

Education Standards and Effectiveness Service Annual Safeguarding Report 2015 – 2016

To be used by Schools (Community, Voluntary Aided, Academies, Free and Independent), Pupil Referral Units and Further Education Colleges to monitor their compliance with Sections 157 & 175 of the Education Act 2002.

This audit serves three purposes:

1. It acts as a report to the Governing Body on safeguarding practice that enables the Governing body to monitor compliance with the requirements of safeguarding children in education.
2. It enables the Education Standards and Effectiveness Service of the Local Authority (LA) to prioritise, monitor, support and evaluate safeguarding practice in schools.
3. The results are reported to the Doncaster Safeguarding Children's Board. This demonstrates compliance of all educational establishments in Doncaster to safeguard children and young people.

| | | |
|---|--|---|
| 1 | Name of School | Woodfield Primary School |
| 2 | School DfE number | 3712170 |
| 3 | Date of submission | 18 th March 2016 |
| 4 | This report covers the period | 1 January 2015 – 31 December 2015 Or (include academic year/ period covered here) |
| 5 | Name of person(s) completing the report and | Mrs H. Harrison & Miss N Fallon |
| 6 | Role in School | Head Teacher & Deputy Head Teacher |
| 7 | Date approved / ratified at Governing Body Meeting | 9 th March 2016 |

To be approved by the Governing Body on or before 15 March 2016 and returned to susan.french@doncaster.gov.uk

Signed:

SECTION 175, SECTION 157
Section 1

School

| | | | |
|------|---|---|--------------------|
| 1.1 | Name of Designated Safeguarding Person (DSP) | Miss N Fallon | |
| 1.2 | Email address | Nicky.Fallon@woodfield.doncaster.sch.uk | |
| 1.3 | Position in school | Deputy Head | |
| 1.4 | DSCB Level 3 training attended | Yes (✓) | |
| | | No () | Is it booked? date |
| 1.5 | Date to be renewed/refreshed (recommended every 2 years) DSP has attended three out of four LA/DSCB network meetings in the last year | Date: Ongoing | |
| | | Yes(✓) | |
| | | No () | |
| 1.6 | List other safeguarding Training/Network Meetings Attended to ensure DSP is up to date with training | Record held by LA | |
| 1.7 | Name of Deputy Designated Safeguarding Person (s) (DDSP) | Mrs H Harrison | |
| 1.8 | Email address(s) | Head@woodfield.doncaster.sch.uk | |
| 1.9 | Position(s) in school | Head Teacher | |
| 1.10 | DSCB Level 3 training attended | Yes (✓) | |
| | | No () | Is it booked? date |
| 1.11 | Date to be renewed/refreshed (recommended every 2 years) DDSP has attended three out of four LA/DSCB network meetings in the last year | Date: Ongoing | |
| | | Yes (✓) | |
| | | No () | |
| 1.12 | Details of any outstanding safeguarding training identified (see also Section 3) | | |
| 1.13 | Whole school safeguarding training delivered to all staff in the last 3 years | Yes(✓) | Date 12.01.2016 |
| | | No () | |

| | | | |
|------|--|---|---|
| 1.14 | Do you deliver the DSCB whole school safeguarding training pack in house | Yes (<input checked="" type="checkbox"/>) | No (<input type="checkbox"/>) |
| | Do you have another provider deliver your safeguarding training? | Yes (<input type="checkbox"/>) | No (<input checked="" type="checkbox"/>) |
| | Date of last whole school training | Date | |
| 1.15 | Do all new staff access the DSCB free (level 1) e-Learning training on safeguarding | Yes (<input checked="" type="checkbox"/>) | No (<input type="checkbox"/>) |
| 1.16 | Is a member/members of the SLT trained in safer recruitment | Yes (<input checked="" type="checkbox"/>) | Name(s) Mrs H Harrison Mrs K Hope Mrs M Miller |
| | | No (<input type="checkbox"/>) | |
| 1.17 | Has the school received a DMBC corporate health and safety check/audit in the last 2 years | Yes (<input checked="" type="checkbox"/>) | Date: 15/2/16 |
| | If not list provider details and the date of the last audit | Date | Provider Details |

Section 2

Governing Body

| | | | |
|-----|--|--|---|
| 2.1 | Name of Designated Governor for Safeguarding (this is an optional role) | Only add details if different to 5 and 6 (Page 1) Mrs S Betts | |
| 2.2 | Email address | Kelsand5@hotmail.co.uk | |
| 2.3 | Name of Governor(s) who have completed safer recruitment training. | Mrs H Harrison Mrs K Hope (staff governor) | |
| 2.4 | The named Governor has attended Safeguarding Training | Yes (<input checked="" type="checkbox"/>) | Level/details of safeguarding training received |
| | | No (<input type="checkbox"/>) | |
| 2.5 | The Governing Body (GB) is completing the LA Governor self-evaluation audit tool (March 2012) Section 4 includes | Yes (<input checked="" type="checkbox"/>) | |
| | | No (<input type="checkbox"/>) | |

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| | safeguarding as part of the behaviour and safety criteria) Or the GB is completing a similar audit. | |
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Section 3

Additional Safeguarding Training Record

| | | Indicate by 0 or add numbers of staff in school trained in the following |
|-------|--|---|
| 3.1 | Domestic Violence – Risk Assessment MARAC http://www.doncasterdomesticabuse.co.uk/ | 4 |
| 3.2 | The Awareness of Domestic Violence http://www.doncasterdomesticabuse.co.uk/ | All teachers and some TA's and KA received awareness training from a Domestic Abuse worker 8.3.16 |
| 3.3 | Drug/Alcohol/Hidden Harm | 4 |
| 3.4 | Teenage Pregnancy (if applicable) | n/a |
| 3.5 | Equality Act and anti-bullying/Racist reporting | 4 |
| 3.6 | Children Looked After/Children In Care | 1 |
| 3.7 | SEN/D | 1 |
| 3.8 | Team Teach Trained Trainers (if applicable) | 0 |
| 3.9 | Restorative Approaches Trained Trainers (if applicable) | 0 |
| 3.10 | E-Safety | 2 |
| 3.10a | CEOP Trained staff | |
| 3.11 | First Aid | Full Paediatric: 1 Early Years Peadatric:1 Emergency First aid: 13 First aid at work:4 Epilepsy trained:8 |
| 3.12 | CAF Awareness (Engage Doncaster) | 1 |
| 3.13 | CAF/Threshold training (DSCB) | 1 |
| 3.14 | E-CAF trained practitioners (Engage Doncaster) | 1 |
| 3.15 | Health and Safety | 1 |
| 3.16 | Child sexual exploitation http://www.doncastersafeguardingchildren.co.uk/training_events/training_events.asp | 4 |
| 3.17 | DSCB Threshold Road show updates | 1 |
| 3.18 | Anti-Bullying Training | 1 |
| 3.19 | Signs of Safety Training | 0 |
| 3.20 | The awareness of Child Abuse and Neglect (DSCB) – level 1 online learning | 0 |
| 3.21 | Hidden Harm – The impact of Parent Substance Misuse (DSCB) | 0 |
| 3.22 | Information Sharing (DSCB) | 4 |
| 3.23 | Neglect Training (DSCB) | 1 |
| 3.24 | Signs of Safety: A Solution Focussed Approach | 0 |

| | | |
|------|--|-----------|
| 3.25 | Runaways (DSCB) | 0 |
| 3.26 | Recognising and responding to Children with sexually concerning behaviour (DSCB) | 0 |
| 3.27 | Safeguarding and promoting good outcomes for children living in families with Parent/Carer mental illness (DSCB) | 4 |
| 3.28 | Support for LGBTQ young people and families (Stonewall/Doncaster Pride) Andrew Roe | 1 |
| 3.29 | Equalities and Diversity Training (including any EMTAS support or learning walks) | 0 |
| 3.30 | Extremism/radicalisation – PREVENT Awareness | All staff |
| 3.31 | WRAP 3 Prevent Home Office Approved Trained Trainer | 0 |
| 3.32 | Private Fostering | 3 |
| 3.33 | Female Genital Mutilation (FGM) | All staff |
| 3.34 | Human Trafficking | 0 |

Section 4

Charter Marks and Surveys

| | | |
|-----|--|-----------------|
| 4.1 | Is your school undertaking the Doncaster Children and Young Peoples Anti-Bullying Charter Mark | Yes (✓) No () |
| 4.2 | Inclusion Charter Mark | Yes () No (✓) |
| 4.3 | Healthy Schools Programme | Yes () No (✓) |
| 4.4 | NPSCC/Child Line – Buddy Service presentation every 2 years (primary settings/schools only) | Yes (✓) No () |
| 4.5 | Did your school complete the Public Health/Education child health related survey? | Yes (✓) No () |
| 4.6 | List other charter marks where applicable | |

Section 5

Induction

| | | |
|-----|---|-----------------|
| 5.1 | Do all school staff have a copy of the school safeguarding policy/child protection policy, code of conduct, dealing with allegations and other related policies as part of induction | Yes (✓) No () |
| 5.2 | Do all school staff have awareness/knowledge on how to access the DSCB online procedures/meet designated officers and access safeguarding training (yellow folder top right hand side DSCB main page) | Yes (✓) No () |
| 5.3 | All staff holding/working with CIN CP cases are offered regular supervision | Yes () No (✓) |

Section 6:

Summary of School Policies and Procedures and other documents relating to Safeguarding

| | | |
|-----|--|--------------------|
| 6.1 | Does your school comply with the DfE list of all policies schools require by law see DfE website for current list. https://www.gov.uk/government/publications/statutory-policies-for-schools | Yes (✓) No () |
| 6.2 | The school has completed the safeguarding model policy checklist contained within Annex 1 (example attached) | Yes (✓) No () |
| 6.3 | Are all your statutory policies available on line | Yes (✓) No () |
| 6.4 | The school has an action plan linked to the safeguarding report/ audit identifying any areas for development? (see Section 8) | Yes (✓) No () |

| | | |
|-----|---|---------------------|
| 6.5 | Does your governing body approve all relevant/required policies? | Yes (✓) No () |
| 6.6 | Do you cascade serious case reviews and implement lessons learned into school safeguarding practice and update staff knowledge on a regular basis. Safeguarding is featured on regular staff meetings | Yes (✓) No () |
| 6.7 | Do your policies involve parents/community/young people (where applicable) | Yes (✓) No () |
| 6.8 | Does your single central record include all the DfE/Ofsted mandatory requirements (Keeping Children Safe in Education – July 2015) | Yes (✓) No () |
| 6.9 | Do you have a safer internet use / e-safety policy ? (This also includes on-line protection (CEOP eye)) | Yes(✓) No () |
| 7.0 | Do you include cyber bullying in your anti-bullying policy? | Yes(✓) No () |

Section 7:

Summary of Safeguarding Referrals and Interventions

Based on the MULTI-AGENCY LEVELS OF NEED

SEPTEMBER 2015. 2. Children’s Needs and Multi-agency Levels of Intervention

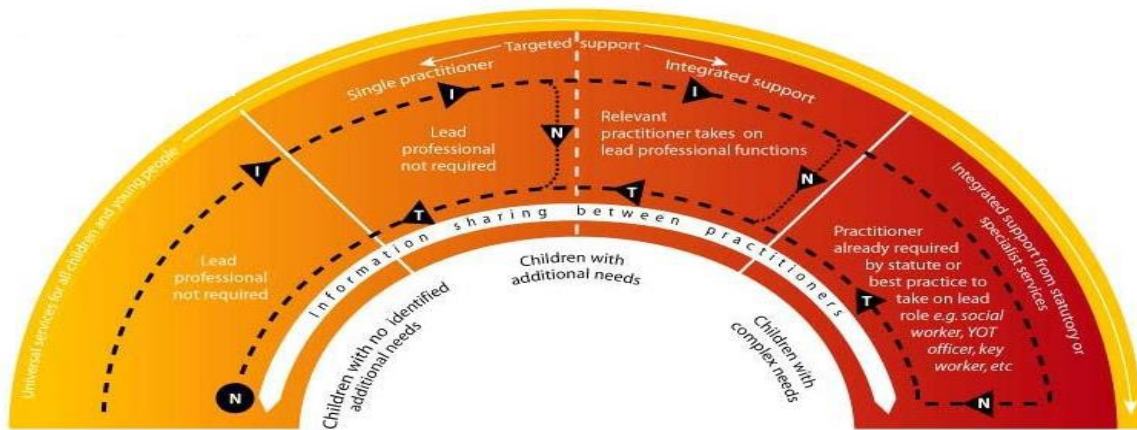
Doncaster has developed a pathway through services to ensure that children, young people and their families receive the appropriate help at the right time. In Doncaster the CAF has been replaced by the early help assessment (EHA). The levels of need have not changed and can be depicted as a continuum as follows:

Key:

I – Identification and Action

N – Needs met

T – Transition



Total Number of child protection referrals made during **1 January 2015 and 31 December 2015**

Or () school to add academic year/period covered

| | Number of pupils identified at risk (main category) on children protection plans for:- | Number of Case conferences attended |
|---------------|--|-------------------------------------|
| 7.1 Physical | 1 | 1 |
| 7.2 Sexual | 0 | 0 |
| 7.3 Emotional | 1 | 1 |
| 7.4 Neglect | 7 | 7 |

Enter 0 – if not applicable

| | | |
|-----|--|----|
| 7.5 | Number of pupils subject to a Child Protection Plan: | 10 |
| 7.6 | Number of pupils subject to a Child In Need Plan: | 17 |
| 7.7 | Number of Looked After Children | 5 |
| 7.8 | Number of bullying incidents recorded/reported | 4 |

| | | |
|------|--|----|
| 7.9 | Number of Racist Incidents Recorded and Reported | 2 |
| 7.10 | Number of allegations made against staff: | 1 |
| 7.11 | Number of allegations referred to LADO | 1 |
| 7.12 | Number of Common Assessment Framework (CAF/E-CAF) completed | 14 |
| 7.13 | Number of CAFS where the school is lead practitioner | 14 |
| 7.14 | Number of CAFS which have entered the Dispute Resolution Process | 0 |
| 7.15 | Number of Homophobic/transphobic language incidents recorded | 0 |
| 7.16 | Number of on-line bullying incidents reported | 0 |
| 7.17 | Number of CSE referrals | 0 |
| 7.18 | Number of FGM cases reported | 0 |
| 7.19 | Number of prevent referrals | 0 |
| 7.20 | Number of referrals to Project 3 | 0 |
| 7.21 | Signs of Safety (number of cases using the signs of safety approach) | 0 |

Section 8

Improving Safeguarding your views

8.1 What do you think about the service provided by the education standards and effectiveness service to support safeguarding in your school?

The training that is provided is more tailored to meeting agencies needs and there are more opportunities to develop an in-depth understanding of particular aspects of safeguarding.

8.2 What safeguarding training would you like to be delivered by or brokered by the lead advisory officer education safeguarding/Professional Learning Programme?

All agencies need to have a clearer understanding of attachment and the impact it has on children's development and social and emotional needs. This in turn can significantly affect the relationships between adults and children both in the home and school.

8.3 What do you think is needed to improve safeguarding in Doncaster

NB PLEASE DO NOT DISCUSS INDIVIDUAL CASES

More robust systems of communication between all services.

A clear expectation that schools will be kept up to date on developments with families by Children's services.

Consistent application of the safeguarding thresholds from Referral and Response.

All calls to be recorded by R&R when a safeguarding concern is rung through.

Referral and response to act on school referrals more effectively as we are the only agency that see children daily.

The same allocated social worker to work the case from beginning to end.

Section 9

S175, 157, S11 and combined Governing Body Self Evaluation Toolkit Audit and Action Plan

This annual safeguarding audit provides evidence on how educational establishments are meeting statutory S175 and S157 requirements to safeguard children and young people. In addition to this audit you are required to review your Section 11 audit (2013-2014) on a regular basis.

The DSCB may require evidence from your previous Section 11 return but will not conduct any school based audits. The LA has a duty to report findings to the DSCB annually. You are advised to update your safeguarding action plan (example template provided below) to demonstrate your compliance towards S11, S175 and 157. You may refer to any school based self-assessments already undertaken to review safeguarding practice.

Example Action Planning Template (to adapt or adopt)

Main priorities identified from this audit or from the Governing Body Self Evaluation Toolkit S11, S175, S157 and Governing Body (Section 4) self-evaluation

| Section 175,157 and Section 11 AUDIT areas to develop | LINK TO THE SCHOOL DEVELOPMENT PLAN | RESOURCES/ TRAINING CHANGE IDENTIFIED | ACTION (BY WHOM) | REVIEW DATE | EVALUATION/ OUTCOMES IMPACT OF CHANGE |
|---|-------------------------------------|---|----------------------|-------------|---|
| To work towards the Anti-bullying Charter Mark. | No | Termly Inclusion Team Meetings | Inclusion Team | Summer 2016 | Anti-bullying becomes part of the PSHCE that is delivered to all children throughout the academic year. |
| Establishment of the use of CPOMS | Yes | Inclusion Team Meetings to develop the use of CPOMS | SLT & Inclusion Team | Summer 2016 | More efficient recording of safeguarding incidents |
| Embed the use of the new JIGSAW PSHCE programme throughout the school | Yes | Teacher PDM's | PSHCE Coordinator | Autumn 2016 | Effective delivery of PSHCE Curriculum |
| Timetabled supervision for staff with pastoral and caseload responsibilities. | No | Deputy Head & Inclusion Team time | Deputy Head | Summer 2016 | Positive impact on the Emotional wellbeing of staff. |
| Level 3 staff to | No | Inclusion Team | Level 3's | Autumn 2016 | Increased as |

| | | | | | |
|---|----|---|----------------------------|------------|--|
| attend the Signs of Safety Training | | | | | awareness of signs of safety strategies and procedures |
| School to take part in the Emotional Health and Wellbeing Transformation Plan | No | Deputy Head Inclusion Team Meeting Time Attendance at training and development sessions | Deputy Head Inclusion Team | March 2017 | Improved understanding of Emotional health and wellbeing and how this can be impacted within school. |
| To explore the Inclusion Charter Mark | No | Deputy Head Time | Deputy Head | March 2017 | Recognition of Inclusive practises within school. |

Signed Date Designated Safeguarding Teacher

Signed Date Deputy Safeguarding Teacher

Signed Date Chair of Governors

n

Woodfield Primary School

School policies relevant to safeguarding children- cross referenced / linked to the school's Safeguarding Children and Young People Policy

| LEGALLY REQUIRED (DfE statutory/recommended policies and procedures) | Notes - (suggested details) | In place? | Name of Policy (if different) | Person(s) responsible | Review Date |
|---|---|--------------------|--|------------------------------|------------------------------------|
| Action Plan following OfSTED Inspection | Address any issues relating to safeguarding | Yes | SIP | Head Teacher | On going |
| Register of pupils attendance Attendance Policy Register of pupils admission to schools | Include targets and links with safeguarding CME CiC | Yes Ye/s Yes | Attendance Policy | Attendance Officer | Annually |
| Data Protection Freedom on Information | Security of information. Named data controller. Record keeping. Sharing of information. | Yes Yes | | Head Teacher | Annually Currently Under Review |
| Central Record of Recruitment and Vetting Checks | Ensure all CRB references removed from current policies – now the DBS service. See DfES 2006 safer recruitment and safeguarding children in education and Ofsted safeguarding website for DBS checking requirements | Yes | Single Central Register | Business Manager | Ongoing |
| Child Protection Policy and Procedures | Detailed procedures familiar to all staff, Governors and volunteers, all of whom have a copy | Yes | Safeguarding Children and Young Peoples Policy | Deputy Head | April 2017 |
| PREVENT | Include engage Doncaster Included in safeguarding policy Link to Fundamental British Values Prevent self-assessment | Yes Yes Yes | | Head Teacher | April 2017 |

| | | | | | |
|--|--|-----|--------------------------------|------------------|--------------|
| FGM | <p>Include engage Doncaster Risk assessment</p> <p>Free on line training</p> <p>Include in safeguarding policy</p> <p>South Yorkshire Child Protection Procedures</p> | Yes | | | |
| | | Yes | | Deputy Head | April 2017 |
| Complaints Procedure Statement | Head teacher, Deputy Head teacher and Chair and Vice-Chair of Governors to be thoroughly versed | Yes | Compliments and Complaints | Head Teacher | January 2018 |
| Equality Information and objectives (public sector equality duty) statement of publication | <p>Includes all protected characteristics</p> <p>Includes reporting and recording incidents (homophobic, race, SEN, disability etc.)</p> | Yes | Equality Statement | Head Teacher | January 2018 |
| School Behaviour Policy Behaviour Principles written statement | <p>Include measures taken for safeguarding children; cross-reference to physical restraints policy/positive handling</p> <p>Staff code of conduct</p> <p>Rewards/Sanctions</p> <p>Could link Anti-Bullying Policy here* however recommended to have separate policy by ABA lead.</p> | Yes | Behaviour and Inclusion Policy | Deputy Head | May 2016 |
| Health and Safety First Aid | <p>Include measures taken for safeguarding children</p> <p>First Aid. Administration of medicines. RIDDOR and reporting incidents. Access to ECPs or 999 for injuries. First aid risk assessment indicates when to contact parents.</p> <p>Risk Assessments Include measures taken for safeguarding children; evidence of a clear procedure and record keeping systems</p> | Yes | | Head Teacher | July 2017 |
| Home-School Agreements | Include measures taken for safeguarding children | Yes | | Head Teacher | Annually |
| Minutes of and papers considered at meetings of the Governing Body and its Committees | Includes reviewing and monitoring of safeguarding procedures | Yes | | Business Manager | Ongoing |

| | | | | | |
|---|---|-----|-----------------------------------|------------------|--|
| Premises management documents | Visitor protocols Uncollected children protocol Volunteers and contractors in school | Yes | | Head Teacher | November 2017 |
| Prospectus | Include information on school's duties and procedures regarding safeguarding children, include name of Designated Officer(s) | Yes | | Business Manager | September 2016 |
| School Information published on website | Latest safeguarding policy is up to date (no more than 1 year old) | Yes | | Designated Lead | April 2017 |
| Sex Education | Include how curriculum contributes to safeguarding children. In addition a school flow charts for staff to prevent, recognise and respond to: Sexual Exploitation Domestic Violence Lesbian Gay/Bi-sexual – challenging homophobic language Drug/Alcohol/Substance misuse Risky Behaviours Teenage Pregnancy Obesity Mental health Self-harm/eating disorders etc. Link to healthy schools/PSHE curriculum Primary school safeguarding training for young people via the NSPCC | Yes | Sexual and Relationship Education | Head Teacher | Currently Under Review (Working Party established) |
| Special Educational Needs | Include reference to safeguarding children, particularly regarding identifying safeguarding needs of individuals | Yes | | Deputy Head | Jan 2017 |
| Statement of procedures for dealing with allegations of abuse against staff Managing Allegations of abuse against staff Staff Discipline, Conduct and Grievance Procedures) | Include details of procedures that must be followed if allegations of abuse are made and information for staff involved. | Yes | | Head Teacher | Nov 2016 |

| | | | | | |
|-----------------------------|--|--|--|------|---|
| Code of Conduct | In line with the recommended LA Code of Conduct | Yes | | DMBC | Annually |
| Managing Medical Conditions | DFE templates https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions | Yes | | DMBC | Annually |
| | Health care plan in place First Aid Out of school activities | Yes for individual pupil Yes Yes | | | Updated as required Currently Under Review |

| DONCASTER RECOMMENDED CROSS REFERENCING OF SAFEGUARDING POLICY TO THE FOLLOWING: | Notes - (suggested details) | In Place? | Name of Policy (if different) | Person(s) responsible | Review Date |
|--|--|------------------|---|------------------------------|--------------------|
| Anti- Bullying Policy | Agreed school definition in line with DSCB/LA definition Doncaster anti-bullying charter mark Peer mentoring policy Policy makes reference to homophobic bullying Reporting and recording procedures in place Common staff approach in tackling homophobic language and any incidents of bullying | Yes | | Deputy Head | (See previous) |
| Safe working practices for the protection of children and staff in education settings - boundaries to professional behaviour LA Code of conduct | *include in department handbooks guidance about which behaviours constitute safe practice and which behaviours should be avoided. | Yes | Code of Conduce | Head Teacher | Annually |
| Internet access and use e-safety | Include clear rules regarding what is permissible for staff and pupils and pupil supervision requirements | Yes | | Mrs Watson | January 2019 |
| Out of school visits | Include explicit references to safeguarding children | Yes | Educational Visits | Deputy Head | Under Review |
| Use of photography and video recording | Include protocols for displaying photographs, publication in prospectuses, newspapers and guidelines for parents at school events. Parental consent to use of photographs could be obtained (See DSCB policies and procedures) | Yes | Safe use of Images | Mrs Watson | July 2016 |
| Recruitment Procedures | Have rigorous procedure, as detailed in DfE Safer Recruitment and Safeguarding Children in Education. On-going observations/staff supervision. Holiday clubs. Extended school activities also considered. CPD training record. | No | Follow Safer Recruitment DfE Guidelines | Head Teacher | Ongoing |
| Staff and departmental handbooks | Induction guide – specific for safeguarding children available (safeguarding policy front | Yes | | Deputy Head | Annually |

| | | | | | |
|--|---|-----|---------------|--------------|-----------|
| | sheet). Example lanyard/poster in reception. Include measures school takes for safeguarding children | | | | |
| Positive Handling | Clear procedures based on team-teach principles or similar should be referenced for more extreme behaviours. Clear recording systems should be in place | Yes | | Head Teacher | July 2016 |
| Whistleblowing | Clear information for staff on steps to take if they have concerns about persons working in school. Ofsted whistleblowing procedures | Yes | | Head Teacher | Annually |
| Managing challenging behaviour Handling violence and aggression | Include health and safety DfE guidance for schools on banning parents from school premises if needed LA model policy Legal advice | Yes | DMBC | Head Teacher | Annually |
| Absconding policy | Model LA policy Include runaways/children going missing from educational establishments | Yes | Missing Child | Head Teacher | July 2016 |

Please note this table only contains a checklist for safeguarding against National and local (DfE and DSCB) guidance.

When reviewing all your school policies schools need to refer to the latest DfE guidance on policies schools require by Law – see DfE website for full list of requirements and details:

Governing bodies and proprietors of independent schools are required to hold each of these policies and other documents, as outlined, however:

- the drafting of school policies can be delegated to any member of school staff;
- there is no requirement for all policies to be reviewed annually; and
- not all policies need to be signed off by the full governing body.

The full DfE document also covers how often each policy must be reviewed and shows the level of approval required, where this is prescribed in regulations. There are instances where statutory guidance states that policies and procedures should be in place. Although this is not the same as a legal requirement, the full DfE document makes clear the policies referenced in statutory guidance.

Created : Updated December 2015
Author: Sarah Stokoe – LA/DMBC
Review Date: December 2016