

Juniper



Safeguarding and child protection checklist

for schools

Introduction

Ensuring the safety and well-being of pupils is paramount, making safeguarding in schools crucial to creating a safe and nurturing environment conducive to learning and pupil success.

Safeguarding in school isn't just a 'nice to have'; it's a legal requirement. Our checklist, produced by our safeguarding experts, provides an overview of the safeguarding requirements and legal duties that schools and colleges in England must follow to promote the welfare of children and young people under the age of 18 in education.

Each nation in the UK has laws and guidance that set out schools' safeguarding responsibilities. For this checklist, we will focus on safeguarding and child protection requirements for schools in England.



Laws, guidelines and documentation

Various statutory safeguarding guidelines and documentation set out by the DfE must be readily accessible to all school staff, with specific guidelines that staff must familiarise themselves with and adhere to.

In England, the Department for Education (DfE) provides the key guidance for schools and colleges Keeping children safe in education (DfE, 2023):

Working Together to Safeguard Children and Keeping Children Safe in Education 2023 is available to all staff (e.g. via the intranet or a staff handbook)

All staff who work directly with children, governors, and school office staff have read Working Together to Safeguard Children and Keeping Children Safe in Education Part 1

Staff who do not work directly with children have read a condensed version of Keeping Children Safe in Education Part 1 (Annex A)



Policies

There are many different ways in which safeguarding can be implemented in both primary school and secondary school environments. These include ensuring that all schools have the following safeguarding policies in place:

A safeguarding or child protection policy

A staff behaviour policy or staff code of conduct

A behaviour policy specifically for the pupils within the school

A robust health and safety policy

A safer recruitment policy, ensuring that everyone who works within the school environment has completed a full Disclosure and Barring Service (DBS) check

These policies need to be kept up to date and reviewed regularly, as detailed below:

The Safeguarding School Child Protection Safeguarding Policy has been reviewed and updated in the past 12 months

The up-to-date Child Protection & Safeguarding Policy is available on your school website

The school behaviour policy and procedures or systems are updated with Keeping Children Safe in Education 2023

A Safer Recruitment Policy (Statement) is available on the school website

A Staff Discipline, Code of Conduct, and Grievance Policy is available to all staff

Managing Allegations (including low-level concerns) against Staff Policy is available to all staff



Designated safeguarding lead (DSL) requirements

Each school and college must appoint a Designated Safeguarding Lead, who must be a qualified teacher responsible for supporting staff in fulfilling their safeguarding obligations.

The DSL will also maintain close communication with external services, including children's social care, as necessary. School guidelines regarding DSL responsibilities are outlined as follows:

A DSL has been appointed, and their details are readily available to everyone

The DSL has a job description for their role

There are adequate cover arrangements in place for when the DSL is absent/out of hours. The details of these arrangements should be available to all staff

The DSL has everything they need to perform their job effectively, including time and resources



Other staff roles and responsibilities

A designated teacher(s) has been appointed for Looked After Children

The school has a Senior Mental Health Lead

A designated teacher(s) has been appointed for the responsibility of the Prevent Duty (usually the DSL)

All staff are aware and able to integrate safeguarding and online safety into the curriculum

The school has a link governor for safeguarding, and the governing body is aware of all their responsibilities

All staff, volunteers, and governors have a clear and up-to-date DBS check

The school's Single Central Record (SCR) is always up to date

All child protection concerns are written up and kept confidential, separate from other files



Training

An up-to-date training record for all staff, governors, and volunteers is available

The Designated Safeguarding Lead has had their initial Level 3 training, which is updated at least every two years (dependent on Local Authority requirements). DSLs should have regular safeguarding training throughout the year to ensure their knowledge and skills are up to date

All staff have undergone child protection training, including online safety training, within the last year

All staff can identify children who would benefit from Early Help

All staff understand the difference between a concern and risk of significant harm (and know about child protection procedures)

At least one person on every interview panel has received safer recruitment training





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