

Education Safeguarding team

Self-audit questionnaire for use by Designated Safeguarding Leads in schools

When and how to use this questionnaire

1) This questionnaire has been designed to support DSLs to:

- Keep safeguarding on everybody's agenda in schools
- Audit the level of awareness that staff have in respect of key safeguarding principles and responsibilities at any particular time
- Highlight to staff what they need to notice and what they need to do in respect of safeguarding
- Establish and maintain an ongoing culture of vigilance.

2) The questionnaire can be used to undertake short focused periodic audits with:

- individuals as part of their induction
- individuals as part of their ongoing professional development
- groups of staff and/or whole staff teams in order to
 - highlight training needs
 - prepare for training updates
 - prepare for staff meetings or inset days.

(N.B. the questionnaire is designed to be printed as a double-sided single sheet for ease of use)

Questionnaire

Please answer the following questions.

1. From whom might pupils in this school be at risk?

2. Give 5 examples of things you may see or hear about a pupil that might make you think they are at risk

3. If a pupil tells you that they are being harmed by somebody at home,

(a) what must you do?

(b) what must you not do?

4. If a child or young person requires a Child Protection Plan, where would that decision be made and what are the 4 categories under which a child/young person might be made subject of a Child Protection Plan?

5. Give 3 examples of things you might see or hear a colleague doing (or you might hear from somebody else that a colleague has done) that might place a pupil at risk
6.
 - (a) If you thought that a colleague was placing a child at risk, what must you do?
 - (b) If the colleague placing a child at risk was the member of staff you would normally inform, who would you contact?
7.
 - (a) What colour are the forms you use to record a safeguarding concern and where in this school would you find one if you needed to fill one in?
 - (b) Where are records of child protection and safeguarding concerns kept in this school?
8. Which groups of children are particularly vulnerable to abuse and/or neglect?
9. How might you promote safeguarding through the curriculum?
10. Who are the Designated Safeguarding Leads in this school?