



# **ODST Safeguarding Standard**

**2024-2025**

The ODST offers a Safeguarding Standard to be used as a scaffolding tool across all schools to ensure compliance and consistency. The Safeguarding Standard has been quality assured by the Oxfordshire County Council, ODST leaders and a range of stakeholders and will ensure a high level of compliance and best practice for safeguarding across the Trust.

The Safeguarding Standard supports schools in establishing a culture of expectation around safeguarding, and will provide greater assurance for ODST Trustees at EQSI that risk is being addressed and mitigated effectively. Best practice in Safeguarding will be when the school's Safeguarding culture is lived and breathed by the school community, moving beyond policy and standards and embedded within lived experiences. Schools must use the ODST Safeguarding Standard to ensure standardisation and follow the relevant guidance.

The guidance is supported by training and materials for schools within a 'must', 'should' and 'could' structure, so that there is clarity and support around what is necessary, what is good practice, and what materials are available to supplement schools' systems and structures. Where schools are not able to follow the Safeguarding Standard, Schools must ensure that this has been done in consultation with the relevant ODST link personnel.

## Contents

Training .....	3
Policy .....	4
Single Central Record (SCR) .....	5
Recruitment .....	6
Safeguarding induction .....	7
Personnel Files .....	7
Site security .....	8
CPOMS .....	8
Occasional visitor procedures .....	9
Hire of premises procedures .....	10
Contractors .....	11
DSL competency .....	12
Children absent or missing from Education .....	12
Alternative provision .....	13
Website compliance .....	13
ESAT / ODST Reviews and audits .....	14
Neglect and tools .....	14
Reintegration / reduced timetables .....	15
Suspension and Exclusion .....	16
Filtering and Monitoring .....	17
Other school requirements .....	17
ODST Safeguarding support chart .....	18

Key area	Expectation	Resources	Outcome
Training	<ul style="list-style-type: none"> <li>Schools <b>must</b> deliver a safeguarding update for all staff (Level 2 by a lead trainer or external) and deliver the current KCSiE updates.</li> <li>Schools <b>must ensure that all additional adults working with pupils, for example agency staff or volunteers, have receive safeguarding training.</b> For those in regular activity (more than 3 times a month) they <b>should</b> access Level 2 training. For those in less regularly, they can access level 1 training, through the Local Authority or other provider.</li> <li>Schools <b>should</b> update PREVENT training yearly through Gov.uk.</li> <li>Schools <b>should ensure all staff have cyber security training which is updated yearly.</b></li> <li>Safer recruitment training <b>must</b> be attended by the Head Teacher, School Business Manager and by at least one member of LGB - At least one member of the selection panel <b>must</b> have completed safer recruitment training</li> <li>DSLs <b>should</b> attend Local Authority run safeguarding updates <i>and engage with the ODST Safeguarding Newsletter</i></li> <li>Schools <b>must</b> keep a record of training (internal and external) for all staff to show how they are embedding and developing the safeguarding culture.</li> <li>Trustees and The SIA team <b>should</b> attend relevant safeguarding training through their Local Authority and alternative provider, and comply to the Prevent and cyber security training standard.</li> </ul>	<p>Keeping Children Safe in Education 2023:  <a href="http://www.gov.uk">Keeping children safe in education - GOV.UK (www.gov.uk)</a>            Link to KCSiE key changes:  <a href="#">ODST KCSiE Update for all staff September 2024.pptx</a></p> <p>PREVENT duty training:</p> <ul style="list-style-type: none"> <li>Prevent course: <a href="#">Prevent duty training</a>              Level 1, for all staff including governors (Awareness Course).              Level 2, for DSLs (Referrals Course).              Level 3, for Channel panel members (Channel Course).</li> <li>Prevent refresher course: <a href="#">refresher-awareness-course</a></li> </ul> <p>Prevent Duty Guidance for schools:  <a href="#">Prevent duty guidance: England and Wales (2023)</a>  <a href="#">The Prevent duty: safeguarding learners vulnerable to radicalisation</a></p> <p>ODST model Prevent Duty risk assessment:  <a href="#">ODST Prevent risk assessment for schools 27.9.23.ods</a></p> <p>Cyber security training for schools:  <a href="#">Cyber security training for school staff - NCSC.GOV.UK</a></p> <p>NSPCC Safer Recruitment Training (All LAs):  <a href="#">Safer recruitment training for schools   NSPCC Learning</a></p> <p>Link to safer recruitment training information through ESAT (OCC only): <a href="https://educationservices.oxfordshire.gov.uk/">https://educationservices.oxfordshire.gov.uk/</a></p> <p>Local Authority run safeguarding training for all staff:</p> <ul style="list-style-type: none"> <li><b>Reading:</b> <a href="#">Training &amp; Events   Reading Education Services</a>  <a href="#">Berkshire West Safeguarding Children Partnership - Training</a></li> <li><b>RBWM:</b> Level 2 available when discussed directly with LA</li> <li><b>OCC</b> and Lead Trainor courses: <a href="#">Oxfordshire Education Services</a></li> </ul>	<p>School staff have access to high quality training delivered by a range of sources to exemplify the ODST Safeguarding Standards.</p> <p>The school's safeguarding culture is lived and breathed by the school community, moving beyond policy and standards and embedded within lived experiences.</p>

<p>Policy</p>	<ul style="list-style-type: none"> <li>• All schools <b>must</b> use the ODST standardised Child Protection Policy, ratified by LGB and publication on the school website.</li> <li>• All statutory safeguarding policies <b>must</b> be up to date, in line with Local/National guidance and have been ratified by the LGB including: <ul style="list-style-type: none"> <li>○ Safer Recruitment Policy</li> <li>○ Whistleblowing Policy</li> <li>○ Dealing with allegations against staff and volunteers</li> <li>○ Suspension and Permanent Exclusion Policy</li> <li>○ Behaviour Policy</li> <li>○ Staff Code of Conduct</li> <li>○ Supporting Children with Medical Needs</li> <li>○ Complaints policy</li> <li>○ Attendance Policy (currently being updated by ODST)</li> <li>○ Acceptable Use of ICT Policy</li> <li>○ Lettings Policy</li> </ul> </li> <li>• Schools <b>must</b> keep a yearly record of who has read and understood <i>key safeguarding policy</i></li> <li>• All school staff <b>should</b> complete the KCSiE quiz to ensure they have read and understood the policy</li> <li>• All staff/regular volunteer/governors/trustees <b>must</b> be updated regularly regarding changes to policy</li> </ul>	<p>Link to Child Protection Policy update for September 2024:</p> <ul style="list-style-type: none"> <li>• <b>Reading:</b> <a href="https://app.governorhub.com/document">https://app.governorhub.com/document</a></li> <li>• <b>RBWM:</b> <a href="https://app.governorhub.com/document">https://app.governorhub.com/document</a></li> <li>• <b>OCC:</b> <a href="https://app.governorhub.com/document/">https://app.governorhub.com/document/</a></li> </ul> <p>link to Child Protection Policy Quiz:  <a href="#">KCSiE QUIZ September 2024.docx</a>  Answers: <a href="#">KCSiE QUIZ September 2024 ANSWERS.docx</a></p> <p>ODST website checklist:  <a href="https://app.governorhub.com/document">https://app.governorhub.com/document</a></p> <p>Statutory policies for schools and academies list:  <a href="#">Statutory policies for schools and academy trusts</a></p> <p>ODST Policy directory:  <a href="https://app.governorhub.com/document">https://app.governorhub.com/document</a></p> <p>Please do not hesitate to contact the Governance team for further questions or support: <a href="mailto:odst.governance@oxford.anglican.org">odst.governance@oxford.anglican.org</a></p>	<p>Standardised Policy across ODST schools ensures all schools are consistent and meet statutory requirements.</p> <p>Policy is accessible to those that need it and procedures for safeguarding in schools are effective.</p>
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<p>Single Central Record (SCR)</p>	<ul style="list-style-type: none"> <li>• Where schools are not using an online SCR system, schools <b>must</b> use an Excel SCR and upload onto Smart Log, this will ensure the systems are compliant (password protected).</li> <li>• Schools <b>should</b> use the DFE Update Service to check if there is any relevant information which needs updating (particularly if the member of staff is working across organisations or if there are any queries)</li> <li>• Schools <b>must</b> see at least 1 document to confirm an applicant's current address when doing an identity check. Schools <b>should</b> record any new address in the staff member's personnel file, but you don't have to record or change it on the SCR.</li> <li>• Schools <b>must</b> ensure the SCR is scrutinised termly (6 times a year), including by Governors at least 3 times a year - with evidence of monitoring report forms available</li> <li>• Schools <b>must</b> remove leavers from their live SCR.</li> <li>• Schools <b>must</b> request letters of assurances for agency staff and those who work with pupils, to show they have completed the relevant checks.</li> <li>• Schools <b>must</b> ensure there are no gaps in the SCR and that 'N/A' is used when needed to fill gaps.</li> <li>• Schools <b>should</b> ensure that they have access to the Smart Log link to the SCR to enable them to access the ODST Central Team SCR.</li> <li>• Schools <b>must</b> ensure staff employed before 2012 who have a CRB, are updated with a DBS (do not overwrite information on the SCR from time of recruitment, but add in updated information as appropriate). Hereafter, schools <b>should</b> update DBS after 10 years (or earlier where there is a concern identified).</li> </ul>	<p>Link to online SCR system: <a href="#">Single Central Record Online</a> ODST schools can access a discount. A year contract would then be £200 + VAT. Please use the code ODST200 when signing up.</p> <p>Link to Excel model SCR example: <a href="#">SCR single central record template.xls</a></p> <p><i>Link to monitoring of SCR form:</i> <a href="#">ODST Single Central Record Monitoring Checklist 2024.docx</a></p> <p><i>SCR monitoring key questions to ask/review:</i> <a href="#">ODST Single Central Record Monitoring Key Questions 2024</a></p> <p>Link to DFE SCR free webinar/training: <a href="#">Live Event   Webinar 2</a></p> <p>Link to DBS update service: <a href="#">DBS CRSC (crbonline.gov.uk)</a></p> <p>Summary of DBS requirements: <a href="#">KeyDoc DBS summary table 2022.docx</a></p> <p>Checklist for new school staff, governors and trustees re SCR checks and personnel files: <a href="#">Keydocchecklistfornewschoolstaffgovernorsandtrustees2023</a></p> <p>Letters of assurance: <b>All LAs:</b> Template / example: <a href="#">Letter of Assurance Template for agencies.docx</a></p> <p><b>OCC staff:</b> <a href="#">Letter of Assurance for OCC Staff 2024-25.pdf</a> <b>Oxford Health staff:</b> <a href="#">Oxford Health Certificate of Assurance.pdf</a></p> <p>Please do not hesitate to contact Grace Challans for further questions or support: <a href="mailto:grace.challans@oxford.anglican.org">grace.challans@oxford.anglican.org</a></p>	<p>All schools meet the statutory requirement to keep and maintain an SCR of recruitment and vetting checks for all staff (including relevant volunteers, supply teachers, agency and third-party staff and teacher trainees on salaried routes)</p> <p>Schools SCR systems are robust and linked to Smart Log systems, including information on the names of trustees and ODST central team</p>
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<p>Recruitment</p>	<ul style="list-style-type: none"> <li>• Schools <b>must</b> adhere to the safer recruitment policy</li> <li>• Schools <b>must</b> carry out an online search (including social media) as part of their due diligence on the shortlisted candidates</li> <li>• Schools <b>should</b> use the ODST Volunteers guidance protocols and procedures for the safer recruitment of volunteers</li> <li>• Any interview process <b>must</b> contain at least one question on safeguarding</li> <li>• Interview notes <b>must</b> be taken and a record of responses kept on the personnel file of any successful candidate</li> <li>• A template reference request is included within the safer recruitment policy and schools <b>should</b> use this to request references. Any gaps within employment history or anomalies within references <b>must</b> be interrogated before an offer of employment is confirmed</li> <li>• Schools <b>must</b> ensure that any overseas checks and RTW in the UK is checked and documented. Personal details will be requested and checked as appropriate on the DFE website.</li> <li>• Additional checks <b>must</b> be undertaken on those providing EYFS childcare or working in an out of hours capacity with children under the age of eight to ensure that the school does not knowingly employ someone who is disqualified from working with children under the 2018 (childcare disqualification) regulations</li> <li>• At all times, schools <b>must</b> ensure that they also comply with GDPR requirements.</li> </ul>	<p>Safer Recruitment policy updated September 2022: <a href="https://app.governorhub.com/document">https://app.governorhub.com/document</a></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Example Reference Request Letter</li> <li>• Recruitment Checklist</li> </ul> <p>Link to personnel file checklist and front page: <a href="#">Personnel File Checklist and front page.docx</a></p> <p>Link to NSPCC Safer Recruitment training: <a href="#">Safer recruitment training for schools   NSPCC Learning</a></p> <p>Link OCC safer recruitment training information: <a href="#">ESAT training   Oxfordshire Schools</a></p> <p>Form for EYFS childcare or those working in an out of hours capacity with children under the age of eight: <a href="#">ChildcareDisqualification-Schools-StaffDeclarationForm</a></p> <p>Form to support online searches of candidates: <a href="#">Online Check record form.docx</a></p> <p>ODST volunteers guidance: <a href="https://app.governorhub.com/document/view">https://app.governorhub.com/document/view</a></p> <p>Please do not hesitate to contact HR link for further questions or support: <a href="mailto:odst.hr@oxford.anglican.org">odst.hr@oxford.anglican.org</a></p>	<p>Safer recruitment requirements are followed consistently across all schools with the aim to safeguard children</p>
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Safeguarding induction	<ul style="list-style-type: none"> <li>All schools <b>must</b> have evidence that there has been a comprehensive induction process including key Safeguarding responsibilities and reading on the first day.</li> <li>Staggered procedures <b>should</b> be in place for probation meetings and follow up from induction.</li> <li>Schools <b>should</b> keep a record of when a new member of staff has completed their safeguarding induction which can be signed off on the 'day one briefing' or 'induction checklist'.</li> </ul>	<p>Link to induction checklist: <a href="#">Induction checklist September 2024</a></p> <p>Link to safeguarding induction to be used on the first day of employment: <a href="#">DSL Day one Briefing.docx</a></p>	Schools follow safer induction procedures which ensure all staff are aware of their responsibilities for safeguarding children and themselves.
Personnel Files	<ul style="list-style-type: none"> <li>Schools <b>should</b> use the personnel files check list / front page to ensure compliance.</li> <li>Where there are highlighted historic gaps in employment, schools <b>must</b> ensure that there is a risk assessment recorded on the checklist.</li> <li>Schools <b>must NOT</b> keep copies of DBS certificates. If copies are held, there should be clear reasoning for this and this shouldn't be for longer than 6 months.</li> <li>Schools <b>must</b> keep a copy of the other documents used to verify the successful candidate's identity, right to work in the UK and required qualifications for the personnel files.</li> </ul>	<p>Link to personnel file checklist and front page: <a href="#">Personnel File Checklist and front page.docx</a></p>	Personnel files are standardised across schools and safeguarding risks are identified swiftly

Site security	<ul style="list-style-type: none"> <li>• Schools <b>must</b> complete the site risk register annually</li> <li>• Schools <b>must</b> have a site risk assessment in place with annual review which could include the below: <ul style="list-style-type: none"> <li>○ Controlled point of access to the school</li> <li>○ Procedures are in place for sight security and access</li> <li>○ Perimeter inspection schedule established - A timeline by which any perimeter issues will be addressed will be recorded and actioned, with follow up discussion and review during SIA visits.</li> <li>○ Considerations are made to how to address school site security and safety weaknesses</li> <li>○ Play equipment</li> </ul> </li> <li>• Schools <b>must</b> have clear procedures for lockdown and evacuation</li> </ul>	<p>Link to site risk register (updated annually and sent to schools):  <a href="#">School Risk Register Template v3.xlsx</a></p> <p>Link to example risk assessment format:  <a href="#">Site Safeguarding risk assessment example.docx</a></p> <p><i>Please do not hesitate to contact Sam Rhodes for further questions or support: <a href="mailto:sam.rhodes@odst.oxford.anglican.org">sam.rhodes@odst.oxford.anglican.org</a></i></p>	<p>Site security safeguarding risk assessment procedures are in place which ensure schools are aware of their individual site weaknesses and these are addressed as much as possible.</p>
CPOMS	<ul style="list-style-type: none"> <li>• <i>Schools using My-Concern, <b>should</b> transfer to CPOMS when the contract runs out.</i> CPOMS have agreed not to charge for any overlap of contact when switching providers.</li> <li>• <i>Schools <b>must</b> ensure that all concerns have a clear chronology of actions, outcomes and show rationale behind decision making.</i></li> <li>• Schools <b>should</b> have robust in place to monitor and review concerns, actions and outcomes for pupils, as recorded in child safeguarding records.</li> <li>• Schools <b>must</b> ensure that staff have appropriate levels of access to systems in line with their roles and responsibilities.</li> </ul>	<p>CPOMS are able to offer a 10% Trust discount and will consider holding back payment if transferring from My Concern while contracts overlap.</p> <p>CPOMS staff user guide example: <a href="#">Leaffield Primary School CPOMS user guide.docx</a></p>	<p>There is a standardised and consistent approach to recording information around safeguarding across the Trust.</p>



<p>Occasional visitor procedures</p>	<ul style="list-style-type: none"> <li>• Visitor procedures <b>must</b> be embedded and consistent: <ul style="list-style-type: none"> <li>○ Processes for visitor signing in, ID checking and wearing of badges are established</li> <li>○ Safeguarding visitor leaflet/information</li> <li>○ Posters in reception and around the school identifying DSL and deputy DSL are displayed</li> <li>○ Privacy notice is available</li> <li>○ Notification of the evacuation point should a fire alarm go off</li> </ul> </li> <li>• Visitors <b>must</b> be accompanied at all times (<i>if they have not provided evidence of a DBS</i>)</li> <li>• Schools <b>must</b> hold mobile phone/camera protocols</li> </ul>	<p>Link to occasional visitors safeguarding leaflet example: <a href="#">Occasional Visitor Safeguarding Booklet.docx</a></p> <p>Link to visitor's policy/procedure example: <a href="#">Visitor Policy August 22.docx</a></p> <p>Link to Safeguarding poster for visitors/staff and pupils around the school: <a href="#">Safeguarding Poster of DSL and DDSL example.docx</a></p> <p>Link to privacy notice: <a href="https://app.governorhub.com">https://app.governorhub.com</a></p>	<p>Standardised visitor procedures ensure schools are setting high expectations for safeguarding pupils and staff.</p> <p>Visitors/staff/pupils are able to identify who the school's DSL and Deputy DSLs are to find support when needed</p>
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<p>Hire of premises procedures</p>	<ul style="list-style-type: none"> <li>• Schools <b>should</b> use ODST contract model / Lettings Policy</li> <li>• Schools <b>should</b> provide evidence, through presentation of a lettings folder, that guidance in the Lettings Policy has been followed including the below</li> <li>• Schools <b>must</b> have written conformation/agreements (letter of assurance) in place with relevant external groups guaranteeing that the below safeguarding measures are in place: <ul style="list-style-type: none"> <li>○ The agency has an up to date and compliant Child Protection Policy in place that is updated and reviewed annually</li> <li>○ The agency has implemented KCSiE compliant safer recruitment procedures</li> <li>○ The agency can provide evidence that their staff and volunteers have undergone the appropriate level of safeguarding training</li> </ul> </li> <li>• Schools <b>must</b> make organisations working with children aware that if/when managing allegations against staff, the school will follow its own safeguarding policy.</li> <li>• Schools <b>must</b> ensure that there are locking-up and lone-working procedures in place appropriate for your setting</li> <li>• The school <b>could</b> ensure those agencies hiring premises have: <ul style="list-style-type: none"> <li>○ Clear documentation on what to do in case of fire / evacuation</li> <li>○ A tour of the schools and sharing of evacuation procedures</li> <li>○ Shared with the school their own health and safety policy</li> <li>○ Procedures in place so that they can respond appropriacy and swiftly to concerns about a child and know how to report this to the school</li> <li>○ A designated first aider and appropriate equipment</li> </ul> </li> </ul>	<p>Link to ODST Lettings Policy:  <a href="https://app.governorhub.com/document/view">https://app.governorhub.com/document/view</a></p> <p>Note regarding wrap around care:</p> <ul style="list-style-type: none"> <li>• If wrap around care is delivered through an external agency, please follow information in this section ('hire of premises procedures')</li> <li>• If wrap around care is offered through the school, schools <b>must</b> consider the below: <ul style="list-style-type: none"> <li>○ Where roles are repurposed, consider the level of DBS in place (is the DBS Enhanced).</li> <li>○ Who will be the allocated DSL on site</li> <li>○ Consider what additional safeguarding training may be needed for staff</li> </ul> </li> </ul> <p><i>DFE advice for during Keeping Children Safe in Community Activities, After-School Clubs and Tuition:</i>  <a href="#">After-school clubs, community activities and tuition: safeguarding guidance for providers</a></p> <p>NOTE:  When the use of the premises is not including children and outside of school hours, some of the identified expectations such as the DBS checks and CP Policy may not be necessary.</p>	<p>Schools follow the lettings policy and hire of premises procedures to ensure safeguarding expectations are upheld.</p>
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Contractors	<p><i>When schools are organising works:</i></p> <ul style="list-style-type: none"> <li>• Schools <b>must</b> consider safer recruitment for all contractors. This <b>must</b> be outlined in a contract with safeguarding statement or a letter of assurance.</li> <li>• For larger works outside, schools <b>should</b> add the main contractors to the SCR.</li> <li>• Schools <b>must</b> ensure there is a rigorous risk assessment in place to mitigate any safeguarding risks including: <ul style="list-style-type: none"> <li>○ Consideration of level of safer recruitment checks</li> <li>○ Notifying staff of work taking place and expectations for students/supervision</li> <li>○ The sectioning off of spaces to reduce access</li> <li>○ Consideration to timings with when pupils are using the site and areas of the school</li> </ul> </li> <li>• Schools <b>must</b> hold copies of insurance documents.</li> </ul> <p><i>For one off visits where the contractor is a visitor to the school:</i></p> <ul style="list-style-type: none"> <li>• Schools <b>must</b> ensure contractors sign in, in line with school protocols (including visitor badge and sharing of safeguarding leaflet) and ID and DBS check: <ul style="list-style-type: none"> <li>○ If they have an enhanced DBS then they can access the site unaccompanied</li> <li>○ If they have a basic DBS, and are not going to come into contact with children, this is at the schools discretion to mitigate any risks.</li> <li>○ If they do not have a DBS, they must be supervised at all times.</li> </ul> </li> </ul>	<p><i>When ODST are organising the works centrally:</i></p> <ul style="list-style-type: none"> <li>• ODST will ensure that contracts include a safeguarding statement (assurance in writing)</li> <li>• ODST will support schools with a risk assessment to ensure that safeguarding requirements are met for the range of contractors undergoing work e.g. <ul style="list-style-type: none"> <li>○ working hours</li> <li>○ sectioning off areas of the school</li> <li>○ contractor signing in logs</li> </ul> </li> </ul> <p><i>SCR details required:</i></p> <ul style="list-style-type: none"> <li>• ID check</li> <li>• DBS check – note if basic, standard or enhanced.</li> <li>• Barred List check (if not included in DBS)</li> </ul> <p><i>Note: Contractors only require a Barred List check if they are in regulated activity - this can be completed by the school as a stand-alone check on the DFE website.</i></p> <p><i>Note: if the contractor does not hold an enhanced DBS or can't show you evidence that they are who they say they are, they should not be left unsupervised on school grounds where there is opportunity for them to come into contact with children.</i></p> <p><i>Please do not hesitate to contact Tom Fry for further questions or support: <a href="mailto:tom.fry@oxford.anglican.org">tom.fry@oxford.anglican.org</a></i></p> <p><i>KCSiE: 292. Under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.</i></p>	
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DSL competency	<ul style="list-style-type: none"> <li>• DSLs <b>must</b> compile a DSL safeguarding evidence folder including the contents in the 'DSL Safeguarding Evidence Folder Index'. This folder can be paper-based or electronic, but must signpost to where relevant information can be found.</li> <li>• DLSs <b>should</b> carry out regular DSL safeguarding evidence folder review meetings to ensure there are no gaps in training, induction, compliance and standards. Actions should be record.</li> <li>• DSLs <b>should</b> have a pupil listing sheet showing category of need (Concern, TAF, CIN, CP).</li> <li>• DSLs <b>should</b> hold a minimum of half termly review meetings of their pupils on the pupil listings <i>and ensure there is a record of actions, outcomes and rationale.</i></li> </ul>	<p>Link to DSL <a href="#">Safeguarding Evidence File - Index .docx</a></p> <p>Section 5: <a href="#">Safeguarding training log.docx</a></p> <p>Section 9: <a href="#">DSL Day one Briefing.docx</a></p> <p>Section 10: <a href="#">DSL Safeguarding Evidence Folder Review Form.docx</a></p> <p>Section 11: <a href="#">DSL meeting log.docx</a></p> <p>Section 13: <a href="#">Safeguarding file transfer log.docx</a></p> <p>Section 14: Pupil listings Excel At Risk Children (ARC): <a href="#">At Risk Children pupil listing sheet excel format.xlsx</a></p> <p>Section 15: <a href="#">single central record monitoring checklist</a></p>	<p>Roles and expectations regarding the DLS role are consistent across the ODST</p> <p>There is a consistent and quality assured and audited standard for recording and gathering evidence of Safeguarding compliance recorded in the DSL Evidence Folder</p>
Children absent or missing from Education	<ul style="list-style-type: none"> <li>• For guidance on children missing from education, schools <b>must</b> refer to the appropriate LA policy and guidance.</li> <li>• All cases of children absent or missing from education <b>must</b> be discussed with the schools DSL and discussed with the Local Authority.</li> </ul>	<p>DFE guidance: <a href="#">Children missing education - GOV.UK (www.gov.uk)</a></p> <p><b>Reading</b> policy: <a href="#">Children-Missing-Education-Policy-MAR2024</a></p> <p><b>RBWM</b> policy: <a href="#">Children Missing from Education</a></p> <p><b>OCC</b> Policy: <a href="#">Children Missing Education   Schools</a></p>	<p>All schools are aware of their statutory function to make arrangements to identify children missing education (CME). This ensures that all children of compulsory school age are safe and receiving suitable education.</p>

Alternative provision	<ul style="list-style-type: none"> <li>• Schools <b>must</b> review and follow the DfE and their Local Authority advice for alternative provision</li> <li>• Schools <b>must</b> ensure that the selection of AP is appropriate to the child's individual needs and is in consultation with parents. It must have clear timeframes, outcomes, measures and review process.</li> <li>• Schools <b>must</b> ensure there are clear protocols in place to safeguarding pupils attending alternative provision</li> <li>• Schools <b>should</b> use providers on their Local Authority approved alternative providers list</li> <li>• School <b>must</b> hold evidence of safeguarding arrangements to ensure the pupils are safe off site: <ul style="list-style-type: none"> <li>○ Letter of assurance and key information</li> <li>○ Procedures for communication and review</li> <li>○ Risk assessment</li> <li>○ Insurance certificates and relevant policy (attendance, admissions, health and safety, CP)</li> </ul> </li> </ul>	<p>DfE: <a href="http://www.gov.uk">Alternative provision - GOV.UK (www.gov.uk)</a></p> <p><b>Reading:</b> <a href="#">Approved Alternative Providers</a></p> <p><b>OCC:</b> <a href="#">AP-commissioning-guidance</a></p>	<p>Schools commission high quality AP that meets statutory requirements.</p> <p>Schools are aware that it continues to be responsible for the safeguarding of the pupil and is assured it meets the pupils needs, to lead to the best outcomes.</p>
Website compliance	<ul style="list-style-type: none"> <li>• All schools <b>must</b> ensure they are website compliant</li> </ul>	<p>ODST website compliance list: <a href="https://app.governorhub.com">https://app.governorhub.com</a></p> <p>Link to Statutory Policy list: <a href="#">Statutory policies for schools</a></p> <p>Guidance: <a href="#">What academies must or should publish online</a></p>	<p>Schools are website compliant and show the correct and relevant information</p>

<p>ESAT / ODST Reviews and audits</p>	<ul style="list-style-type: none"> <li>All schools <b>must</b> be audited through a Safeguarding review carried out by ESAT on a three-year cycle (This includes all ODST schools across LAs)</li> <li>Schools <b>must</b> also be audited by the ODST, this will alternate with ESAT reviews so schools have a full review every 18 (aprox) months (either by ESAT or ODST)</li> <li>Schools <b>should</b> have an ODST SCR and Personnel file check/support yearly</li> <li>Schools <b>should</b> follow up on the reviews through training opportunities and support from ODST.</li> </ul>	<p>Contact details to book ESAT review:          Email: <a href="mailto:ESAT.safeguardingchildren@oxfordshire.gov.uk">ESAT.safeguardingchildren@oxfordshire.gov.uk</a>          Telephone: 01865 810603</p> <p>Please do not hesitate to contact Grace Challans for further questions or support: <a href="mailto:Grace.Challans@oxford.anglican.org">Grace.Challans@oxford.anglican.org</a></p>	<p>All ODST schools receive ESAT Reviews every other year to ensure a high level of safeguarding practice is in place across the Trust with appropriate follow up and training</p>
<p>Neglect and tools</p>	<ul style="list-style-type: none"> <li>Schools <b>must</b> delegate a safeguarding lead for Neglect, who actively engages in training, sharing of resources and linking with outside agencies.</li> <li>Schools <b>should</b> carry out a Neglect Strategy Audit (OCC tool) and/or access Local Authority tools and information</li> <li>Schools <b>should</b> link neglect directly to the school safeguarding action plan or School Development Plan.</li> <li>Schools <b>could</b> include neglect training/information sharing into staff induction</li> <li>Schools <b>could</b> contact the ODST Neglect Lead Practitioner Rachel Weston:  <a href="mailto:r.weston@jhnacademy.co.uk">r.weston@jhnacademy.co.uk</a></li> </ul>	<p><b>Reading/Berkshire West:</b>  <a href="#">Berkshire West Safeguarding Children Partnership -Neglect</a></p> <p><b>RBWM:</b>  <a href="#">Responding to Abuse and Neglect (proceduresonline.com)</a>  <a href="#">Neglect (proceduresonline.com)</a></p> <p><b>OCC:</b>  <a href="#">Tools - Oxfordshire Safeguarding Children Board (oscb.org.uk)</a></p>	<p>All schools are aware and address that neglect is the most common form of abuse.</p> <p>All schools will have the knowledge, skills, and confidence in identifying and responding to concerns of neglect, which is fundamental in addressing this.</p>

<p>Reintegration / reduced timetables</p>	<ul style="list-style-type: none"> <li>• Schools <b>must</b> follow reduced timetable guidance and protocols in accordance with their LA</li> <li>• School <b>must</b> report the number of pupils on a reduced timetable in the safeguarding return form to the ODST.</li> <li>• A pastoral support programme or other agreement <b>must</b> be in place to support the reintegration. It must include a time limit by which point the pupil is expected to attend full-time, either at school or alternative provision. It must also include objectives, a review process and consent from the parents/carers.</li> <li>• In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore <b>must</b> treat absence as authorised.</li> <li>• All reduced timetables <b>should</b> be created in consultation with the schools Designated Safeguarding Lead. Other relevant professionals should be contacted and consulted where possible such as the Special Education Needs Officer if a child has an EHCP and Local Authority support services such as the Exclusion and Reintegration team for OCC.</li> </ul>	<p>DFE guidance:  <a href="#">Working together to improve school attendance</a>  <a href="#">Mental health issues affecting a pupil's attendance</a>  <a href="#">Behaviour-and-Mental-Health-in-Schools-Full-Report.pdf</a></p> <p>Reintegration timetable protocol/checklist for all schools example:  <a href="#">reintegration timetable protocol.docx</a></p> <p><b>Reading/Brighter Futures for Children</b> guidance:  See page 8 for guidance and appendix 6 for spreadsheet to share with LA  <a href="#">Reading Children-Missing-Education-Policy-March2020v3.pdf</a></p> <p>Proforma:  <a href="#">Reading BLANK Reduced Timetable Spreadsheet.xlsx</a></p> <p><b>RBWM</b> policy and proforma:  <a href="#">Home   Leadership Update and Schools Bulletin (leadershipupdate-rbwm.co.uk)</a></p> <p><b>OCC</b> guidance and proforma: <a href="#">Reintegration timetables</a></p>	<p>When a part-time or reduced timetable is identified as appropriate for a child, the school will follow best practice as set out in their Local Authority policy and protocol, to ensure that the pupil concerned is safe, is receiving the support they require and is able to return to full-time education as quickly as possible.</p>
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<p>Suspension and Exclusion</p>	<ul style="list-style-type: none"> <li>• Schools <b>must</b> follow ODST Suspension &amp; Exclusion Policy</li> <li>• Schools <b>must</b> discuss cases with ODST where a child has more than two suspensions and/or prior to a decision to permanently exclude.</li> <li>• Schools <b>must</b> share number of suspensions and PEX on the safeguarding return form</li> <li>• <i>Where suspension or exclusion is being considered, schools <b>should</b> have clear evidence of:</i> <ul style="list-style-type: none"> <li>○ <i>Consultation with a range of outside agency professionals (as appropriate), including a chronology showing actions, outcomes and impact of their advice</i></li> <li>○ <i>The review of safeguarding concerns e.g. referrals/involvement with Early Help</i></li> <li>○ <i>A range of paperwork to evidence additional and different provision which has been reviewed and evaluated e.g. support plans, risk assessments, behaviour passports</i></li> <li>○ <i>Clear consideration to alternative provision</i></li> </ul> </li> </ul>	<p>DFE guidance:  <a href="#">Suspension and permanent exclusion guidance - May 2023 (1).pdf</a></p> <p>ODST Suspension and Exclusion Policy:  <a href="https://app.governorhub.com/document/">https://app.governorhub.com/document/</a></p> <p><b>Reading:</b> <a href="#">Reading Directory   Exclusion/suspension from school</a></p> <p><b>RBWM:</b> Managed Moves and fair access protocol:  <a href="#">Information for all Schools   Leadership Update and Schools Bulletin (leadershipupdate-rbwm.co.uk)</a></p> <p>Exclusion handbook and Suspension notification / PEX guidance:  <a href="#">Exclusions   Leadership Update and Schools Bulletin (leadershipupdate-rbwm.co.uk)</a></p> <p><b>OCC</b> Exclusion and reintegration team:  <a href="#">Exclusion and Reintegration Team   Schools</a></p>	<p>All schools implement effective processes to reducing the risk of exclusion</p> <p>Where permanent exclusion is unavoidable, schools are aware of good practice and compliant principles and have high quality support and guidance</p>
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Filtering and Monitoring	<ul style="list-style-type: none"> <li>• Schools <b>must</b> create a plan (timetable of monitoring and review) of how to implement the DFE Filtering and Monitoring Standards</li> <li>• Schools <b>must</b> be able to show evidence of how they are meeting the digital standards</li> <li>• All school staff (<i>including LGB members</i>) <b>should</b> complete the National Cyber Security Centre’s cyber security training</li> <li>• Schools <b>should</b> also make consideration to the cyber security standards in schools</li> </ul>	<p>DFE Filtering and Monitoring Standards in schools: <a href="#">Filtering and monitoring standards for schools and colleges -</a></p> <p>DFE Cyber Security Standards in schools: <a href="#">Cyber security standards for schools and colleges - Guidance -</a></p> <p>Excel audit and evidence document: <a href="#">Filtering &amp; Monitoring</a></p> <p>Cyber security training for staff: <a href="#">Cyber security training</a></p> <p>DfE advise on using technology in schools: <a href="#">technology</a></p> <p>Andrew Hall check list: <a href="#">Filtering+and+Monitoring</a></p> <p>Free Webinars: <a href="#">Filtering and monitoring webinars available</a></p>	All schools meet the filtering and monitoring standards in line with KCSiE and this effectively reduces the risk of harm to pupils.
Other school requirements	<ul style="list-style-type: none"> <li>• All school <b>must</b> have safeguarding included in the School Development Plan</li> <li>• Schools <b>should</b> be able to show evidence of the school’s approach to the implementation of a safeguarding curriculum.</li> <li>• All schools <b>should</b> have a safeguarding noticeboard highlighting relevant policy, protocols and procedures and safeguarding structure</li> <li>• Schools <b>must</b> complete the 175/157 (Annual safeguarding report to the Local Authority) and share areas of strength and next steps with their LGB/Safeguarding Governor.</li> <li>• Schools <b>must</b> delegate a safeguarding lead for Encompass who has attended Encompass training</li> <li>• Schools <b>must</b> complete termly Safeguarding Return Form and share Data with the ODST</li> </ul>	<p>Guidance on a safeguarding notice boards: <a href="#">S13.1 Safeguarding Noticeboard guidance .pdf</a></p> <p>Link to Encompass website and free lead for Encompass training: <a href="#">Home : Operation Encompass</a></p> <p>When to call the police – guidance for schools: <a href="#">2491596 C&amp;YP schools guides.indd (wirralsafeguarding.co.uk)</a></p> <p>Safeguarding returns will be sent to schools to be returned to ODST. Please email Kate Walsh for further information or support <a href="mailto:kate.walsh@oxford.anglican.org">kate.walsh@oxford.anglican.org</a></p>	

ODST Safeguarding support chart

