

## Reporting a Governor visit to Kea School

<b>Name</b>	Mark Heffer	<b>Dates</b>	19/03/14 & 09/06/14
<b>Purpose of visit</b> To be informed about the School's Safeguarding measures and Single Central Record			
<b>Links with the School Improvement Plan</b> To ensure compliance with School Safeguarding Policy and s.175 of the Education Act 2002			
<b>Governor observations and comments</b> <p>My first visit to look at the Single Central Record (SSR) in March 2014 was only a cursory check. At this time Mrs Bladon gave me a brief run down on the record keeping in relation to all Staff and visiting contractors, volunteers etc. The entire system was being updated into a comprehensive electronic database. This database is backed up in case of IT failures.</p> <p>I again met with Mrs Bladon at the School Office on 9<sup>th</sup> June 2014. She explained that the SSR was now fully up to date. The spreadsheet she operated was fully explained to me and I could clearly see at a glance the status of any individual working within the School.</p> <p>It was also explained to me that there are various levels of training throughout the School from volunteers who receive notices of advice, the teaching staff who receive Tier 2 training, up to the Head, Deputy and Mrs Helen Hood (Vice Chair of Governors) who have all received Safer Recruitment Training.</p> <p>I noted that the Staff Room notice board clearly displays advice flow charts to aid staff in the reporting process.</p> <p>There is also a system of checks in relation to PFI and Interserve staff to ensure their compliance. Whilst there is no legal obligation to do so Mrs Bladon also requests letters of assurance from outside contractors. I am confident that the School employs a robust system of checks. NB – I also noted that checks are even being made by the School with the French authorities in relation to a new member of staff who has been living outside of this jurisdiction for the last 12 months.</p> <p>I also had the chance to speak with Miss Warren (Head Teacher) in relation to the School Safeguarding Policy. I was aware that she had recently updated the Policy and that this had been distributed to Governors. She explained that Cornwall Council had in the last few days issued a new Safeguarding Policy (May 2014) which was placed on the Local Authority Website in the first week of June 2014. I understand that as a priority Miss Warren has immediately updated the School Policy accordingly reflecting current DfE guidance.</p> <p>She showed me the filing system that she used in relation to children, statements etc. Information was easily accessible and recorded such that it would be readily available by Staff when required.</p> <p>The s.175 annual Safeguarding Return has also been completed by Miss Warren</p> <p><u>My thanks to Miss Warren and Mrs Bladon for the time they gave to me.</u></p>			

**Any issues for the governing body**

Whilst I am confident that there is a sufficient level of training for all Staff and Governors at this time I am aware of the need to keep up to date with current practice and procedures.

I have made enquiries with Cornwall and Isles of Scilly Safeguarding Board and they have recommended that only update courses should be needed for our link Governors given their background and experience.

They have, however, recommended that link Governors attend the Safeguarding in Education course that is being run in the Autumn 2014.