ role](https://www.education-ni.gov.uk/sites/default/files/publications/education/circular-2010-18-governors-guide.pdf)

22. [Circular 2013/25 e-Safety Guidance](https://www.education-ni.gov.uk/sites/default/files/publications/de/2013%2025%20-%20Amended.pdf)

23. [Circular 2010/01 Guidance on Relationships and Sexuality Education](https://www.education-ni.gov.uk/sites/default/files/publications/education/2010%2001%20-%20Amended.pdf)

24. [Circular 2020/05 Guidance for schools on supporting remote learning to provide educational continuity](https://www.education-ni.gov.uk/sites/default/files/publications/education/Circular%202020-5-Guidance%20for%20Schools%20on%20Supporting%20Remote%20Learning.pdf)

25. [Circular 2011/22 Internet Safety](https://www.education-ni.gov.uk/sites/default/files/publications/education/2011%2022%20-%20Amended.pdf)

26. [Circular 2014/27 - Managing information on persons who pose a risk to pupils](https://www.education-ni.gov.uk/publications/circular-201427-managing-information-persons-who-pose-risk-pupils)

27. [Circular 2016/27 Online Safety](https://www.education-ni.gov.uk/sites/default/files/publications/education/DE%20Circular%202016.27%20Online%20Safety.pdf)

28. [Circular 2014/14 Pupil Participation](https://www.education-ni.gov.uk/sites/default/files/publications/de/2014-14-pupil-participation.pdf)

29. [Circular 2015/22 Relationship and Sexuality Education (RSE) Guidance](https://www.education-ni.gov.uk/sites/default/files/publications/de/2015%2022%20-%20Amended.pdf)

30. [Circular 2013/16 Relationships and Sexuality Education Policy In Schools](https://www.education-ni.gov.uk/sites/default/files/publications/education/2013%2016%20-%20Amended.pdf)

31. [Circular 2017/04 - Safeguarding and Child Protection in Schools - A Guide for Schools](https://www.education-ni.gov.uk/publications/circular-201704-safeguarding-and-child-protection-schools-guide-schools)

32. [Circular 2018/07 - Self- Assessment Audit Tool for Schools](https://www.education-ni.gov.uk/publications/circular-201807-self-assessment-audit-tool-schools)

33. [Circular 2010/22 - School development planning - Regulations and guidance](https://www.education-ni.gov.uk/publications/circular-201022-school-development-planning-regulations-and-guidance)

34. [DE Guidance - School Development Planning 2020/21 – COVID 19](https://www.education-ni.gov.uk/sites/default/files/publications/education/Guidance%20on%20School%20Development%20Planning%20for%20202021.pdf)

35. [Circular 2020/08 Amended draft Attendance Guidance and Absence Recording by schools](https://www.education-ni.gov.uk/sites/default/files/publications/education/ED1%2020%20331281%20%20AMENDED%20Draft%20Circular%20-%20Attendance%20Guidance%20and%20absence%20recording%20from%20January%202021%282%29.pdf)

36. [Circular 2021/12 - Addressing Bullying in Schools Act (NI) 2016: Responsibilities of Schools and Boards of Governors](https://www.education-ni.gov.uk/publications/circular-202112-addressing-bullying-schools-act-ni-2016-responsibilities-schools-and-boards)

37. [DE Circular 2021/13 - Restraint and Seclusion](https://www.education-ni.gov.uk/publications/circular-202113-interim-guidance-use-restraint-and-seclusion-educational-settings)

38. [DE Circular 2021/04 - Suspensions and Expulsions Arrangements for pupils in grant-aided schools in Northern Ireland](https://www.education-ni.gov.uk/publications/de-circular-202104-suspensions-and-expulsions-arrangements-pupils-grant-aided-schools-northern)

# Appendix 2

## Legislation

* Addressing Bullying in Schools Act (Northern Ireland) 2016
* Children (Leaving Care) Act (NI) 2002
* Children (Public Performances) Regulations (Northern Ireland) 1996
* Children and Young Persons Act (Northern Ireland) 1968
* Children’s Services Co-operation Act (NI) 2015
* Criminal Justice and Courts Act 2015 section 33
* Criminal Law Act (NI) 1967
* Education (NI) Order 1998
* Female Genital Mutilation Act 2003
* Forced Marriage (Civil Protection) Act 2007
* Health & Personal Social Services (NI) Order
* Health & Personal Social Services Act (NI) 2001
* Health & Social Care (Reform) Act (NI) 2009
* Human Rights Act 1998
* Prohibition from Teaching and Working with Children Regulations (NI) 2006
* Protection of Children (NI) Order 1978
* Protection of Children (Northern Ireland) Order 1978 article 3
* Safeguarding Board Act (NI) 2011
* Sexual Offences Act 2003
* The Children (NI) Order 1995
* The Criminal Evidence (NI) Order 1999
* The Criminal Justice Act 1988 (Reviews of Sentencing) Order (NI) 2019
* The Data Protection Act (1998)
* The Disability Discrimination Act 1995
* The Education and Libraries (NI) Order 2003; Articles 17 and 18
* The Family Homes & Domestic Violence (NI) Order 1998
* Mental Capacity Act (Northern Ireland) 2016
* The Mental Health (NI) Order 1986
* The Northern Ireland Act 1998, Section 75
* The Police & Criminal Evidence (NI) Order 1989
* The Public Interest Disclosure (NI) Order 1998
* The Race Relations (NI) Order 1997
* The Safeguarding Vulnerable Groups (NI) Order 2007 (amended 2012)
* The Sexual offences (NI) Order 2008
* The Special Educational Needs and Disability Order (NI) 2005 (SENDO)

# Appendix 3

## References and resources

1. [Adversity and Trauma-Informed Practice –Young Minds 2019](https://youngminds.org.uk/media/3091/adversity-and-trauma-informed-practice-guide-for-professionals.pdf)
2. [Adverse Childhood Experiences Factsheet](https://www.volunteernow.co.uk/publications/adverse-childhood-experiences-factsheet/)
3. [Co-operating to Safeguard Children & Young People in NI (2017) DoH](https://www.health-ni.gov.uk/publications/co-operating-safeguard-children-and-young-people-northern-ireland)
4. [First-aid and administration of medicines](https://www.education-ni.gov.uk/sites/default/files/publications/de/supporting-pupils-with-medical-needs.pdf)
5. [Health and Safety](https://www.hseni.gov.uk/articles/education)
6. [Managing Critical Incidents Guidance](https://www.education-ni.gov.uk/sites/default/files/publications/de/guide-to-managing-critical-incidents-in-schools.pdf)
7. [National Society for the Prevention of Cruelty to Children (NSPCC) (2017) Child Abuse and Neglect](https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/)
8. [Publications and guidance on child protection issues for schools](https://www.education-ni.gov.uk/articles/publications-and-guidance-child-protection-issues-schools)
9. [Safeguarding Children and Adults at Risk, Policy Standards](https://www.volunteernow.co.uk/publications/safeguarding-children-adults-at-risk-policy-standards/)
10. [Safeguarding and Child Protection - Information and resources for school Governors, Principals, Designated Teachers/Deputy Designated Teachers and for all EA staff](https://www.eani.org.uk/school-management/safeguarding-and-child-protection)
11. [Safeguarding Board for Northern Ireland (SBNI) Procedures Manual (May 2018)](https://www.proceduresonline.com/sbni/)
12. [Safeguarding Board NI Strategic Plan 2018-2022](https://www.safeguardingni.org/sbni-strategic-plan-2018-2022)
13. [The United Nations Convention on the Rights of the Child](https://www.unicef.org.uk/what-we-do/un-convention-child-rights/)
14. [UK Council for Child Internet Safety (2016) Sexting in schools and colleges](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/759007/6_2939_SP_NCA_Sexting_In_Schools_FINAL_Update_Jan17.pdf)
15. [Code of Good Governance](https://www.volunteernow.co.uk/app/uploads/2018/10/Code-of-Good-Governance.pdf) – [Code of Good Governance Health Check](https://www.volunteernow.co.uk/publications/code-of-good-governance-healthcheck/)

1. Education Other Than at School (EOTAS) centres should read principal as head of centre and *governors* as governance group/Education Authority [↑](#footnote-ref-1)
2. ETI report on the provision for the care and welfare of all children and young people, and on child protection/safeguarding arrangements. Child protection is an element of safeguarding and the arrangements a school has in place should ensure that the children and young people’s safety is paramount. [↑](#footnote-ref-2)
3. [↑](#endnote-ref-1)