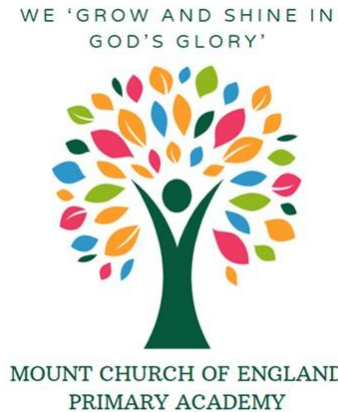




Safeguarding & Prevent Audit and Action Plan 2025-2026

Mount Church of England Primary Academy

Mount Church of England Primary Academy Safeguarding and Prevent Audit and Action Plan

Item number	Action to be addressed	How this will be addressed and any applicable notes	Staffing	Date of completion
Policy, procedures and training				
1	Ensure that key safeguarding policies are up to date, accurate, aligned with any legislative or best practice updates, and fit for purpose, by completing a detailed policy review	Policy review	KH/CT	Autumn Term 2025
2	Review whistleblowing procedure and ensure ease of access and location is well signposted and explicit.	Policy Review	KH/CT	Autumn Term 2025
3	Enhance whole team training programme to ensure all staff (regardless of role) complete relevant and statutory training as well as an introductory safeguarding training	Review code of conduct and induction pack Training matrix is kept up to date Safeguarding is a regular part of staff meetings	KH/CT	Autumn Term 2025 Autumn Term 2025 Ongoing
4	Ensure policy/legislation updates in 2024 are fully understood, with implications for internal policy understood and actioned, as well as implications for best practice understood and reflected in information provided (on website).	Staff read KCSiE part 1 and part 5 and any annex published through the year	KH/CT	Autumn Term 2025
5	Ensure children access appropriate communications that are provided through appropriate materials and information. Primary modes of communication will be face to face engagement, safeguarding information documents, and online	PSHE lessons audit Online Safety Mini Police Programme	CT/ST/LJ	Ongoing

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6	There is an up to date complaints procedure & one easily accessible for parents on the School website and with a child friendly version for pupils	Featured on the website	CT/KH	Autumn Term 2025
Prevent				
7	All children in the school to be educated on a range of religions as well as appreciating that others may hold different beliefs and views to their own.	RE and PSHE lessons to inform children about the different religions that people in the world hold. School value of 'respect' to be promoted when discussing different religious beliefs. British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs to be promoted in the school throughout the term e.g. worship, class activities. PSHE lessons contribute to one or more of the British values in some way. PSHE sessions to promote to the children the importance of appreciating differences between individuals.	CT/Teaching staff	Ongoing
8	Assess the risk of children being drawn into terrorism	All staff have read part 1 of 'Keeping Children Safe in Education' (DfE, 2024). Staff are updated of their duties as set out in 'The Prevent Duty' (DfE, 2023). Staff are well informed about signs and indicators of radicalisation. All staff have read the School's Safeguarding Policy which includes a statement regarding the 'Prevent' duty.	CT/All staff	Autumn Term 2025 Autumn Term 2025 Autumn Term 2025 Autumn Term 2025

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		All staff understand how to record and report concerns regarding risk of radicalisation using CPOMS. All staff know who to approach for advice and support. The DSL's in school are, Mrs Christine Turner, Mrs Katie Hall & Mr Sam Thompson.		Autumn Term 2025 Autumn Term 2025
9	The school is using existing local partnership arrangements in exercising its Prevent duty.	Records of referrals are kept on CPOMS and the children's files. Referrals are followed up appropriately.	CT/DSLs/All staff	ongoing
10	Parents are aware of the Prevent duty and help the school to fulfil this duty.	Parents to be spoken to by RE lead when parents request that their child does not take part in these lessons. Information about the schools PSHE/ RE curriculum available on the school website	CT/ST	ongoing
11	Equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas.	Ensure that the Designated Safeguarding Lead undertakes Prevent Awareness Training. Ensure that the Designated Safeguarding Lead is able to provide advice and support to other members of staff on protecting children from the risk of radicalisation. Ensure staff complete Prevent safeguarding training. Ensure information is passed onto staff about Prevent at a minimum of once a term through the	CT/teaching staff	Autumn Term 2025/26 Ongoing Autumn Term 2025 ongoing

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		use of the school's safeguarding updates.		
12	Ensure that children are safe from terrorist and extremist material when accessing the internet in schools	Children are taught about on-line safety with specific reference to the risk of radicalisation. The school has in place appropriate internet filters to keep children safe from extremist and terrorist materials.	CT/Teaching staff	Ongoing Ongoing
13	Ensure that pupils feel safe and confident in school to allow the discussion of 'Controversial issues' should they arise.	Pupils are taught about the diverse national, regional and ethnic identities in the UK and the need for mutual respect. Through PSHE lessons and other curriculum activities, pupils are able to explore political, religious and social issues appropriate to their age. Nurture support sessions to be provided if pupils require additional support.	CT/Teaching staff	Ongoing Ongoing Ongoing
Leadership and Management				
14	The Designated Lead/SLT & Governors are aware of the latest edition of the 'Keeping Children Safe In Education' Guidance, ensuring that all staff have had sight of and read the relevant parts in relation to their role. Staff have signed to confirm they have read the information and a record is kept on file.	Take part in refresher training	CT/KH	Autumn Term 2025
15	The Designated Safeguarding Leads have their roles made explicit in the job description, are suitable and regularly trained to fulfil the role	Training records to be kept up to date	CT/KH	Ongoing
16	The DSLs understand their responsibilities relating to the protection of children, and the safeguarding of	Attend refresher training	CT/KH/ST	Ongoing

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	all pupils, and how they act as a point of contact with the partners in the new multi-agency agreements			
17	The school can demonstrate fulfilling all aspects of the Prevent Duty, & have a Designated Lead where advice is sought & referrals are made.	Attend refresher training Re address any policy issues	CT	Ongoing
18	The School has a Single Central Record with a nominated member of staff who is the custodian of the records. The SCR is checked and verified by the Designated Safeguarding Lead which is reviewed at least termly to input updates & check compliances with all DfE / Ofsted current requirements.	Termly check by DSL and Safeguarding Governor	CT/KH/Safeguarding Governor	Ongoing
19	The school has a Designated Safeguarding Lead on site or available at all times; if in any event they are not available a contingency plan is in place whereby all other staff can obtain advice	Ensure all staff are aware of how to get hold of DSL	CT/KH/ST	Ongoing
20	The school has a Designated Safeguarding Lead who has attended the Safer Recruitment training; and to which they attend all staff interviews.	Attend refresher training as and when necessary	CT/KH/ST	Within required timeline
21	There is an appointed Designated Safeguarding Link Governor for Anti-Bullying who ensures that the School acts to prevent & tackle all forms of bullying.	Anti-Bullying Governor appointed. Included in the Governor Monitoring report at Full Governor meetings	CT/SLT	Spring Term 2026
22	The school has a Designated Teacher who is responsible for the educational achievement & care of Looked After Pupils. The lead will be trained and qualified being a central point of contact for LAC whilst they are onsite and offsite experienced (transfer out of care)	Attend training 4 th February 2025 - Christine Turner	CT	February 2025
23	The Designated Safeguarding Lead/s use the advice and support of the local Virtual School for looked after children	Attend training 4 th February 2025 – Christine Turner	CT	February 2025
24	The school has a Designated Teacher appointed for SEND who has received the relevant training	Previously Family SENCo	CT	Ongoing

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	The school has created a Staff Induction Portfolio which has the schools safeguarding information & appropriate policies & procedures for supply, agency & frequent visitors who have contact with children within the school	Induction pack	CT/KH	Ongoing
25	The school includes on their website a specific area for safeguarding in the school & keeps pupils, parents & the local community up to date with information.	On the website	CT/KH	Ongoing
Governance				
26	The Governors have ensured there are up to date Safeguarding Policies & Procedures within the school and regularly oversee that activity. This includes the endorsement of Policies such as CP Policy, Staff Code of Conduct and any others relevant to Safeguarding within the school.	Minuted in meetings	CT/KH/Governors	Ongoing
27	The Governors ensure they have a policy & system of safer recruitment which is recorded, and the location of these records are known	Minuted in meetings	CT/Governors	Ongoing
28	The Governors are familiar with information sharing, GDPR and the boundaries of confidentiality in matters of safeguarding, consideration is given to this when appointing governors who take a role in safeguarding	Minuted in meetings	CT/Governors	Ongoing
29	The Governors have appointed a Designated Safeguarding Lead in post who is a member of the School Senior Management Team & is suitably qualified & experienced	Minuted in meetings Christine Turner Katie Hall Sam Thompson	CT/Governors	Ongoing
30	The Governors ensure there is an annual whole school update on safeguarding to keep all staff including non-teaching staff abreast with national and local procedures,	Minuted in meetings	CT/Governors	Ongoing

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	reporting procedures in the school, emerging safeguarding themes and local issues facing their community			
31	The Governors ensures the Designated Safeguarding Lead/s are supported in their role, and get regular safeguarding updates, training, time and resources to fulfil the role	Minuted in meetings Governor Safeguarding Audit	CT/Governors	Ongoing
32	The school has a nominated Link wellbeing Governor in post	TBC	CT/Governors	Spring Term 2025
33	There is regular communication to the school Governing Body about safeguarding matters and reports of activity presented to the Governing Body.	Minuted in meetings through the safeguarding report	CT/KH/ST	Ongoing
Partnerships and other agencies				
34	The relevant Senior Leads are familiar with Working Together 2023, Local Safeguarding arrangements, Multi-Agency Safeguarding Children Procedures and the role schools play in their organisational responsibilities.	Through ongoing training and resources discussed weekly at DSL update	CT/KH/ST	Ongoing
35	The relevant staff in the school know about & use Children Missing Education 2024 to inform their safeguarding CME Policy, practice and procedure.	Through ongoing training and resources discussed weekly at DSL update	CT/KH/ST	Ongoing
36	All staff including governors & volunteers know about the mandatory reporting of Female Genital Mutilation 2015	Through ongoing training and resources discussed weekly at DSL update	CT/KH/ST	Ongoing
37	The Designated Safeguarding Lead/s & Senior Managers including the Link Safeguarding Governor are aware of the Government Prevent Duty and have completed or are enrolled onto the Prevent/ WRAP training. All other staff are either completing an on-line prevent training course or an available Channel on-line course.	Through ongoing training and resources discussed weekly at DSL update	CT/KH/ST	Ongoing
38	The Designated Safeguarding Lead is receiving & retrieving Domestic Abuse Notifications, following the protocol & guidance developed ensuring appropriate staff are made	Through ongoing training and resources discussed weekly at DSL update	CT/KH/ST	Ongoing

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	aware to support pupils experiencing and exposed to domestic abuse			
39	The relevant senior leads are aware of LADO (Local Authority Designated Officer for allegations against staff, carers, volunteers) are familiar with the Allegations Against Staff, Carers & Volunteers Procedure and know how to make a referral	Through ongoing training and resources discussed weekly at DSL update	CT/KH/ST	Ongoing
40	All staff within the school understand the role of LADO and how to raise concerns	Staff meetings	CT/KH/ST	Ongoing
41	There is/are nominated staff who have received Paediatric First Aid Training which is kept up to date	Training records kept up to date and reviewed periodically	KH	Ongoing
42	Staff have access to the Nottinghamshire County Council's MASH Team and know how to make a referral	Staff meetings	CT/ST	Ongoing
43	The school engages with national & local Safeguarding initiatives e.g.- Black History week, LGBT, events which celebrate diversity	Through Collective Worship and classroom activities	CT/All staff	Ongoing
44	The school uses external contributors to inform & educate pupils about keeping safe including external organisations & support groups e.g. - NSPCC, the police, public health	NSPCC Mini Police Programme	CT/SLT	Ongoing
Early Help				
45	The Leadership Team / Designated Safeguarding Leads are aware of and can describe the duties around supporting pupils within the school in Early Help and the school has a mechanism for identifying individual emerging needs	Discussed at SLT weekly	CT/SLT	Ongoing
46	The Leadership Team / Designated Safeguarding Leads have been clear about their Schools Early Help offer and display this on their website for parents/carers/ and their local community	On the school website	CT/KH	Autumn Term 2024

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47	The school is using the recommended Early Help Assessments and available tools	Staff are aware of the EHAF processes	CT/All staff	Autumn Term 2024
48	There are weekly staff meetings/staff briefings/SLT meetings and DSL meetings where vulnerable pupils are discussed and arrangements made for how they can be supported	Weekly meetings	CT/SLT/DSLs/all staff	Ongoing
49	That any appointed person accessing the Early Help framework have received the appropriate training and are confident in making these referrals	Appointed staff have received the training	CT/SLT/DSLs/all staff	Ongoing
50	That the school maintains regular general contact with other agencies, as appropriate, especially Children's Social Care and the Local Authority Early Help Teams	ongoing	CT/KH/ST	Ongoing
51	Where a school is undertaking Early Help Assessments there is a record of the numbers of assessments that have been undertaken. These records can identify those currently open to the service, that there is a mechanism for regular review / closure, and evidence can be provided in writing of the rationale for closures on those cases.	Registers are kept up to date	CT/KH	Ongoing
53	That the Governors / Trustees have an understanding and an oversight of Early Help activity	Minuted at meetings	CT	

On and off site safety

54	The school has a clear and visible system / procedure for the arrival of pupils at the beginning/end and during the school day	Two SLT members to welcome at the beginning of the day and dismiss at the end of the day	CT/SLTs	Ongoing
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55	Reasonable force, including restraint is only used in line with statutory expectations & all incidents of restraint are recorded in CPOMS	Personal Handling plans in place for some children Risk assessments in place for some children	CT/all staff	Ongoing
56	The school has signing in and out for all visitors & contractors with information on expectations made available & visible on reception	Sign-in App & safeguarding leaflet	CT/KH/Admin	Ongoing
57	Reassurances are sought by the Designated Safeguarding Lead on those not centrally employed, regular visitors and contractors to the premises. Details are recorded as supporting evidence to the SCR. Where relevant evidence is included of separate mechanisms when needing contractors need to be on site (building & maintenance)	Records kept up to date	CT/KH	Ongoing
58	There is an emergency contact to a Designated Safeguarding Lead when off site with pupils	Emergency contacts kept updated with the LA/separate safeguarding email address set up and available on the school website	KH	Autumn Term 2025
59	The school uses pre planning risk assessment tools in any off site activity and complies with risk assessment and planning of offsite activity & in a timely way on submission for approval	EVOLVE used for all off-site activities	CT/all staff	Ongoing
60	All staff in school planning off site activity have sought the advice & support of the Designated Safeguarding Lead in matters of safeguarding; in particular when booking rooms for sleeping arrangements and the caring / supervision of more vulnerable pupils	Risk Assessments completed and authorised by Headteacher	CT/all staff	Ongoing
61	The use of school premises to Contractors, groups, clubs etc. - is regularly reviewed & the school is reassured of their Safeguarding (employment checks, insurance, public, liability training etc.)	Letting forms completed	CT/KH	Ongoing

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62	There is / are nominated staff with up to date Paediatric First Aid Training & a First Aid kit which meets requirements under the Health and Safety Act.	Training records kept up to date	KH/CT	Ongoing
63	There is a where appropriate medicines and Personal Care Policy and Intimate Care Policy where appropriate which is made available to parents	Paperwork updated when necessary	CT/First Aid Lead	Ongoing
Mental health and welfare				
64	PSHE lessons are taught and focus on general health both physical and mental		CT/all teachers	Ongoing
65	Mental health first aider are trained and deliver training to staff	Training ongoing	NE	January 2025
66	Parents and carers understand the routines of the school regarding talking if they are concerned about a child and their mental health		CT/NE	Ongoing
67	The school refers directly to MHT		CT/NE	Ongoing
Safeguarding and the curriculum				
68	The online learning curriculum is delivered through computing lessons and PHSE lessons		CT/all teachers	Ongoing
69	The children are taught about safeguarding through a cross-curricular approach and any opportunity to discuss safeguarding is utilised		CT/all teachers	Ongoing
70	Children take part in road safety and water safety sessions		CT/all teachers	Ongoing
71	Mini Police programme delivered to pupils		CT/all teachers	Ongoing

