



## **ODST Safeguarding Standard**

### **2025-2026**

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.

In line with Keeping Children Safe in Education 2025 ([www.gov.uk](http://www.gov.uk))

September 2025 update - Text in *italics* show changes since the last issue

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Key area	Expectation	Resources
Training	<p><b>All ODST staff:</b></p> <ul style="list-style-type: none"> <li>• <b>Must</b> attend annual safeguarding training (Level 2)</li> <li>• <b>Must</b> be aware of the current KCSiE updates and complete the KCSiE Quiz</li> <li>• <b>Should</b> complete Prevent training annually</li> <li>• <b>Should</b> complete cyber security training annually</li> </ul> <p><b>Additional school staff (e.g. agencies and volunteers):</b></p> <ul style="list-style-type: none"> <li>• <b>Must</b> provide evidence that they have received appropriate and in date safeguarding training. <ul style="list-style-type: none"> <li>○ Those in regular activity (more than 3 times a month) <b>should</b> access Level 2 training.</li> <li>○ Those in less regularly <b>should</b> access <i>at least</i> level 1 training through school induction or other provider (such as SmartLog)</li> </ul> </li> </ul> <p><b>Role specific:</b></p> <ul style="list-style-type: none"> <li>• DSL/DSLs <b>must</b> hold in date Level 3 training.</li> <li>• Safer recruitment training <b>must</b> be attended by the Head Teacher, School Business/Office Manager and by at least one member of LGB - At least one member of the selection panel</li> <li>• DSLs <b>should</b> attend Local Authority run safeguarding updates and engage with the ODST Safeguarding Newsletter</li> </ul>	<p><b>Keeping Children Safe in Education 2025:</b></p> <ul style="list-style-type: none"> <li>• Gov: <a href="http://www.gov.uk">Keeping children safe in education - GOV.UK (www.gov.uk)</a></li> <li>• ODST KCSiE update video: <a href="https://vimeo.com/1116185860/1d13543c72">https://vimeo.com/1116185860/1d13543c72</a></li> <li>• KCSiE Quiz (from The Key): <a href="#">KCSiE knowledge check no answers final July 2025 and KCSiE knowledge check with answers July 2025</a></li> </ul> <p><b>Safeguarding training for all staff:</b></p> <ul style="list-style-type: none"> <li>• <b>Reading:</b> <a href="#">Training &amp; Events   Reading Education Services 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> <li>• <b>The Key:</b> <a href="#">Safeguarding and child protection INSET pack 2025/26   The Key Safeguarding</a></li> </ul> <p><b>Prevent Duty:</b></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).</li> <li>• Prevent refresher course: <a href="#">refresher-awareness-course</a></li> </ul> <p><b>Cyber security training:</b> <a href="http://NCSC.GOV.UK">NCSC.GOV.UK</a></p> <p><b>Safer recruitment training:</b></p> <ul style="list-style-type: none"> <li>• NGA: <a href="#">Safer Recruitment   National Governance Association</a></li> <li>• The Key: <a href="#">Safer recruitment in education   The Key Safeguarding</a></li> <li>• OCC: <a href="https://educationservices.oxfordshire.gov.uk/">https://educationservices.oxfordshire.gov.uk/</a></li> </ul>

<p><b>Prevent Duty</b></p>	<p><b>All schools:</b></p> <ul style="list-style-type: none"> <li>• <b>Must</b> complete and review the Prevent Risk Assessment, and share with their LGB – <i>update 2025</i></li> <li>• <b>Must</b> ensure whole school awareness of the key principles and response to the Duty</li> <li>• <b>Should</b> ensure that the DSL has completed the Prevent referrals course (level 2)</li> <li>• <b>Should</b> keep a clear record of all Prevent training as part of the training log</li> <li>• <b>Should</b> consider their response to Martyn’s Law (formally the Terrorism (Protection of Premises) Act 2025) by: <ul style="list-style-type: none"> <li>○ Identifying a suitable responsible person (as per the critical incident emergency management plan (CIEMP))</li> <li>○ Reviewing and testing emergency procedures (within the CIEMP – see section on site-security)</li> <li>○ Accessing the free ACT for Education e-learning module</li> <li>○ Auditing visitor access and site security (through ESAT/ODST safeguarding audits and Health and Safety Audits)</li> </ul> </li> </ul>	<p>Note: Also see training in the above section</p> <p>Prevent Duty Guidance for schools:</p> <ul style="list-style-type: none"> <li>• <a href="#">Prevent duty guidance: England and Wales (2023)</a></li> <li>• <a href="#">The Prevent duty: safeguarding learners vulnerable to radicalisation</a></li> <li>• <a href="#">How to complete a risk assessment to assess the risk of people becoming terrorists or supporting terrorism - GOV.UK</a></li> </ul> <p>ODST model Prevent Duty risk assessment:  <a href="#">ODST Prevent risk assessment for schools 2025</a> updated for September 2025</p> <p>Prevent course: <a href="#">Prevent duty training</a> - Level 2, for DSLs (Referrals Course).</p> <p><i>Martyn's Law and Protective Security: We are awaiting further DFE guidance on developing this area of compliance re schools. All UK schools are classed as ‘standard tier’ premises and have two years to prepare before enforcement begins in 2027.</i></p> <p>Schools will need to:</p> <ul style="list-style-type: none"> <li>• Appoint a ‘responsible person’ to oversee compliance,</li> <li>• Register their premises with the Security Industry Authority (Please await guidance)</li> <li>• Develop proportionate procedures such as lockdown and evacuation plans.</li> </ul> <p>Many of these steps already feature in the Department for Education’s Protective Security and Preparedness for Education Settings guidance.</p> <ul style="list-style-type: none"> <li>• A fact sheet about Martyn’s Law can be found here: <a href="https://homeofficemedia.blog.gov.uk/2025/04/03/martyns-law-factsheet">https://homeofficemedia.blog.gov.uk/2025/04/03/martyns-law-factsheet</a></li> <li>• Further guidance is also available at: <a href="https://safeblog.lqfl.net/martyns-law-how-can-schools-prepare">https://safeblog.lqfl.net/martyns-law-how-can-schools-prepare</a>  <a href="https://www.protectuk.police.uk/martyns-law">https://www.protectuk.police.uk/martyns-law</a></li> <li>• ACT for Education e-learning module <a href="https://www.protectuk.police.uk/group/99">https://www.protectuk.police.uk/group/99</a></li> <li>• Watch the Home Office’s short explainer animation to help you understand the scope and requirements of Martyn’s Law: <a href="https://www.protectuk.police.uk/news-views/watch-new-martyns-law-explainer-video">https://www.protectuk.police.uk/news-views/watch-new-martyns-law-explainer-video</a></li> </ul>
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<p><b>Policy</b></p>	<p><b>All schools:</b></p> <ul style="list-style-type: none"> <li>• <b>Must</b> implement the ODST standardised Safeguarding and Child Protection Policy, ratify by LGB and publish on the school website.</li> <li>• <b>Must</b> implement a Behaviour Policy that outlines the school's response to bullying and child-on-child abuse (including on-line).</li> <li>• <b>Must</b> review the ODST policy directory, implement the policy, ratify by LGB and make accessible for all staff</li> <li>• <b>Must</b> ensure that applicable policies are available to all on the school's website</li> <li>• <b>Must</b> keep an up-to-date record of who has read and understood <i>key safeguarding policy annually</i></li> <li>• <b>Should</b> ensure all staff, including regular volunteer/governors/trustees are updated regularly regarding changes to policy</li> </ul>	<p><b>ODST Child Protection Policy September 2025:</b></p> <ul style="list-style-type: none"> <li>• Reading, RBWM and OCC Policy are all available on Governor Hub: <a href="https://app.governorhub.com">https://app.governorhub.com</a></li> </ul> <p><b>Key safeguarding policy:</b></p> <ul style="list-style-type: none"> <li>• Suspension and permanent exclusion</li> <li>• Attendance</li> <li>• Whistleblowing Policy</li> <li>• Dealing with allegations against staff and volunteers</li> <li>• Staff Code of Conduct</li> <li>• Supporting Children with Medical Needs</li> <li>• Acceptable Use of ICT Policy</li> </ul> <p>ODST Policy directory: <a href="https://app.governorhub.com/document/">https://app.governorhub.com/document/</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 list: <a href="#">Statutory policies for schools and academy trusts</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>
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<p><b>Site security</b></p>	<ul style="list-style-type: none"> <li>• <b>Must</b> have a site risk assessment is 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>• <b>Must</b> have an up-to-date critical incident management plan – including procedures for lockdown and evacuation (practiced annually and shared)</li> </ul>	<p>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></p> <p><i>NOTE: Pending critical incident management plan – to be reviewed by ODST September 2025</i></p>
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<p><b>Single Central Record (SCR)</b></p>	<ul style="list-style-type: none"> <li>• <b>Must</b> upload the SCR onto Smart Log to ensure the systems are compliant</li> <li>• <b>Should</b> ensure that they are able to access the ODST Central Team SCR on Smart Log, for when required.</li> <li>• <b>Should</b> check the DFE Update Service at point of recruitment, to check if there is any relevant information (particularly if the member of staff is working across organisations or if there are any queries). <i>The original DBS should also be seen as part of this recruitment check.</i></li> <li>• <b>Should</b> evidence any change of address or name in the staff member's personnel file</li> <li>• <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>• <b>Must</b> remove leavers from the live SCR</li> <li>• <b>Must</b> request letters of assurances for third party staff, to show they have passed the relevant recruitment checks and completed training.</li> <li>• <b>Must</b> ensure there are no gaps in the SCR and that 'N/A' is used when needed to fill gaps.</li> <li>• <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><b>Single Central Record (SCR):</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Excel model SCR: <a href="#">SCR single central record template.xls</a></li> <li>• Monitoring of SCR form: <a href="#">Single central record monitoring checklist.doc</a></li> <li>• SCR monitoring key questions to ask/review: <a href="https://app.governorhub.com/s/odst">https://app.governorhub.com/s/odst</a></li> <li>• Checklist for who goes on the SCR: <a href="#">Keydoc checklist for new school staff governors and trustees.doc</a></li> <li>• Link to DFE SCR free webinar/training: <a href="#">Live Event   Webinar 2</a></li> </ul> <p><b>DBS:</b></p> <ul style="list-style-type: none"> <li>• Link to DBS system: <a href="#">Disclosure and Barring Service</a></li> <li>• DBS update service: <a href="#">DBS Update Service - GOV.UK</a></li> <li>• Summary of DBS requirements: <a href="#">DBS checks: summary of requirements   The Key</a></li> </ul> <p><b>Letters of assurance:</b></p> <ul style="list-style-type: none"> <li>• <b>All LAs:</b> Template / example: <a href="#">Letter of Assurance Template for agencies.docx</a></li> <li>• <b>OCC staff:</b> <a href="#">Letter of Assurance for OCC Staff 2024-25 Academic Year.pdf</a></li> <li>• <b>Oxford Health staff:</b> <a href="#">Oxford Health Certificate of Assurance.pdf</a></li> </ul> <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>
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<p><b>Recruitment</b></p>	<ul style="list-style-type: none"> <li>• <b>Must</b> adhere to the safer recruitment policy <i>for all staff and volunteers</i>.</li> <li>• <b>Must</b> include a statement regarding the school's commitment to safeguarding in every advert.</li> <li>• <b>Should</b> use the ODST Volunteers Policy and procedures for the safer recruitment of volunteers</li> <li>• <b>Must</b> carry out an online search (including social media) as part of their due diligence on the shortlisted candidates</li> <li>• <b>Must</b> include at least one question on safeguarding as part of the interview process.</li> <li>• <b>Must</b> retain notes from interviews and hold in the personnel file for any successful candidate</li> <li>• <b>Should</b> use the template reference request (within My New Term) when requesting references.</li> <li>• <b>Must</b> interrogate any gaps within employment history or anomalies within before an offer of employment is confirmed</li> <li>• <b>Must</b> ensure that any employee has a Right To Work (RTW) in the UK and this is documented.</li> <li>• <b>Must</b> carry out appropriate overseas checks on candidates who have not resided in the UK continuously for the last 5 years</li> <li>• <b>Must</b> carry out a childcare disqualification check on those providing EYFS childcare or working in an out of hours capacity with children under the age of eight</li> <li>• <b>Must</b> ensure compliance with GDPR requirements</li> </ul>	<p><b>Policy:</b></p> <ul style="list-style-type: none"> <li>• Safer Recruitment policy: <a href="https://app.governorhub.com">https://app.governorhub.com</a> <ul style="list-style-type: none"> <li>○ Includes: Templates and proformas</li> </ul> </li> <li>• ODST volunteers' Policy: <a href="https://app.governorhub.com">https://app.governorhub.com</a></li> </ul> <p><b>Safer recruitment training:</b></p> <ul style="list-style-type: none"> <li>• Link to NSPCC Safer Recruitment training: <a href="#">Safer recruitment training for schools   NSPCC Learning</a></li> <li>• Link OCC safer recruitment training information: <a href="#">ESAT training   Oxfordshire Schools</a></li> <li>• Training is also available on The Key</li> </ul> <p><b>Additional checks:</b></p> <ul style="list-style-type: none"> <li>• Childcare disqualification check: <a href="#">ChildcareDisqualification-Schools-StaffDeclarationForm.docx</a></li> <li>• Online checks form for searches of candidates: <a href="#">Online Check record form.docx</a></li> </ul> <p>Link to personnel file checklist and front page: <a href="#">Personnel File Checklist and front page.docx</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>
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<b>Safeguarding induction</b>	<ul style="list-style-type: none"> <li>• <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>• <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 'induction checklist'.</li> <li>• <b>Should</b> carry out staggered procedures for follow up from induction</li> <li>• <b>Must ensure individual is aware of ODST's duties under sexual harassment</b></li> </ul>	Link to induction checklist: <a href="#">Induction checklist 2026.docx</a>
<b>Personnel Files</b>	<ul style="list-style-type: none"> <li>• <b>Should</b> use the personnel files check list / front page to ensure compliance.</li> <li>• <b>Must</b> ensure that there is a risk assessment recorded on the checklist for where there are highlighted historic gaps in employment</li> <li>• <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>• <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> <li>• <b>Must</b> keep copies of evidence of change of address or name</li> </ul>	Personnel file checklist/front page: <a href="#">Personnel File Checklist and front page.docx</a>

<p><b>CPOMS</b></p>	<ul style="list-style-type: none"> <li>• <b>Must</b> ensure that all concerns have a clear chronology of actions, outcomes and show rationale behind decision making</li> <li>• <b>Should</b> have robust procedures in place to monitor and review concerns and their follow up</li> <li>• <b>Must</b> ensure that staff have appropriate levels of access to systems in line with their roles and responsibilities</li> <li>• <b>Must provide training for all staff on the effective use of CPOMS</b></li> <li>• <b>Must ensure responses and recording of incidents are timely</b></li> <li>• <b>Should review systems for assigning staff to actions and using the 'close/no further action' tabs.</b></li> </ul>	<p>CPOMS staff user guide example: <a href="#">Primary School CPOMS user guide example.docx</a></p> <p>CPOMS website: <a href="#">CPOMS Safeguarding and Wellbeing Solution for Schools</a></p> <p>System user guide: <a href="#">CPOMS-Non-Key-User-Guidance.pdf</a></p>
<p><b>Occasional visitor procedures</b></p>	<ul style="list-style-type: none"> <li>• <b>Must</b> embed clear and consistent visitors' procedures: <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>• <b>Must wear a visible lanyard at all times</b></li> <li>• <b>Must</b> ensure visitors without DBS are always accompanied and not left alone with pupils</li> <li>• <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 Example for schools.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="#">Privacy Notices</a></p>

<p><b>Hire of premises procedures</b></p>	<ul style="list-style-type: none"> <li>• <b>Should</b> use ODST contract model / Lettings Policy</li> <li>• <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>• <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>• <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>• <b>Must</b> ensure that there are locking-up and lone-working procedures in place appropriate for your setting</li> <li>• <b>Could</b> ensure those agencies hiring premises have: <ul style="list-style-type: none"> <li>○ Clear fire / evacuation procedures</li> <li>○ A tour of the schools</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">https://app.governorhub.com</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>DFE advice for during Keeping Children Safe in Community Activities, After-School Clubs and Tuition:  <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>
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<p><b>Contractors</b></p>	<p><b>When schools are organising works:</b></p> <ul style="list-style-type: none"> <li>• <b>Must</b> consider safer recruitment for all contractors which must be outlined in a contract with safeguarding statement or a letter of assurance</li> <li>• <b>Should</b> add the main contractors to the SCR for larger works</li> <li>• <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>• <b>Must</b> hold copies of insurance documents</li> </ul> <p><b>For one off visits where the contractor is a visitor to the school:</b></p> <ul style="list-style-type: none"> <li>• <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><b>When ODST are organising the works centrally:</b></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><b>SCR details required:</b></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>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.</p> <p>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.</p> <p>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></p> <p>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.</p>
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<p><b>DSL competency</b></p>	<ul style="list-style-type: none"> <li>• <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>• <b>Must</b> compile a DSL safeguarding evidence folder including the contents in the 'DSL Safeguarding Evidence Folder Index' (digital or electronic)</li> <li>• <b>Should</b> carry out regular reviews to ensure there are no gaps in training, induction, compliance and standards. Actions should be record.</li> <li>• <b>Could</b> have a pupil listing sheet showing category of need (Concern, TAF, CIN, CP)</li> <li>• <b>Should</b> regular vulnerable pupil review meetings to <i>ensure there is coherent and accurate record of actions, outcomes and rationale on CPOMS</i></li> <li>• <b>Should</b> timetable DSL cover for the holidays and share this with the LA Safeguarding Team and MASH</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="#">Induction checklist 2026.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="#">ARC listing sheet excel format.xlsx</a></p> <p>Section 15: <a href="https://app.governorhub.com/s/odst">https://app.governorhub.com/s/odst</a></p>
<p><b>Safer eating</b></p>	<ul style="list-style-type: none"> <li>• <b>Must</b> use and follow the ODSST Safer Eating Policy</li> <li>• <b>Must</b> ensure all EYFS staff supervising pupils while eating have the appropriate training (valid paediatric first aid certificate), including when students are included in the staff ratios</li> <li>• <b>Should</b> ensure all staff supervising pupils while eating have the appropriate training (valid paediatric first aid certificate) and are able to see and hear the children</li> <li>• <b>Must</b> allocate an appropriate space for eating and consider distractions</li> <li>• <b>Must</b> embed information sharing protocols regarding any special dietary requirements, preferences, food allergies and intolerances that the child has, and any special health requirements (before starting at the school and when there are changes)</li> </ul>	<p>Safer eating policy – <a href="https://app.governorhub.com">https://app.governorhub.com</a></p> <p>DFE summary of changes to EYFS safeguarding reforms: <a href="#">Summary-of-EYFS-changes-for-publication-PDF.pdf</a></p> <p><a href="#">EYFS safeguarding and welfare checklist   The Key Leaders</a></p>

<b>Children absent or missing from Education</b>	<ul style="list-style-type: none"> <li>• <b>Must</b> refer to the appropriate LA policy guidance</li> <li>• <b>Must</b> ensure there is professional discussion and information sharing with the DSL and Local Authority</li> </ul>	<p>DFE guidance: <a href="https://www.gov.uk/government/consultations/children-missing-education">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="#">AfC Info website - Children missing education</a></p> <p><b>OCC</b> Policy: <a href="#">Children Missing Education   Schools</a></p>
<b>Website compliance</b>	<ul style="list-style-type: none"> <li>• <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 and further education colleges must or should publish online</a></p>
<b>Alternative educational provision (AEP)</b>	<ul style="list-style-type: none"> <li>• <b>Must</b> review the ODST AEP Planning tool when considering AEP</li> <li>• <b>Must</b> use the ODST AEP Planning tool as a scaffold to compile evidence of the safeguarding arrangements, quality assurance and risk assessment</li> <li>• <b>Must</b> follow DfE and Local Authority guidance for alternative provision</li> <li>• <b>Should</b> use Local Authority approved providers</li> <li>• <b>Must</b> carry out a site visit for all offsite provision before agreeing to continue with provision</li> <li>• <b>Must</b> ensure that the selection of AEP is appropriate to the child's individual needs and is in consultation with parents.</li> </ul>	<p>ODST AEP Planning tool: <a href="#">Alternative Educational Provision planning tool BLANK Feb 25.docx</a></p> <p>DfE:</p> <ul style="list-style-type: none"> <li>• Alternative provision - GOV.UK (<a href="https://www.gov.uk">www.gov.uk</a>)</li> <li>• <a href="#">Education for children with health needs who cannot attend school - GOV.UK</a></li> </ul> <p><b>Reading:</b> <a href="#">Approved Alternative Providers</a></p> <p><b>OCC:</b> <a href="#">AP-commissioning-guidance</a></p> <p><b>RBWM:</b> <a href="#">BFfC-Alternative-Provision-Strategic-Framework-V1.0-2024-2027.pdf</a></p> <p><a href="#">AfC Info website - Alternative Provision Policy</a></p> <p><a href="#">AfC Info website - Education Inclusion Support Service (EISS)</a></p>

<p><b>Positive handling</b></p>	<ul style="list-style-type: none"> <li>• <b>Must</b> have at least three people on site who are team teach trained</li> <li>• <b>Should</b> consider a whole school approach to team teach</li> <li>• <b>Must</b> hold positive handling plans and risk assessments for pupils at high risk</li> <li>• <b>Must</b> record all uses of positive handling on CPOMS</li> <li>• <b>Must</b> complete a staff and pupil de-briefing and restorative sessions following incidents</li> <li>• <b>Must</b> have a functioning behaviour policy - in line with ODST guidance policy.</li> <li>• <b>Should not</b> include a 'no touch' clause within the behaviour policy.</li> <li>• <b>Should</b> notify the ODST Team Teach trainings when staff have completed training through other providers, to retain a Trust overview</li> </ul>	<p>ODST promotes the use of Team Teach as a positive handling approach.</p> <p>Hannah Forder-Ball and Victoria Nelson are the ODST Team Teach Trainers. Training can be booked through Kate Walsh or for schools requesting direct training/ advice for their school can do so by emailing <a href="mailto:teamteach@stfrideswides.co.uk">teamteach@stfrideswides.co.uk</a></p> <p>Training is free but there is a mandatory cost to access the team teach connect hub. Schools can use this to access training materials, handling plan templates and advice and guidance for staff and parents.</p>
<p><b>Attendance</b></p>	<ul style="list-style-type: none"> <li>• <b>Must</b> make sure that they are using the up to date Attendance policy and Dfe guidance to inform practice.</li> <li>• <b>Should</b> engage in the 5 foundations approach to attendance</li> <li>• <b>Should</b> complete the 5 foundations training by the end of July 2026. Please contact Kate Walsh</li> <li>• <b>Must</b> use the '1' code for pupils not accessing school due to mental health</li> <li>• <b>Must</b> review procedures for alternative educational provision following 15 days (consecutive or cumulative) of absence</li> </ul>	<p>DfE: <a href="#">Working together to improve school attendance (applies from 19 August 2024)</a></p> <p>ODST advocate the use of 5 foundations and training for this can be booked via Kate Walsh. Support for those using Five Foundations can be accessed via Hannah Forder- Ball or your SIA.</p> <p>Hannah Forder- Ball: <a href="mailto:head@stfrideswides.co.uk">head@stfrideswides.co.uk</a>  Kate Walsh: <a href="mailto:kate.walsh@oxford.anglican.org">kate.walsh@oxford.anglican.org</a></p> <p>Advice on the use of Insight to support Attendance tracking can be accessed via Katie Screatton or your SIA.</p> <p>Katie Screatton: <a href="mailto:katie.screatton@odst.oxford.anglican.org">katie.screatton@odst.oxford.anglican.org</a></p>

<p><b>Reintegration / reduced timetables</b></p>	<ul style="list-style-type: none"> <li>• <b>Must</b> follow reduced timetable guidance and protocols in accordance with their LA</li> <li>• <b>Must</b> use code C2 for Reintegration timetables unless another code is applicable for example the I code for Illness</li> <li>• <b>Must</b> report the number of pupils on a reduced timetable in the safeguarding return form to the ODST</li> <li>• <b>Must</b> provide a pastoral support programme or other agreement to support the reintegration. It must include a time limit by which point the pupil is expected to attend full-time. It must also include objectives, a review process and consent from the parents/carers.</li> <li>• <b>Should</b> review reintegration timetables in consultation with the school's DSL and other relevant professionals/agencies (LA, LAC/CWCF etc)</li> </ul>	<p><b>DFE guidance:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Working together to improve school attendance</a></li> <li>• <a href="#">Mental health issues affecting a pupil's attendance</a></li> <li>• <a href="#">Mental health and behaviour in schools - GOV.UK</a></li> </ul> <p>Reintegration timetable protocol/checklist: <a href="#">Reintegration Timetable Checklist.docx</a></p> <p><b>Reading/Brighter Futures for Children guidance:</b> See page 8/9 for guidance and appendix 6 for spreadsheet to share with LA <a href="#">Children-Missing-Education-Policy-MAR2024-FINAL.pdf</a></p> <p><b>RBWM</b> policy and proforma: <a href="#">Updated Reduced Timetable guidance</a></p> <p><b>OCC</b> guidance and proforma: <a href="#">Reintegration timetables   Oxfordshire Schools Reintegration checklist</a> Appendix 1</p>
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<p><b>Suspension and Exclusion</b></p>	<ul style="list-style-type: none"> <li>• <b>Must</b> follow ODST Suspension &amp; Exclusion Policy</li> <li>• <b>Must</b> use the ODST PEX Protocol when a case begins to accelerate and/or a series of suspensions are issued</li> <li>• <b>Must</b> consult with ODST before implementing a 'long term suspension' or 'off site direction'</li> <li>• <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>• <b>Must</b> share number of suspensions and PEX on the safeguarding return form <i>and report this to your LGB</i></li> </ul>	<p><b>ODST guidance:</b></p> <ul style="list-style-type: none"> <li>• ODST Suspension and Exclusion Policy: <a href="https://app.governorhub.com">https://app.governorhub.com</a></li> <li>• ODST PEX Protocol: <a href="#">Permanent Exclusion Timeline and protocols.docx</a></li> </ul> <p><b>DFE guidance:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Suspension and permanent exclusion guidance - May 2023 (1).pdf</a></li> </ul> <p><b>LA guidance:</b></p> <p><b>Reading:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Reading Directory   Exclusion/suspension from school</a></li> <li>• <a href="#">Bffc-Managed-Moved-and-Off-Site-Directions-Local-Guidance-February-2025-V1.0.pdf</a></li> </ul> <p><b>RBWM:</b></p> <ul style="list-style-type: none"> <li>• Managed Moves and fair access protocol:</li> <li>• <a href="#">Information for all Schools   Leadership Update and Schools Bulletin (leadershipupdate-rbwm.co.uk)</a></li> <li>• Exclusion handbook and Suspension notification / PEX guidance:</li> <li>• <a href="#">Exclusions   Leadership Update and Schools Bulletin (leadershipupdate-rbwm.co.uk)</a></li> </ul> <p><b>OCC:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Exclusion and Reintegration Team   Schools</a></li> <li>• <a href="#">Suspension and Exclusion documents   Oxfordshire Schools</a></li> <li>• <a href="#">Managed move or off-site direction to a different school   Oxfordshire County Council</a></li> </ul>
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<p><b>ICT – including filtering and monitoring / cyber security standards</b></p>	<ul style="list-style-type: none"> <li>• <b>Must</b> be able to show evidence of how the digital standards are being met</li> <li>• <b>Should</b> promote the completion of the National Cyber Security Centre’s cyber security training (all staff)</li> <li>• <b>Should</b> make consideration to the cyber security standards in schools</li> <li>• <b>Should</b> be able to show how concerns/alerts have been responded to and any changes made because of this</li> <li>• <b>Must</b> identify a key member of staff to receive filtering alerts and follow up with action</li> <li>• <b>Should</b> engage with the new DfE ‘plan technology in your school’ tool</li> <li>• <b>Must</b> review the DfE Generative AI: product safety expectations</li> <li>• <b>Must</b> review how mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in school</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>DfE guidance:</p> <ul style="list-style-type: none"> <li>• DfE advise on using technology in schools: <a href="#">technology</a></li> <li>• Find out how your school can plan and use digital technology better: <a href="#">Plan technology for your school - GOV.UK</a></li> <li>• DfE Generative AI: product safety expectations: <a href="#">Generative AI: product safety expectations - GOV.UK</a></li> <li>• AI Guidance: <a href="#">Artificial Intelligence - DfE Guidance</a></li> </ul> <p>Excel audit and evidence document: <a href="#">Filtering and Monitoring Standards ACH Grid</a></p> <p>Cyber security training for staff: <a href="#">Cyber security training</a> Training is also available on The Key.</p> <p>Andrew Hall check list: <a href="#">Filtering and Monitoring</a></p> <p>Free Safer Internet Centre Webinars: <a href="#">Filtering and monitoring webinars available</a></p> <p>Additional AI guidance: <a href="#">AI CSAM Guides for Professionals   IWF &amp; NCA</a></p>
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<p><b>Neglect</b></p>	<ul style="list-style-type: none"> <li>• <b>Must</b> delegate a safeguarding lead for Neglect, who actively engages in training, sharing of resources and linking with outside agencies</li> <li>• <b>Should</b> review the Neglect Standards (OCC tool) and/or access Local Authority tools and information</li> <li>• <b>Should</b> link neglect directly to the school safeguarding action plan or School Development Plan.</li> <li>• <b>Could</b> include neglect training/information sharing into staff induction</li> <li>• <b>Could</b> contact the ODST Neglect Lead Practitioner</li> </ul>	<p><b>Reading/Berkshire West:</b>  <a href="#">Berkshire West Safeguarding Children Partnership - Neglect: Information and Guidance</a></p> <p><b>RBWM:</b> <a href="#">Kingston and Richmond LSCB Child Neglect toolkit - In depth version</a></p> <p><b>OCC:</b> <a href="#">Tools - Oxfordshire Safeguarding Children Board (oscb.org.uk)</a></p> <p><b>Neglect Standards:</b>  <a href="#">OSCB-Neglect-Standards-for-Education.docx</a>  <a href="#">OSCB-Neglect-Standards-for-Early-Years-settings-2024-2025.docx</a></p> <p>For further information or support, please contact our ODST Neglect Lead Practitioner Rachel Weston: <a href="mailto:r.weston@jhnacademy.co.uk">r.weston@jhnacademy.co.uk</a></p>
<p><b>ESAT / ODST reviews and audits</b></p>	<ul style="list-style-type: none"> <li>• <b>Must</b> be audited through a Safeguarding review carried out by ESAT on a three-year cycle</li> <li>• <b>Must</b> also be audited by the ODST, this will alternate with ESAT reviews so schools have a full review every 18 (approx.) months (either by ESAT or ODST)</li> <li>• <b>Should</b> engage with an ODST SCR and Personnel file check/support yearly</li> <li>• <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><b>Other school requirements</b></p>	<ul style="list-style-type: none"> <li>• <b>Should</b> have safeguarding included in the School Development Plan</li> <li>• <b>Should</b> be able to show evidence of the school’s approach to the implementation of a safeguarding curriculum.</li> <li>• <b>Should</b> have a safeguarding noticeboard highlighting relevant policy, protocols and procedures and safeguarding structure</li> <li>• <b>Must</b> complete the annual safeguarding report to the Local Authority (175/157) and share areas of strength and next steps with their LGB/Safeguarding Governor/SIA</li> <li>• <b>Must</b> delegate a safeguarding lead for Encompass who has attended Encompass training</li> <li>• <b>Must</b> complete termly Safeguarding Return Form and share Data with the ODST</li> <li>• <b>Should</b> share the ODST Safeguarding Newsletter with all school staff</li> </ul>	<p>Guidance on a safeguarding notice boards: <a href="#">Safeguarding Noticeboard guidance</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>
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