

Self-evaluation form for Safeguarding and Child Protection

School/PRU: St John Lloyd RC Primary School

Local authority: Cardiff

The headteacher/principal/teacher-in-charge should arrange for responses to be provided to the following questions, indicating particular strengths or areas for improvement required in each section. Inspectors will discuss the information provided with relevant staff during the inspection. The electronic version of the form will expand to take the text of responses. There is additional space on the final page of the form for further information. This form **must** be signed and dated by the person who provides initial entries.

How effective are the school's / PRU's policies and procedures for developing children's understanding and awareness of how to be safe through the teaching and pastoral support offered to learners regarding:

- Sex and healthy relationships education
- Substance and alcohol misuse
- Domestic abuse
- Sexual violence and exploitation

Evidence

- RE Curriculum
- ICT Scheme of Work (ESafety online) module for each year group
- Sex and relationships Education policy and SOW.
- Drugs and substance misuse policy and Science Scheme of work (link to Wellbeing SOW). Police workshops in junior classes.
- Gold Award- Rights Respecting School
- THRIVE
- School assemblies and parent workshops
- School has valuable experience in dealing with MARF cases and working alongside children's service.

Domestic violence policy shared with GB (see GB minutes)

SRE Policy

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/c11f7415-9bb2-4080-8064-a6e696117c02/rse-policy.pdf>

SRE Scheme of Work

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/88e9475a-b77c-48e8-a4da-d759e9384b7e/rshe-sow-draft.pdf>

Substance misuse policy

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/a5561a52884b4705990b13651d15f718/substance-misuse-policy.pdf>

How effective are the school's / PRU's policies and procedures for identifying and reporting cases, or suspected cases, of abuse?

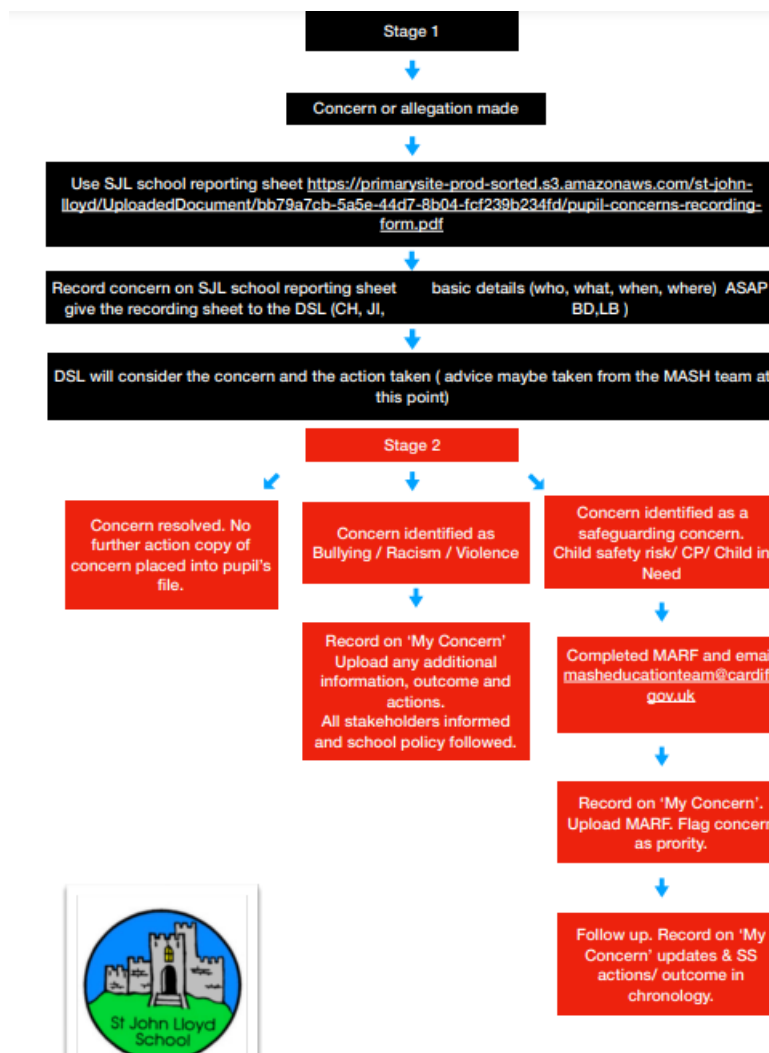
Evidence

The schools CP policy (inline with LA guidelines) policy ensures that all staff in St John Lloyd are clear about the actions necessary with regards to child protection issues. Its objectives are:

- to raise the awareness of all staff and identify responsibility in reporting possible cases of abuse;
- to ensure effective communication between all staff when dealing with child protection issues;
- to lay down the correct procedures for those who encounter an issue of child protection.

****All staff are trained every September by DSP.**

The procedure followed for any cases are;



My Concerns usage policy

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/b633f32b-a920-412d-a545-19896907bb32/myconcern-policy.docx.pdf>

Child Protection Policy

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/37678520-9fb0-4619-93e0-f42104fe5e82/sjl-child-protection-policy-24-25.docx.pdf>

How effective are the school's / PRU's procedures for supporting learners who are victims of abuse?

Evidence

- Strong relationship with Childrens services
- School has attended all case conferences & core meeting for its pupils by a senior member of staff
- Written report presented by class teacher
- Maintains strong relationships with parents/careers
- Pupils supported through THRIVE and nurture groups.
- Strong links with the Catholic community, such as St Vincent de Paul (Refugees and asylum seekers)
- My concern used to record, track and outcomes established.

How do leaders ensure that policies and procedures are kept up-to-date?

Evidence

- Yearly training on CP & safeguarding policies - 1st day in September term
- Training for new starters and refresher training by DSP
- CDSP -C Hart trained March 2023 – Update 20.09.24
- DSP– J Ivins trained 2021 *Update 18.04.24
- DSP- B Davies & L Brazil trained Jan 2022
- Policies dates are recorded in school calendar and reminders to update sent out.
- Additional updates are added from courses to policy as and when required.
- eSafety workshop for staff annually to identify any new media/ law changes.
- Regular updates for all staff at diary meetings.
- Safeguarding updates/ policy/ concerns are discussed in SLT meetings as part of the SJL safeguarding team.

How effective are procedures for the safe recruitment of staff and volunteers?

Evidence

- Records kept in locked draws in office of all staff, Governors and volunteers.
- All staff and volunteers are issued with a DBS before they begin. If a DBS is currently applied for then a risk assessment (LA) is completed and put into place by the school.
- The Lead GB link has full Level 3 DSL training. Minutes of GB show that all GB are in the process of or have completed DBS checks.
- New members of staff induction follow policy for safe recruitment.
- All new member of staff have their references (2) and qualifications are checked by school staff through safer recruitment policy

Safer Recruitment Policy

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/f6de889b-7998-42f5-b9f7-47e5d40d5a1d/safer-recruitment-policy.docx.pdf>

How effective are the school's / PRU's arrangements for providing staff at all levels with appropriate training for safeguarding and child protection?

Evidence

- All DSP training upto date
- All staff given refresher training and policy on first day INSET (2.9.24) Throughout the year they are reminded of the policy eg weekly diary/ Twilight INSET/ DSP Update training/ Good practice sessions shared.
- All new staff have a DBS and receive CP/Safeguarding training.
- All DSPs are compliant with new regulations and are up to date with training.
- All staff and volunteers are made aware of the school's CP policy and procedures and are told to read the updated policy on the school website.
- CDSP -C Hart trained March 2023 (Level 3) – Update 20.09.24
- DSP– J Ivins trained 2021(level 3) - Update 18.04.23
- Additional DSP- B Davies & L Brazil trained Jan 2022
- Named CP Governors and Foundation Governor - Sr Marie de Montfort (Level 3 trained) and Mr A Sheehan and Mrs D Parker

Photographs of all DSP in foyer of school and in areas of the school

Culture of Safeguarding

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-loyd/UploadedDocument/eae7165a-be28-4c78-8c47-48f7b6859185/culture-of-safeguarding-overview.pdf>

Child Protection

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-loyd/UploadedDocument/37678520-9fb0-4619-93e0-f42104fe5e82/sjl-child-protection-policy-24-25.docx.pdf>

How effective are the school's / PRU's procedures for managing challenging behaviour within the school and while offsite, including on school transport, including:

- Bullying
- Physical intervention
- Withdrawal and seclusion
- Serious incidents

Evidence

- Identified staff in policy trained in physical intervention 'Team Teach' by the LA
- Individual staff receive refreshers as and when needed by LA
- LA proformas used to record any incidents of restraints.
- Restraint plans are shared with parents and LA representatives.
- Time out at lunch time and break time is supervised by a TLR and Thrive leader (using the school behaviour policy). Policy of restorative thinking about their actions and reflection on their actions in the future.
- No exclusions.
- Bullying policy reviewed and available on website (policies). All bullying incidents and outcomes are recorded on 'My concern'.

Bullying

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/3bb8e0c6-2ca4-4f52-9f18-c498e12ce67d/behaviour-and-bullying-policy-2023.docx.pdf>

Physical intervention

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/cba5bd48-f3d9-4fa1-9e73-93ef067ea956/positive-handling-policy-2023.docx.pdf>

How well does the school / PRU manage pupil absence?

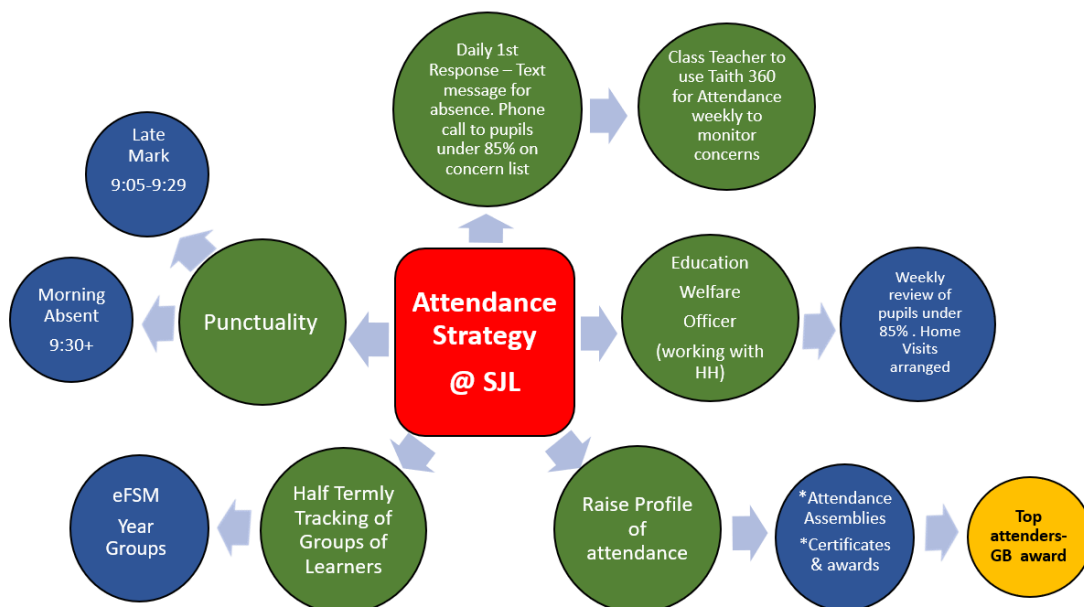
Evidence

- First day response through teacher to parent text for reason for absence.
- Letters and meetings with parents
- Strong liaison with EWO / SEO for persistent offenders. Weekly meetings to identify persistent absences. HT/ DHT will visit the family home to make sure there is a sighting of the pupil to safeguard absence.
- Fortnightly attendance meetings with SEO.
- Attendance policy updated in 2024 in line with latest statutory regulations agreed by Governing Body.
- Pupil punctuality identified in slight increase in 'late marks' being given. This has been address via;
 - 1) Introduction of school mini bus for Traveller pupils from Shirenewton Traveller Site and local pupils with attendance concerns.
 - 2) Late book changed to a digital tracking system centralised in infant foyer. Regular late comers identified and notified by school/ EWO via termly letters
 - 3) Late Gates on both infant and junior sites.
- The school is proactive in promoting good attendance through certificates & letters being sent home informing parents of their child's attendance record.

Attendance policy

<https://primariesite-prod-sorted.s3.amazonaws.com/st-john-loyd/UploadedDocument/5442f6f6-a569-46aa-8dab-2c2e10851aec/attendance-policy-2022.docx.pdf>

Attendance drive



Provide details of how the school / PRU ensures the security of the school site.

Evidence

- All staff & visitors have fobs and identity badges with safeguarding process for SJL on the reverse.
- All visitors sign in electronically on Ipad.
- All outside doors need fobs to enter and gain access into the school. Recent replacement of 'mag' locks and new infant school fire door ordered.
- Main indoor doors are fobbed (eg office/entrance). Main Foyer is a self contained area.
- All staff wear photo ID at all times
- All gates are locked during school hours and a numbered padlock attached
- All pupils follow school policy not to open a door to **any** adult
- CCTV are positioned in critical areas (inside and outside of the school) and the monitor is visible in the office
- Fenced area restricts movement within the school grounds especially within the carpark areas during school hours
- No vehicle movement between 8:30am -3:30pm

The school site manager lives on site and is vigilant to any breaches of security

Whole school site risk assessment

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/7f546205-fcb1-48af-9388-45faf8978d86/sjl-whole-school-risk-assessment-primary-schools.doc.pdf>

Traffic Management

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/1309418c-d885-4f41-a388-e337d6b81d0c/st-john-lloyd-traffic-management-ra2018-revised-4.7.23.pdf>

How effective are procedures to ensure the health and safety of pupils:

- On the school site
- During off site visits
- On vocational placements or work experience
- Placed with training providers
- On school transport

Evidence

- School has a designated H and S Officer from the LA (8 weekly check)
- H & S policy adopted from the LA. All outstanding work recorded on Ramis (RAG system)
- All TAs are First Aid trained, boxes are placed around the school. Designated staff completed 3 year course September 2023.
- A walkie talkie is taken out at breaktimes & in the edible garden/ forest schools
- GB governors makes termly site visits and identifies ways forward and completion of outstanding jobs (see GB notes/ H& S LA Audits)
- A risk assessment is written for every visit off site and file within school
- All staff members receive a picture identity sheet of the pupils who are on the school trip. On/Off school bus establishment check list.
- All pupils wear school uniform for immediate identification. Early Years/ Infant-High vis jackets are worn when walking outside of the school.
- The details of the trip are entered on to EVOLVE (LA site) and verified by the HT (see establishment visits policy)
- The suggested ratio for adults to pupils is always adhered to
- Contact details and photos are taken on every visit.
- School minibus – driver makes checks on school vehicle on every journey. All pupils are belted and have a bus escort at all time to ensure safety. All parents of pupils who catch the school mini bus have signed a collection for including permissions for travel.

Whole school site risk assessment

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/7f546205-fcb1-48af-9388-45faf8978d86/sjl-whole-school-risk-assessment-primary-schools.doc.pdf>

Traffic Management

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/1309418c-d885-4f41-a388-e337d6b81d0c/st-john-lloyd-traffic-management-ra2018-revised-4.7.23.pdf>

Establishment Visits

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/392bfb34-0256-425d-a469-e9278d176780/establishment-visits-policy.pdf>

Emergency Response/ Lockdown policy

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/8e68e8e8-0bd6-4798-9e29-c60de66dee83/emergency-response-plan-st-john-lloyd-rc-primary-school.pdf>

Visitors policy

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/f6e1976f-2c58-4289-89a5-edfcc408714b/risk-assessment-visitors.pdf>

Visitors conduct

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/f6e1976f-2c58-4289-89a5-edfcc408714b/risk-assessment-visitors.pdf>

School transport policy

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/c710a565-4f07-45d5-88b1-12a626c5d160/school-transport-policy-2023.pdf>

How effective are arrangements to ensure that pupils use the internet safely and know how to stay safe online?

Evidence

- School Digital SOW includes a section on e- safety for all year groups
- The correct firewalls are in place for the school ICT infrastructure
- School has employed LA/ iTeach to enable full security and safeguarding of its pupils through filtering programs.
- School have an annual e-Safety day, where all classes plan activities for e safety.
- School has a designated website area to communicate and improve awareness with parents about eSafety linked to CEOP & Think you know
- There is an e-Safety display in the main hall and the ICT responsible use policy is displayed in classrooms
- The school has an updated e-Safety policy (on website (policies) for all to access)

Esafety Policy

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/fae36421-77d6-4940-a841-dd89c56cbb01/ict-acceptable-use-esafety.docx.pdf>

Mobile Phones use

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/84fdd085-4a58-4d4e-97ba-dc573811d3d0/mobile-phones-policy.docx.pdf>

Describe how the school / PRU keeps pupils safe from the dangers of radicalisation and extremism.

Evidence

- Prevent training carried out in January 2023 via LA authority -All staff (Signed log)
- CP policy includes PREVENT section
- All pupils taught about tolerance and acceptance through RE/ RSE SOW and virtues
- If an issue arises at school, there is are emergency procedures with evacuation points clearly viable on emergency plan poster. Procedures are activated through code word **“Would Inspector Sands, please report to the office immediately” (see emergency plan policy)**
- School has a whole school/ class intercom that can shut down the whole school or one of the school if necessary in the case of an emergency

Emergency Response/ Lockdown policy

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/8e68e8e8-0bd6-4798-9e29-c60de66dee83/emergency-response-plan-st-john-lloyd-rc-primary-school.pdf>

How effectively do governors or supervisory boards hold the school / PRU to account for the quality and effectiveness of its safeguarding policy procedures?

Evidence

- All safeguarding concerns shared in GB meeting including updates on site safety, policies, CP training, GB training and Attendance.
- Further safeguarding discussed in Care Support & Guidance meetings, for example follow ups for attendance concerns.
- GB H&S committee regular H&S audit alongside LA officers to assess and identify any issues with site safety.
- GB have undertaken CP training and complaints procedures training

Additional notes provided by the school / PRU

Headteacher

Signature:

Name: Claire Hart



Date: Autumn 2024

GB Lead for Safeguarding

Signature:



Name: Sr Marie de Montfort

Date: Autumn 2024

Version control

Document version	Author	Date of issue	Changes made
1.0	Gerard E Kerslake HMI	10 May 2013	Update to the previously issued self-assessment tool for schools to reflect changes arising from the Freedoms Act 2012. This document will be subject to further changes as the Act is rolled out.
2.0			Update to the previously issued self-assessment tool for schools to reflect changes arising from Welsh Assembly Government Circular 097/2013. Keeping Learners Safe 158/2015

			Counter Terrorism and security Act 2015
3.0		September 2017	Update to the previously issued self-assessment tool to reflect the introduction of New Inspection Arrangements (NIA)