**Primary Academy – Safeguarding quality assurance review**

*INSERT DATE*

**For 8am on the morning of the visit, please provide the following documentation:**

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| **Document** | **Provided?** |
| The Single Central Record (does not need to be printed) |  |
| records and analysis of bullying, discriminatory and prejudiced behaviour, either directly or indirectly, including racist, sexist, disability and homophobic/biphobic/transphobic bullying, use of derogatory language and racist incidents |  |
| records and analysis of sexual harassment and/or sexual violence |  |
| A list of pupils currently accessing Alternative Provision, including what provision they attend, and for how long |  |
| records and analysis of any restrictive physical intervention |  |
| a list of any referrals made to the designated person for safeguarding in the school and those that were subsequently referred to the local authority, along with brief details of the resolution |  |
| a list of all pupils who have open cases with children’s services or social care and all pupils who have a multi-agency plan |  |
| Records and analysis of suspension and internal sanction (reset) |  |
| Records and analysis of attendance |  |

**Day 1**

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| **Timing** | **Reviewer 1** | **Reviewer 2** |
| 0815-0830 | Arrival, Team Briefing- set up EGT, clarify responsibilities and Meeting with Principal and Introductions | |
| 0830-0900 | Review 8am documents | |
| 09.00 – 09.45  Lesson 1 | **Meeting with HR lead and Regional HR Business Partner**  Discuss Safer Recruitment and the Single Central Register (including visitor management) | **Meeting with SENDCo**  Discussion and case reviews |
| 09.45 – 1000 | **Site walk** |
| Break  10:00 -11.00 | **Meeting with the DSL**  (training records/policy in practice/team structure/Governance etc) Including a discussion around positive handling incidents) | **Meeting with Attendance lead**  Discussion around attendance monitoring reduced timetable – including register scrutiny  Case reviews relating to severely absent pupils (with a focus on early help and home visits) |
| \*10.30 – 11.00 | *\*Discussion about Alternative Provision if used by the school.* | **Register checks (including CME process)** |
| 11:00-12.00  Lesson 3 | **Meeting with HT**  Discussion about how Safeguarding is quality assured by the Principal/HT and a review of cases. | **Discussion with eSafety lead** |
| 11.45-12.00 | **Site walk** | |
| 12.00 – 1.00 | **Meeting with DSL**  Case records (multi-agency plans and response to new concerns) | **Pupil voice groups**  Single Sex groups (x 2) |
| 1:00-1.30 | Lunch and KIT | |
| 1.30-2.15 | **Meeting with Academy Council chair and safeguarding lead -** *Microsoft Teams* | **Meeting with RSE/PSHE Lead**  Discussion about safeguarding in the curriculum and teaching pupils to be safe. (Including discussion about the use of external speakers)  Including work scrutiny and focused discussions with pupils |
| 2.15 – 3.30 | **Meeting with the Principal/HT**  Low-level concerns and allegation management discussion |
| 2.45 – 3.30 | **Meet with a group of staff** |
| 3:30 – 4:00 | Safeguarding CPD wash-up sessions based on the review findings | |
| 4.00 – 4.30 | Team KIT and report writing | |
| 4.30 – 5.00 | **Feedback to Principal/HT/DSL:** Next steps | |