**Self-evaluation proforma for the arrangements for child protection and safeguarding**

**For use by Boards of Governors in grant-maintained schools, in consultation with the Designated Teacher and/or the school’s Safeguarding Team.**

**PROCESS**

**Boards of Governors must ensure that:**

A Designated Governor for Child Protection is appointed.

Comments/Proposed Actions

A Designated Teacher (DT) and Deputy Designated Teacher (DDT) are in place.

Comments/Proposed Actions

All staff have a full understanding of the role of the DT and DDTs for Child Protection.

Comments/Proposed Actions

Safeguarding and child protection training, including refresher training is provided to all staff and governors in line with their roles and responsibilities.

Comments/Proposed Actions

Relevant safeguarding information and guidance is disseminated to all staff and governors with the opportunity to discuss requirements and impacts on roles and responsibilities.

Comments/Proposed Actions

The school has a Child Protection Policy which is reviewed annually.

Comments/Proposed Actions

The school has an Anti-Bullying Policy which is reviewed at intervals of no more than four years and maintains a record of bullying or alleged bullying.

Comments/Proposed Actions

The school ensures that other safeguarding policies are reviewed at least every three years, or as specified in the relevant guidance.

**Other policies:**

Attendance

Behaviour Management and Discipline / Positive Behaviour

Pastoral Care.

Addressing Bullying

Safe Handling.

Special Educational Needs.

First Aid and Administration of Medicines. Health and Safety

Relationships and Sexuality Education (RSE)

Intimate Care

E-Safety

Educational Visits

Staff Code of Conduct

Whistle blowing.

Comments/Proposed Actions

**CHILD PROTECTION POLICY INCLUDES:**

The school’s safeguarding/child protection ethos which is inclusive of all learners irrespective of race, religion/belief, political views, gender and sexual orientation.

Comments/Proposed Actions

Definitions and potential signs and symptoms of abuse including Child Sexual Exploitation (CSE) and domestic violence.

Comments/Proposed Actions

The procedures to be followed in cases of suspected abuse, drawing on the guidance provided by the Department of Education, the Education Authority, the Department of Health, the appropriate employing authority and/or the Safeguarding Board for Northern Ireland.

Comments/Proposed Actions

Information about the school’s involvement in Operation Encompass.

Comments/Proposed Actions

Appropriate contact details for the Designated and Deputy Designated Teachers.

Comments/Proposed Actions

The reporting processes for child protection concerns which are clear and transparent i.e. who to report to and what to record.

Comments/Proposed Actions

The reporting process for concerns about school staff or volunteers which is clear and transparent.

Comments/Proposed Actions

How a parent can raise a concern about child protection/safeguarding which is clear and transparent.

Comments/Proposed Actions

All school staff and volunteers are recruited and vetted, in line with DE Circular 2024/10.

Comments/Proposed Actions

Reference to a Code of Conduct for all staff and volunteers working in the school.

Comments/Proposed Actions

The school’s approach to the Preventative Curriculum.

Comments/Proposed Actions

Reference to other safeguarding policies such as: Safe Handling, Intimate Care, Educational Visits, Digital Safeguarding, Anti-bullying, Mobile Learning, Whistleblowing, Attendance, and Safe Environment.

Comments/Proposed Actions

Specific issues relating to the school’s own context e.g. extended school activity or boarding department.

Comments/Proposed Actions

**SHARING THE CHILD PROTECTION POLICY**

The Board of Governors ensure that parents and learners receive a copy, or summary, of the child protection policy and complaints procedures at intake, as appropriate and, at a minimum, every 2 years thereafter.

Comments/Proposed Actions

A poster of the safeguarding team is visible and displayed in numerous areas of the school in addition to the reception/main foyer.

Comments/Proposed Actions

A copy of the child protection policy has been shared with all members of staff (teaching and non-teaching) including the DT in EOTAS centres when pupils are attending the provision.

Comments/Proposed Actions

A copy of the child protection policy is published on the school website.

Comments/Proposed Actions

Parents, staff and learners contribute to a review of the child protection policy.

Comments/Proposed Actions

**RESPONSIBILITIES OF THE BOARD OF GOVERNORS ON**

**CHILD PROTECTION MATTERS**

All members of the board of governors have knowledge and understanding of:

* the Child Protection / Safeguarding Policy and procedures; andT
* relevant DE/DfE Circulars such as: 2017/04 (updated September 2024), Safeguarding and Child Protection.

Comments/Proposed Actions

The board of governors has arrangements in place to ensure that the:

DT and governors have the necessary familiarity with the circular [Safeguarding and Child Protection in Schools (revised 2024) A guide for schools](https://www.education-ni.gov.uk/sites/default/files/publications/education/Safeguarding%20%26%20Child%20Protection%20in%20Schools%20%28September%202024%29.pdf), and to enable him/her to fulfil his/her responsibilities

Comments/Proposed Actions

The board of governors is satisfied that the circular Safeguarding and Child Protection in Schools (revised 2024) is being fully and adequately implemented by the school.

Comments/Proposed Actions

The board of governors has put arrangements in place to enable the DDT to effectively assume his or her responsibilities in the absence of the DT and to ensure that the DDT can access relevant records when required.

Comments/Proposed Actions

All school staff are aware of the responsibilities of the DT

Comments/Proposed Actions

All school staff are aware of their responsibilities and the actions to take if they receive an allegation or have a suspicion that a learner may have been abused or neglected, is being abused or neglected, or is at risk of abuse or neglect.

Comments/Proposed Actions

The board of governors is aware of its responsibilities in relation to vetting of all school personnel and that all employees/volunteers are vetted (Circular 2024/10).

Comments/Proposed Actions

Appropriate procedures are in place to manage the recruitment and supervision of all volunteers, including risk assessment to determine if volunteers or other individuals not on its payroll should or should not be vetted.

Comments/Proposed Actions

Any area(s) for action that were identified in any previous review of the school’s child protection policy and/or its implementation are addressed adequately and there is an action plan in place containing appropriate timelines to address them.

Comments/Proposed Actions

**TRAINING REQUIREMENTS**

Training for the Designated Teacher and Deputy Designated Teacher.

Name of DT:

Dates when last trained:

Training valid until:

Name of DDT:

Dates when last trained:

Training valid until:

Comments/Proposed Actions

Training for the school principal.

Dates when last trained:       Training valid until:

Comments/Proposed Actions

Training for the Designated Governor and all governors.

Name of Designated governor:

Dates when last trained:       Training valid until:

Comments/Proposed Actions

All governors have completed the relevant EA Child Protection training including Child Sexual Exploitation.

Dates when last trained:       Training valid until:

Comments/Proposed Actions

Training Requirements for School Governors on Staff Recruitment and Selection Panels (Circular 2006/08 Child Protection).

Names of those trained:

Dates when last trained:       Training valid until:

Comments/Proposed Actions

**ANNUAL CHILD PROTECTION UPDATE AND RECORD KEEPING**

The minutes from board of governor meetings reflect that child protection is included within the agenda and that governors receive a full annual report on child protection matters (It is best practice that they receive a termly report of child protection activities).

Comments/Proposed Actions

The annual child protection report includes learners attending EOTAS centres when relevant and contains:

1. number of complaints of a child protection nature against staff;
2. number of referrals to Social Services/PSNI;
3. number of children on the child protection register (known to the school);
4. details of the preventative curriculum and any initiatives or awareness raising undertaken within the school, including training for staff.

Comments/Proposed Actions

The annual child protection report does not contain the names of children/young people.

Comments/Proposed Actions

The annual report includes details of the preventative curriculum and any initiatives or awareness raising undertaken within the school, including training for staff.

Comments/Proposed Actions

A hardback book is used as an official record for all child protection concerns and contains original, unredacted records of the concern. It is signed and dated annually by the chairperson at a governors meeting (even if there have been no entries) and this action is recorded in the minutes.

Comments/Proposed Actions

Child protection files and information are confidentially stored with access restricted to the principal/leader and DT/DDT.

Comments/Proposed Actions

There are clear systems for the recording and retention of child protection concerns which follows the procedures outlined in Circular 2020/07.

Comments/Proposed Actions

The school maintains the following child protection records in line with DE Circulars 2015/13 Dealing with Allegations of Abuse Against a Member of Staff and 2020/07 Child Protection: Record Keeping in Schools:

* Safeguarding and child protection concerns
* Disclosures of abuse
* Allegations against staff and actions taken to investigate and deal with outcomes
* Staff induction and training.

Comments/Proposed Actions

**SAFEGUARDING LEARNERS**

There is a child-centred safeguarding school culture which promotes the welfare of all learners.

Comments/Proposed Actions

The board of governors has a clear understanding of the preventative curriculum.

Comments/Proposed Actions

The board of governors is aware that RSE includes age and stage appropriate content.

RSE provides comprehensive and scientifically accurate education on sexual and reproductive health and rights covering prevention of early pregnancy and access to abortion at key stages 3 and 4 (not applicable to nursery or primary schools).

Comments/Proposed Actions

The board of governors understand how learners and parents contribute to heath, wellbeing and keeping safe.

Comments/Proposed Actions

Risk assessments and risk management plans are in place when required.

Comments/Proposed Actions

There is a cycle of review for safeguarding policies including anti-bulling in schools.

Comments/Proposed Actions

Governors of Schools which are involved in initiatives such as Extended Schools, Full Service Schools, and Boarding Departments, ensure that the implications for safeguarding their pupils in the extended school environment are fully addressed, and that these are outlined within the school’s child protection policy.

Comments/Proposed Actions