**Secondary 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 – 10.00  Lesson 1 | **Meeting with HR lead and Regional HR Business Partner**  Discuss Safer Recruitment and the Single Central Register (including visitor management) | **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) |
| 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 Behaviour Lead**  Alternative Provision |
| 10.45 – 11.00 | **Call to alternative provision commissioned by the Academy** |
| 11:00-12.00  Lesson 3 | **Meeting with Principal/HT**  Discussion about how Safeguarding is quality assured by the Principal/HT and a review of cases. | **Meeting with DSL and Behaviour Lead**  Child on child abuse (including bullying and student voice) discussion and case review |
| 11.30-12.00 | **Site walk** |
| 12.00 – 1.00 | Speak with pupils (single sex groups) – 2 groups (KS4) | Speak with pupils (single sex groups) – 2 groups (KS3) |
| 1:00-1.30 | Lunch and KIT | |
| 1.30-2.30 | **Meeting with eSafety Lead**  Monitoring and filtering discussion | **Meeting with Prevent Lead and DSL**  Review of risk assessments and discussion about PREVENT (including case reviews) |
| 2.30 – 15:30 | **Meeting with the Principal/HT**  Low-level concerns and allegation management discussion | **Speak with groups of staff** |
| 15:30 – 16:00 | KIT | |
| 16.30 - 1700 | Feedback to Principal/HT/DSL - Emerging systemic strengths/weaknesses  Plan Day 2 activities. | |

**Day 2**

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| **Timing** | **Reviewer 1** | **Reviewer 2** |
| 0830-0900 | Arrival, Team Briefing- set up EGT, clarify responsibilities and Meeting with Principal and Introductions | |
| 09.00 – 10.00 | **Meeting with Attendance lead**  Discussion around attendance monitoring reduced timetable – including register scrutiny | **Meeting with the DSL**  Whole school approach to harmful sexual behaviours and discussion around student voice |
| Break  10:00 -11:00 | **Meeting with DSL and Attendance lead**  Case reviews relating to severely absent pupils (with a focus on early help and home visits) | **Pupil voice group**  Speak with pupils (single sex groups) – 2 groups (KS4)  *\*Schools with a sixth form – Discussion with the Head of sixth form about attendance monitoring and safeguarding arrangements* |
| 11:00-12:00 | **Meeting with DSL**  Case records (multi-agency plans and response to new concerns) | **Work scrutiny/focused discussions with pupils and lesson visits with RSE/PSHE Lead** |
| 12:00 – 12.30 | **Team kit and lunch** | |
| 12.30 – 1.30 | **Meeting with Academy Council chair and safeguarding lead -** *Microsoft Teams* | **Meeting with SENDCo**  Discussion and case reviews |
| 1.30 – 2:30 | Safeguarding CPD wash-up sessions based on the review findings | |
| 2.30 – 4.00 | Team KIT and report writing | |
| 4.00 – 5.00 | **Feedback to Principal/HT/DSL:** Next steps | |