## CLD - Safeguarding / child protection pro forma

CLD Progress Visits - self-evaluation form for child protection and safeguarding

**PART A: TO BE COMPLETED BY NOMINATED CHILD PROTECTION/SAFEGUARDING COORDINATOR**

We are asking for names for the purpose of contacting the relevant individuals during the course of the inspection and any subsequent further inspection activity. Your responses will be handled, processed and stored in accordance with the General Data Protection Regulations and the Data Protection Act 2018. Responses will be stored securely in a restricted access file on our document management system and deleted after two years. You must agree to the following before completing the rest of the questions.

I consent to my responses being used for the purposes explained above.

I understand any information I give will be treated confidentially and securely, in accordance with the terms of the General Data Protection Regulations.

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| --- | --- |
| Local Authority |  |
| Name of designated person for child protection and safeguarding for the local authority CLD partnership |  |
| Job Title |  |
| Date |  |

Please arrange for the nominated Child Protection/Safeguarding Coordinator/s to provide self-evaluation evidence related to child protection and safeguarding. They should focus on the effectiveness and impact of practices, any relevant issues they have been addressing and/or improvements they have been making. Please email the completed Part A of the pro forma along with the other documentation required, prior to the start of the visit. Include key document/s or links to documents on child protection and safeguarding procedures as per the list below. This will inform safeguarding discussion with the nominated person during the visit.

During the inspection the CLD safeguarding lead co-ordinator/s should make the following documentation available to the inspection team:

* Child protection and safeguarding policy documents;
* Records or logs of incidents in relation to child protection and safeguarding;
* Information related to current or recent safeguarding related complaints; and
* Training records demonstrating that all staff and volunteers regularly undergo child protection and safeguarding training.

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| **1. Child protection and safeguarding frameworks**   * Please provide information on the child protection/safeguarding framework/s you and your partners follow. Please note below what these documents are and how they take account of the [National Guidance for Child Protection in Scotland (2021)](https://www.gov.scot/publications/national-guidance-child-protection-scotland-2021/)? |
| **Evidence** |

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| **2. Sharing Child Protection / Safeguarding Concerns**   * State how you share child protection information to ensure children and young people are well supported following a child protection concern? * If applicable, please provide information on how you share information in relation to safeguarding protected adults. |
| **Evidence** |
| **2. b) Have there been any notable areas of concern or particularly strong practice you would want to discuss (maximum 100 words)?** |
| **Evidence** |

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| **3. Workforce development**  **a) How effective are the arrangements to ensure that all staff (including volunteers and partners) are aware of and carry out their child protection and safeguarding responsibilities?**  Briefly state what arrangements are in place to ensure that the workforce across the partnership (including all staff, volunteers and partners) are aware of their responsibilities. Include how effectively these arrangements ensure that the workforce is kept informed with new developments in child protection and/or adult support and protection. |
| **Evidence** |

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| **4. How effectively are you developing learner’s understanding and awareness of safeguarding issues, including digital safety, and developing their resilience and skills to keep themselves safe? (maximum 100 words)**  Please provide self-evaluation evidence related to the following areas of safeguarding focusing on any relevant issues you are currently or have recently been addressing and/or improvements you have been making.     * **Curriculum**: developing children’s, young people’s and protected adults’ understanding and awareness of safeguarding issues and developing their resilience. * **Digital technology**: ensuring children, young people and protected adults use the internet including social media and mobile technology safely. |
| **Evidence** (*Continue on further pages as required.)* |
| **b) How many learners are currently recorded as being care experienced? How effectively do you monitor their wellbeing and progress? (maximum 100 words)**    **Complete only if applicable** |
| **Evidence** |

**PART B: To be completed towards the end of the visit.**

**This form will be completed by the MI or a HM Inspector team member during discussion with a representative of the CLD partnership.**

I have discussed with relevant staff the safeguarding and child protection return provided by the CLD partnership to the inspection team and met with those responsible for co-ordination of work relating to child protection and safeguarding. Based on the evidence provided by the CLD Partnership, as above, and by the inspection team’s activities, we have agreed the following with the CLD partnership:

Option 1. Inspectors have identified good practice in child protection and safeguarding procedures.

Option 2. At the time of the inspection, there were no identified areas for development.

Option 3. Areas for development have been agreed with the school/setting and the education authority.

Option 4. Areas for development have been agreed with the school/setting and the local authority that need to be addressed as a matter for urgency.

Please use this section to note any areas for development or to highlight aspects of good practice. As well as choosing from the drop menu, please provide a brief description for each issue.

|  |  |
| --- | --- |
| **Area of CP/ safeguarding for development, or aspects of good practice** | **Description**  Please indicate clearly if any area requires urgent action |
| **​​** Choose an item. |  |
| **​​** Choose an item. |  |
| **​​** Choose an item. |  |

These issues have been drawn to the attention of appropriate senior staff and logged on the inspection ROV. Accountability for appropriate action that needs to be taken to address these issues now resides with the senior leaders within the CLD partnership including a representative of the education authority.

**Delete the following statement unless areas need to be addressed urgently.**

For those areas for development that need to be addressed as a matter of urgency, HM Inspectors will seek an assurance from the school/setting and local authority or proprietors that these matters have been resolved to a satisfactory conclusion, or reviewed and plans put in place to adequately address the issues, within a specified time.

**Delete the following statement if there are no areas for development identified**

We have agreed with the designated child protection co-ordinator that:

* the issues raised will be drawn to the attention of appropriate senior staff
* accountability for appropriate action that needs to be taken to address the issues now resides with the headteacher/head of setting and a representative of the education authority/Board of Governors/Management/Proprietor

Return this form electronically to the child protection/safeguarding nominee and to [scrutinysafeguarding@gov.scot](mailto:scrutinysafeguarding@gov.scot), within one week of the inspection, marking it CONFIDENTIAL (and URGENT if appropriate).