Safeguarding Proforma Guidance

Nursery, Primary, Post-Primary &

Special Education schools,

and EOTAS centres

2020-2021

EDUCATION AND TRAINING INSPECTORATE

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# Guidance and supplementary information for the annual review and evaluation of 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. The sections within the proforma have been re-arranged but any substantive changes to specific questions are identified with an asterisk (\*).**

This self-evaluation proforma is designed to help you to review and quality assure the extent to which your school complies with child protection /safeguarding[[1]](#footnote-1) requirements and how your arrangements reflect best practice in all aspects of safeguarding children and young people.

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| 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 secure 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 commencement of the Addressing Bullying in Schools (NI) Act 2016 remains paused, however it is expected that schools will continue to prepare for its implementation, with oversight by governors.

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 schools 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 inspections restart post COVID-19, all inspections will be largely paperless through the InsPIRE system. Each organisation will have access to an InsPIRE portal, which is always available. Upon notification of an inspection the organisation portal will link to a live inspection area specific to the inspection activity, which will provide access to all relevant guidance and materials, a repository for uploaded materials, along with communication access to the Reporting Inspector. The inspection team can access the live inspection area through a Virtual Inspection Room in InsPIRE. At the time of an ETI inspection, a completed, signed copy of the proforma must be made available to the Reporting Inspector through your organisation’s portal as agreed, and **will be retained as the official record of your child protection/safeguarding arrangements.**

When completing the document you must be assured that the statements made are correct and are based on accessible evidence which can be provided to inspectors and that both the principal and chairperson of the board of governors sign and date the completed form. During an inspection ETI will seek to triangulate the completed proforma with evidence of your policies and of your practices, including training, for example, through observation of learning and teaching, discussion with staff at all levels in the school, as well as with the children and young people.

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 1 and 3 contain a list of relevant legislative requirements and DE Circulars. The statements take account of the material published by the Child Protection Support Service (CPSS).

As this version is a generic document for all schools, EOTAS centres should read *schools* as EOTAS centres and *governors* as governance group. Other references should be considered in context as appropriate such as *principal* as manager or senior leader. EOTAS centres should 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 Appendix 2). 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) and

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

## Appendix 1

### Key references and resources

The Department of Education’s publications and guidance on child protection issues for schools are available at: <https://www.education-ni.gov.uk/articles/publications-and-guidance-child-protection-issues-schools>

The most relevant guidance to which schools must have regard is contained with Circular 2017/04 (Safeguarding and Child Protection in Schools - A Guide for Schools) – see Appendix 4

Further detailed information is available at: <http://www.eani.org.uk/schools/safeguarding-and-child-protection/>

## Appendix 2

### Education Authority Child Protection Support Service (CPSS)

<http://www.eani.org.uk/schools/safeguarding-and-child-protection/>

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| **Office** | **Tel Number** |
| Central contact number for all areas | 028 95985590 |

## Appendix 3

### 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 2020/08 Attendance Guidance and Absence Recording By Schools](https://www.education-ni.gov.uk/sites/default/files/publications/education/Updated%202408%20-%20Attendance%20Guidance%20and%20absence%20recording.pdf)
3. [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)
4. [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)
5. [Circular 2006/07 Child Protection: Employment of Substitute Teachers](https://www.education-ni.gov.uk/sites/default/files/publications/de/circular-2006-07.pdf)
6. [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)
7. [Circular 2016/20 Child protection: Record keeping in schools](https://www.education-ni.gov.uk/sites/default/files/publications/education/DE%20Circular%202016%2020%20-%20Child%20Protection%20Record%20Keeping%20in%20Schools%20%28Sept%2016%29_0.pdf)
8. [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)
9. [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)
10. [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)
11. [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)
12. [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)
13. [Circular 2016/05 Children Who Display Harmful Sexualised Behaviour](https://www.education-ni.gov.uk/sites/default/files/publications/education/Circular%202016_05-Children-who-display-harmful-sexualised-behaviour.pdf)
14. [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)
15. [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)
16. [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)
17. [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)
18. [Circular 2015/23 Drugs Guidance](https://www.education-ni.gov.uk/sites/default/files/publications/de/circular-2015-23.pdf)
19. [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)
20. [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)
21. [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)
22. [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)
23. [Circular 2013/25 e-Safety Guidance](https://www.education-ni.gov.uk/sites/default/files/publications/de/2013%2025%20-%20Amended.pdf)
24. [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)
25. [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)
26. [Circular 2011/22 Internet Safety](https://www.education-ni.gov.uk/sites/default/files/publications/education/2011%2022%20-%20Amended.pdf)
27. [Circular 2014/27 Managing Information On Persons Who Pose A Risk To Pupils](https://www.education-ni.gov.uk/sites/default/files/publications/education/Circular%202014-27%20Managing%20information%20on%20persons%20who%20pose%20a%20risk%20to%20pupils%20-%20November%202014.pdf)
28. [Circular 2016/27 Online Safety](https://www.education-ni.gov.uk/sites/default/files/publications/education/DE%20Circular%202016.27%20Online%20Safety.pdf)
29. [Circular 2014/14 Pupil Participation](https://www.education-ni.gov.uk/sites/default/files/publications/de/2014-14-pupil-participation.pdf)
30. [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)
31. [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)
32. [Circular 2017/04 Safeguarding and Child Protection – A Guide for Schools - Update](https://www.education-ni.gov.uk/sites/default/files/publications/education/circular-201704-safeguarding-and-child-protection-in-schools-a-guide-for-schools-%28updated-september-2019%29.pdf)
33. [Circular 2018/07 Self-Assessment Audit Tools for Schools](https://www.education-ni.gov.uk/sites/default/files/publications/education/DE%20Circular%20201807%20Self-Assessment%20Audit%20Tool%20for%20Schools_1.PDF)

33. Circular 2010/22 - [School](https://www.education-ni.gov.uk/sites/default/files/publications/de/sdp-circular-2010-22-sdp-regulations-and-guidance-english-version%20%281%29.pdf) development planning - Regulations and guidance

1. [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 2003/13 Welfare and Protection of Pupils Education and Libraries NI Order 2003](https://www.education-ni.gov.uk/sites/default/files/publications/de/circular-2003-13-welfare-and-protection-of-pupils.pdf)

## Appendix 4

### 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 5

### 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. Ensuring a better deal for children in Wales. Professor Mark A. Bellis](https://www.healthandcareresearch.gov.wales/uploads/2017%20annual%20conference/ANNUAL%20CONFERENCE%20PRESENTATIONS/Prof_Mark_Bellis_ACEs_Adverse_Childhood_Experiences–Ensuring_better_deal_for_children_in_Wales.pdf)
3. [Adverse Childhood Experiences Factsheet](https://www.volunteernow.co.uk/app/uploads/2019/05/Adverse-Childhood-Experiences-Factsheet-April-2019.pdf)
4. Attendance – [Miss School = Miss Out, Improving Pupil Attendance Strategy](https://www.education-ni.gov.uk/publications/miss-school-miss-out-improving-pupil-attendance-strategy)

[ETI Good Practice Report and Case Studies](https://www.etini.gov.uk/news/attendance-schools-eti-good-practice-report-and-case-studies)

1. [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/app/uploads/2019/03/Code-of-Good-Governance-Health-Check.pdf)
2. [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)
3. [First-aid and administration of medicines](https://www.education-ni.gov.uk/sites/default/files/publications/de/supporting-pupils-with-medical-needs.pdf)
4. [Health and Safety](https://www.hseni.gov.uk/articles/education)
5. [Managing Critical Incidents Guidance](https://www.education-ni.gov.uk/sites/default/files/publications/de/guide-to-managing-critical-incidents-in-schools.pdf)
6. [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/)
7. [Publications and guidance on child protection issues for schools](https://www.education-ni.gov.uk/articles/publications-and-guidance-child-protection-issues-schools)
8. [Safeguarding Children and Adults at Risk, Policy Standards](https://www.volunteernow.co.uk/app/uploads/2019/10/safeguarding-children-and-adults-at-risk-policy-standards2019.pdf)
9. [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)
10. [Safeguarding Board for Northern Ireland (SBNI) Procedures Manual (May 2018)](https://www.proceduresonline.com/sbni/)
11. [Safeguarding Board NI Strategic Plan 2018-2022](https://www.safeguardingni.org/sbni-strategic-plan-2018-2022)
12. [The United Nations Convention on the Rights of the Child](https://www.unicef.org.uk/what-we-do/un-convention-child-rights/)
13. [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)



## ETI Safeguarding Proforma 2020-21

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

**DATE: -------------------------**

**CONTENTS LIST**

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 – Q13 Learners, Parents/Carers and Staff

Please note, this proforma is reviewed and updated by ETI as required annually. The sections within the profoma have been re-arranged but any substantive changes to specific questions are identified with an asterisk (\*).

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| **Designated Posts and Duties** | | | | |
| **Current Requirement** | **Yes** | **No** | **Any proposed action/s + RAG** | **What is the nature of the evidence and where is it located?** |
| **1. There is a designated teacher (DT) and deputy designated teacher(s) (DDT) for child protection/ safeguarding in the school 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.** |  |  |  |  |
| *Is their experience appropriate? Is there at least one member of the safeguarding team on the SLT? \*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 and with the EOTAS centres if applicable?***  ***\*Have policies been updated in-line with*** [***DE Guidance - School Development Planning 2020/21***](https://www.education-ni.gov.uk/sites/default/files/publications/education/Guidance%20on%20School%20Development%20Planning%20for%20202021.pdf) *– COVID- 19, including reference to supporting the physical, mental and emotional health and well-being of pupils and staff?* | | | | |
| **2. The names of the DT and DDT(s) are known to all staff, learners, 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 learners.** |  |  |  |  |
| *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 designated staff available to be contacted via phone or on-line video when the school is closed due to COVID-19, and is contact information easily accessible?* | | | | |
| **3. There is a designated governor who has responsibility for safeguarding.** |  |  |  |  |
| *Is the designated governor/member of management group a member of the safeguarding team? Is he/she known to all staff, learners, and parents/carers? How is this communicated?* | | | | |
| **4. All members of the board of governors have a copy of:**  **(i) the child protection / safeguarding policy and procedures;**   1. **DE Circular 2017/04, Safeguarding and Child Protection;** 2. **Current child protection/safeguarding circulars[[2]](#endnote-1) and letters of advice issued by DE; School Governors’ Handbook on Child Protection.** 3. **All relevant government guidance relating to COVID-19.**   Circular 2010/18 Every School A Good School – The Governors’ role |  |  |  |  | |
| **5. A report on all child protection/ safeguarding activity is presented, at least annually, as an agenda item to the board of governors.** |  |  |  | **Date last presented** | |
| *When was it presented last? Is it recorded in the minutes? Are EOTAS pupil’s included? Note: best practice recommends that CP is a standing agenda item in board of governor meetings.* | | | | | |

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| **Training and Training Renewal** | | |
| **6. Training requirements** | **Training renewal** | **Most recent date completed and any proposed actions** |
| **Safeguarding update training for all school staff.** | *Cascaded by the DT and DDT to the whole school staff - a minimum of every two years*  *All new staff to receive training as part of their induction programme*  *Training to include any updates in-line with Guidance issued by DE/EA re: COVID-19 and to be shared with Governors.*  *Are all staff, paid and unpaid, aware of and follow the agreed child protection/safeguarding policies and procedures.*  *Does this include substitute teachers, and peripatetic teachers such as non-EA music tutors, sports coaches, etc?*  *How is this monitored? (e.g. are records kept and a register maintained for all training received for all staff and governors)* | **New Staff:**  **Last trained:**  **Valid until:**  **Whole Staff:**  **Last trained:**  **Valid until:**  **Others:**  **Last trained:**  **Valid until:** |
| **Training for Designated Teacher and Deputy Designated Teacher.** | *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, DTs may be on the CPSS list for the next available refresher training)* | **Name of DT: Last trained:**  **Valid until:**  **Name of DDT: Last trained:**  **Valid until:** |
| **Training for School Principal.** | *One day course on appointment and a half day renewal within three years of the initial training date and thereafter.* | **Name of principal: Last trained:**  **Valid until:** |
| **Training for all Governors.** | *Child Protection Awareness training every four years 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.*  [EATV Governor Training Videos](https://play.webvideocore.net/popapp.php?l=156439&w=720&h=800&p=2987J51429CA2CG&title=Governor+Training+Videos&bgcolor1=%23ffffff&bgcolor2=%23ffffff&hide_playlist=&hide_description=&hide_live_chat=1&layout=default&is_inversed=&theme=light&image=https%3A%2F%2Fstatic1.webvideocore.net%2Fi%2Fstores%2F2%2Fitems%2Fbg%2F4%2F48%2F480ca98f8179f6cf4ddc9197cd531f54.jpg&use_html5=1&live_id=&sel_playlist=51f8gg54ag154cc&sel_multiplaylist=&is_responsive=&is_vertical=&one_thumb_per_row=&disable_hash=1&skinAlpha=50&colorBase=&colorIcon=&colorHighlight=%235cbbf5&fs_popin=&start_volume=&close_button=&player_align=NONE&player_bar=1&auto_play=&auto_hide_player_controls=1&chat_position=&description_position=&playlist_position=&allow_fullscreen=1&player_start_volume=&widget_height_behavior=1) | **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)** | *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* | **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 | *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.* | **Name of Chair: Last trained:**  **Valid until:**  **Names of governors**  **trained for recruitment etc:** |

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| **Governor Awareness training in relation to Child Sexual Exploitation** | *At least once in each term of office. Two online modules are available at* [EATV Governor Training Videos](https://play.webvideocore.net/popapp.php?l=156439&w=720&h=800&p=2987J51429CA2CG&title=Governor+Training+Videos&bgcolor1=%23ffffff&bgcolor2=%23ffffff&hide_playlist=&hide_description=&hide_live_chat=1&layout=default&is_inversed=&theme=light&image=https%3A%2F%2Fstatic1.webvideocore.net%2Fi%2Fstores%2F2%2Fitems%2Fbg%2F4%2F48%2F480ca98f8179f6cf4ddc9197cd531f54.jpg&use_html5=1&live_id=&sel_playlist=51f8gg54ag154cc&sel_multiplaylist=&is_responsive=&is_vertical=&one_thumb_per_row=&disable_hash=1&skinAlpha=50&colorBase=&colorIcon=&colorHighlight=%235cbbf5&fs_popin=&start_volume=&close_button=&player_align=NONE&player_bar=1&auto_play=&auto_hide_player_controls=1&chat_position=&description_position=&playlist_position=&allow_fullscreen=1&player_start_volume=&widget_height_behavior=1) | **Date completed:** |

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| **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://play.webvideocore.net/popapp.php?l=156439&w=720&h=800&p=2987J51429CA2CG&title=Governor+Training+Videos&bgcolor1=%23ffffff&bgcolor2=%23ffffff&hide_playlist=&hide_description=&hide_live_chat=1&layout=default&is_inversed=&theme=light&image=https%3A%2F%2Fstatic1.webvideocore.net%2Fi%2Fstores%2F2%2Fitems%2Fbg%2F4%2F48%2F480ca98f8179f6cf4ddc9197cd531f54.jpg&use_html5=1&live_id=&sel_playlist=51f8gg54ag154cc&sel_multiplaylist=&is_responsive=&is_vertical=&one_thumb_per_row=&disable_hash=1&skinAlpha=50&colorBase=&colorIcon=&colorHighlight=%235cbbf5&fs_popin=&start_volume=&close_button=&player_align=NONE&player_bar=1&auto_play=&auto_hide_player_controls=1&chat_position=&description_position=&playlist_position=&allow_fullscreen=1&player_start_volume=&widget_height_behavior=1)  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. |

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| **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 the 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.

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| **Policy** | **In place:**  **Y/N** | **Policy review** | **Last reviewed/ratified and any proposed actions**  *(for example: How are staff and managers, governors, parents/carers and learners involved in the review process?)* |
| **Declaration:** *Has the school developed its child protection /safeguarding policies and procedures as necessary in-line with experiences through COVID-19?* **Y/N**  **\*** *Has the child protection policy been reviewed and revised to include an addendum of key COVID-19 changes?*  **\****Have the 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?* | | | |
| **There are written child protection/ safeguarding policies and procedures which are ratified by the board of governors.** |  | *Are all of the school’s policies and procedures current and fit for purpose? If the school has a pupil on EOTAS. Have the EA provided Child protection and safeguarding policies and procedures from the EOTAS centre to the school, BOG’s and parents?*  *Please refer as a check list to Appendix 3 - Legislation and Guidance including DE Circulars and Letters of Information.* | ***Last reviewed:***  ***Next review:*** |

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| **Staff Code of Conduct**  *\*(To include any updates in-line with Guidance issued by DE/EA re: COVID-19.)* |  | *Who monitors the implementation and how?*  *Does it include the appropriate use of social media by staff (both in and outside of school)? \*In best practice there is a policy for all school staff and pupils in the acceptable use of ICT systems in school. The policy should be signed by all staff members*  *Does it set out how staff record safeguarding matters/issues?* |  |
| **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 2016/20: Child Protection: Record Keeping in Schools*  *Circular 2019/08: Child Protection: Record Keeping in Schools update* |  | *Is the school following the guidance provided by DE on record keeping? Where are the records kept for suspicions of abuse/complaints against staff?*  ***NOTE:*** *The only hard-backed book maintained by a school is in connection with complaints against members of staff. The record is considered annually as an agenda item by the board of governors; this should be signed and dated by the principal and chairperson even if there are no complaints. ETI have a right to see the book, and that it has been signed and dated, but not the content of the book.* | ***Last reviewed:***  ***Next review:*** |
| **Attendance**  *Circular 2019/04 Attendance Guidance and Absence Recording By Schools* |  | *When was a report on attendance policy and data last presented and recorded in the minutes (it is due at least annually) as an agenda item to the board of governors?*  *Where appropriate, has the school considered how it will capture attendance data through the alternating model of delivery?* | ***Last reviewed:***  ***Next review:*** |
| **(Positive) behaviour management** |  | *How have staff, parents, learners and governors been consulted?*  *NOTE: The ETI may ask about an example of an incident relating to bullying behaviours and how the school dealt with it.* | ***Last reviewed:***  ***Next review:*** |

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| **\*Addressing Bullying** (while the commencement of the Act has been paused, schools should continue to plan and prepare for its implementation) |  | *Has the anti-bullying policy been updated using the EA Anti-Bullying Policy Framework?*  *Has any whole school training taken place in relation to the new anti-bullying guidance and how will the policy be implemented and embedded?*  *How is the school preparing for the introduction of the Addressing Bullying in Schools (NI) Act 2016?*  *How are incidents of bullying behaviours recorded and followed up and, where appropriate, has a chronological record been established to note the associated actions taken by the school?*  *When and how are parents/carers/learners consulted?*  *Were any changes made in light of the consultation?*  *Do all staff consistently use SIMS to record and monitor pastoral issues?*  *This policy should be reviewed* ***no less than every four years****.* | ***Last reviewed:***  ***Next review:*** |
| **Appropriate risk assessment procedures are in place**  *\*New context:*  *COVID-19 – safety for all staff, children and young people.* |  | *Have all appropriate risk assessments been carried out?*  *How does the school plan for, record and conduct risk assessments?*  *Examples: COVID-19; trips and outings; visitors to the school; challenging behaviours; learners displaying harmful sexualised behaviours*  *Practical classes in post-primary schools exceeding 20 pupils (Circular 2016/11)* |  |
| **Drug Policy**  [*Circular 2015/23*](http://www.belb.org.uk/Downloads/cpsss_circular_2015_23.pdf) *Drugs Guidance* |  |  | ***Last reviewed:***  ***Next review:*** |

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| **EOTAS Provision**  EOTAS Guidance 2014/24. |  | *If the school has a pupil on EOTAS have the EA provided child protection and safeguarding policies and procedures from the EOTAS centre to the school, BOG’s and parents?*  *Are pupils currently placed in EOTAS settings:*  *(If yes, is the setting EA regulated?)*  *Have pupils been placed in EOTAS settings during the last three years?*  *(If yes, was the setting EA regulated?)* | ***Last reviewed:***  ***Next review:*** |
| **First-aid and administration of medicines**  <https://www.education-ni.gov.uk/sites/default/files/publications/de/supporting-pupils-with-medical-needs.pdf> |  | *Relevant staff are aware of the guidance provided and it is reflected in school practice* | ***Last reviewed:***  ***Next review:*** |
| **Health and Safety**  <https://www.hseni.gov.uk/articles/education>  **The school ensures the safety of all, through the security of the site and buildings.** |  | *What are the school’s procedures to ensure the security of the site and buildings in the best interest of the learners?* | ***Last reviewed:***  ***Next review:*** |
| **Intimate Care**  <https://www.health-ni.gov.uk/sites/default/files/publications/dhssps/intimate-care-policy.pdf> |  | *Relevant staff are aware of the guidance provided and it is reflected in school practice. Copy has been signed by parents/carers* | ***Last reviewed:***  ***Next review:*** |
| **Managing Critical Incidents Guidance**  <https://www.education-ni.gov.uk/sites/default/files/publications/de/guide-to-managing-critical-incidents-in-schools.pdf> |  | *Relevant staff are aware of the guidance provided and it is reflected in school practice* |  |
| **Online Safety**  *Circular 2016/27* |  | *Does this include a review of the taught pastoral / preventative education curriculum and the promotion of “keeping safe” messages?*  *Has the school developed its e-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?* | ***Last reviewed:***  ***Next review:*** |
| **Relationships and Sexuality Education**  *Circular 2013/16 (policy) and 2015/22 (guidance)*  ***Not Nursery Schools*** |  | *As required by Circular 2013/16, does the policy include consultation with parents and endorsement by the board of governors?*  *Does this include a review of the taught pastoral / preventative education curriculum?* | ***Last reviewed:***  ***Next review:*** |

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| **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 |  | *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 suitable vetted in compliance with relevant DE circulars.*  *Does the school, in all cases, employ substitute teachers who are on the NI Substitute Teachers Register?* | ***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 |  | *Supervision information of volunteers and visitors may sit within the overarching child protection/safeguarding policy.*  *Is there a visitors CP procedure for former learners who return to the school to prepare and sit examinations and external candidates?*  *Is there a policy about staff not conducting private tutoring on school premises?*  *Note: \* 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 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 carry out risk assessments to determine if volunteers or other individuals not on its payroll should or should not be vetted?* | ***Last reviewed:***  ***Next review:*** |

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| **Learners, Parents/Carers and Staff** | | | | |
| **Current Requirement** | **Yes** | **No** | **Any proposed action/s + RAG** | **What is the nature of the evidence and where is it located?** |
| **8. There is an ethos and culture of inclusion in the school for all pupils, irrespective of race, religion/belief, political views, gender, gender identity (e.g. transgender) and sexual orientation (LGBTQ+), \*EOTAS pupils and Looked After Children.** |  |  |  |  |
| *Does the school provide a welcoming environment for all? How are staff and pupils guided to challenge negative attitudes, bullying, discrimination and prejudice?  How does the children encourage all pupils to engage fully in the life including participating in clubs, teams and sports?*  *How does the school take account of letters of advice and updated information from DE? Does the school adhere to the guidance produced by the EA Equality and Inclusion Team including the model policy for Diversity and Inclusion? Do the board of governors have a copy of the child protection policy and procedures of the EOTAS centres that their pupil’s attend?* | | | | |
| **\*9. The school actively plans to identify and support the emotional health and wellbeing needs of the pupils and staff.** |  |  |  |  |
| *As outlined in the School Development Planning regulations, what priority areas has the school considered for inclusion?**What actions have been taken, for example, review of the preventative education curriculum? Has training been undertaken to ensure that the school is a trauma informed “Healing School”? What specific actions have been taken in relation to addressing the impact of COVID-19 on the emotional health and wellbeing of pupil and staff? How effective are approaches and individual strategies in improving wellbeing?*  [**Circular 2010/22 - School development planning - Regulations and guidance**](https://www.education-ni.gov.uk/sites/default/files/publications/de/sdp-circular-2010-22-sdp-regulations-and-guidance-english-version%20%281%29.pdf) **(Reference 2 c and 2e)**  [**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)  [**DE Circular 2018/07 Self-Assessment Audit for Schools**](https://www.education-ni.gov.uk/publications/circular-201807-self-assessment-audit-tool-schools) | | | | |
| **10. All learners have been informed and understand the arrangements for child protection/ safeguarding and how a concern or complaint may be raised.** |  |  |  |  |
| *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?* | | | | |
| **11. 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.* |  |  |  |  |
| *When and how was such 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? Are the needs of the parents of newcomer learners met? How? 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?* | | | | |

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| **12. There is appropriate support available to (vulnerable) learners who are on the child protection register, have disclosed abuse, or are considered at particular risk.** |  |  |  |  |
| **13. The school’s parental complaints procedure is readily available to parents and carers.** |  |  |  |  |
| *Has the procedure 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.

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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal**

**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.**

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

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

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

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

1. 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-1)
2. [↑](#endnote-ref-1)