DSAT Safeguarding Monitoring Procedures

1. Purpose

The purpose of this document is to outline the arrangements by which the Diocese of Sheffield Academies Trust (DSAT) ensures that safeguarding is effectively implemented, monitored, and quality-assured across all academies within the trust.
This document sets out how the central team gains assurance that safeguarding systems are robust, that statutory duties are met, and that children across all DSAT schools are protected, supported, and able to thrive.

2. Scope

The procedures outlined in this document apply to:

- All DSAT academies
- All DSAT employees, volunteers, and governance committees
- DSAT's central team, Trust Board, and Local School Boards

3. Principles

DSAT is committed to:

- Ensuring the safety and welfare of all children in its care.
- Providing clear and consistent safeguarding expectations across all schools.
- Monitoring and quality-assuring safeguarding arrangements at trust and school level.
- Ensuring statutory compliance, including *Keeping Children Safe in Education* (KCSIE) and local authority procedures.
- Creating a culture of vigilance, openness, and continuous improvement.

4. Trust Safeguarding Leadership

4.1 Designated Safeguarding Leads (Trust Level)

The trust central team includes two Trust Designated Safeguarding Leads (DSLs):

- **Nevine Towers**
- **Alison Hallewell**

The Trust DSLs are responsible for:

- Trust-wide safeguarding oversight
- Training design and compliance monitoring
- Quality assurance of school safeguarding practices
- Reporting to the CEO and Trust Board

Both Trust DSLs access up-to-date training through Rotherham Local Authority, including:

- DSL statutory training
- Local authority safeguarding forums and updates

This ensures current legislation and local safeguarding procedures inform trust policy and practice.

4.2 CEO Oversight

The CEO, **Alison Adair**, provides strategic leadership of safeguarding and undertakes:

- Monitoring visits to each school
- Staff knowledge checks regarding safeguarding updates
- Oversight of audit outcomes, training compliance, and risk

5. Annual Safeguarding Policies and Documentation

5.1 School Safeguarding Policies

Each academy must:

- Use the annually updated Local Authority safeguarding policy template
- Adapt it to reflect the school's context
- Submit the updated policy to the Trust DSLs and CEO every September

The central team checks each policy for:

- Alignment with the latest KCSIE

- Accuracy and completeness
- Compliance with trust expectations

5.2 Section 175 Safeguarding Audit

Each academy must submit its annual Section 175 safeguarding audit to the trust every September.

The Trust DSLs and CEO:

- Scrutinise each audit in detail
- Identify strengths, areas for development, and compliance gaps
- Provide targeted support and challenge to academy leaders
- Ensure all actions are followed up and evidenced

6. Safeguarding Training Across the Trust

6.1 Trust-Developed Training

- Trust DSLs write the safeguarding training package for all DSAT schools annually.
- This training reflects KCSIE updates, trust priorities, and learning from audits or incidents.
- Each school's DSL delivers the training to all staff and volunteers during September INSET.

6.2 Training Compliance Monitoring

The trust verifies compliance by:

- Reviewing signed attendance sheets confirming staff have received the safeguarding update and read the updated KCSIE and school safeguarding policy
- CEO staff questioning during monitoring visits
- Reviewing DSL, Prevent, and Safer Recruitment training records
- Annual checks ensuring DSLs remain training-current
- Monitoring that Trustees and Local School Board members complete National College safeguarding modules

7. Safeguarding Monitoring Activities

7.1 CEO and School Improvement Team Visits

During routine school improvement visits, safeguarding monitoring is always included and consists of:

- Pupil voice interviews (safety, reporting concerns, bullying, racism, homophobia, sexual harassment)
- Questions to leaders and staff about safeguarding culture
- Review of any safeguarding themes emerging in the school

Outcomes are recorded on **Records of Visit**, shared with the CEO, Trust DSLs, and Trustees.

7.2 Trust DSL Annual Monitoring Visits

Annually, Trust DSLs undertake a detailed safeguarding review in each school, including:

- Reviewing CPOMS usage, quality of record-keeping, and referral actions
- Checking follow-up and timeliness of responses
- Auditing staff files for compliance with statutory safer recruitment checks
- Reviewing Single Central Record entries where relevant

Findings and required actions are documented and monitored.

7.3 Single Central Record (SCR) Monitoring

The trust uses an online SCR system which is overseen centrally by the **Director for People and Culture**.

- Automatic alerts highlight missing or non-compliant checks
- Issues are followed up immediately with schools
- Regular central reviews ensure trust-wide compliance

8. Governance Oversight

8.1 Local School Boards

Safeguarding is a standing item on every Local School Board agenda, enabling governors to:

- Review safeguarding data and trends
- Scrutinise the Headteacher's report
- Challenge leaders on safeguarding practice

8.2 Trust Board

Safeguarding is a standing agenda item at Trust Board meetings.
The Board receives:

- CEO safeguarding updates
- Termly headteacher safeguarding data
- DSL monitoring outcomes
- SCR compliance updates
- Emerging risks and issues across the trust

9. Trust-Wide Safeguarding Data and Reporting

9.1 Standardised Headteacher Report

Each term, headteachers complete the DSAT Headteacher Report, which is scrutinised by the CEO and reviewed by Trustees.

Safeguarding information within the report includes:

- Number of referrals to MASH
- Child-on-child abuse incidents
- Sexual harassment incidents
- Bullying and prejudice-related incidents
- Children Missing Education (CME) checks
- Reduced timetables
- Alternative Provision placements and monitoring

This enables the trust to:

- Identify safeguarding concerns early
- Scrutinise the robustness of school responses
- Provide support and challenge where required.

10. Assurance That Staff Have Received Required Training

The trust confirms staff training compliance by:

- Monitoring signed training sheets and declarations
- Verifying staff understanding during CEO visits
- Using pupil voice to test safeguarding culture
- Checking DSL, Prevent, and Safer Recruitment training records
- Monitoring completion of Governor safeguarding training via National College

11. Continuous Improvement

DSAT is committed to a cycle of continuous safeguarding improvement. Actions from the following are collated to identify trust-wide themes, inform training, and strengthen policy and practice:

- Section 175 audits
- Trust DSL monitoring visits
- School Improvement Visits
- Headteacher reports
- LA updates and findings

DSAT Safeguarding Monitoring Schedule – Annual Cycle

Time of Year	Activity	Lead Responsibility	What Is Checked / Produced	Who Receives / Reviews It
July–August (Pre-September)	Finalise trust-wide annual safeguarding training	Trust DSLs	Updated training package aligned to latest KCSIE	School DSLs, CEO
September (Start of Year)	Delivery of safeguarding INSET training to all staff & volunteers	School DSLs	Staff training attendance sheets; confirmation staff have read KCSIE & school policy	Trust DSLs & CEO
September	Schools submit updated safeguarding policy	School DSLs/HTs	Local authority policy adapted to school context	Trust DSLs & CEO
September	Schools submit Section 175 audit	School DSLs/HTs	Annual safeguarding audit for previous academic year	Trust DSLs & CEO; Trust Board notified of outcomes
September	Scrutiny of policies & Section 175 audits	Trust DSLs & CEO	Compliance with KCSIE; identification of actions	Schools; Trust Board (summary)
Termly (Autumn, Spring, Summer)	DSAT Headteacher Report submission	Headteachers	Referrals to MASH; bullying/prejudice incidents; child-on-child abuse; reduced timetables; AP; CME	CEO; Trustees; LSBs
Termly	Local School Board meetings	LSBs	Standing safeguarding item, discussion of termly report data	LSB; Trust Board (via minutes)
Termly	Trust Board meetings	CEO / Trust DSLs	Safeguarding updates, risks, data trends	Trust Board
Termly	School Improvement Visits (pupil voice)	CEO & School Improvement Team	Pupil safety, reporting routes, bullying/harassment	CEO; Trust DSLs; Trustees (via Records of Visit)
Ongoing (Weekly/Monthly)	SCR compliance monitoring	Director of People & Culture	Alerts for missing/expiring checks	Central team & individual schools
Ongoing (Weekly/Monthly)	CPOMS monitoring by school	School DSLs	Record-keeping, actions, referrals	Headteacher
Autumn or Spring (Annual)	Trust DSL Safeguarding Monitoring Visit	Trust DSLs	CPOMS audit; staff file checks; safeguarding culture; DSL compliance	CEO; Schools; Trustees (summary)
Throughout the Year	CEO Monitoring Visits	CEO	Staff knowledge checks; safeguarding culture review	Trust Board (via CEO reports)
Throughout the Year	Trustee / LSB Safeguarding Training	Trustees & Governors	National College completion	Trust Governance Lead
June–July	End-of-year review of safeguarding themes	Trust DSLs & CEO	Trust-wide patterns, risks, training needs	Trust Board
July	Development of next year's trust-wide safeguarding priorities	CEO & Trust DSLs	Trust Safeguarding Action Plan	Trust Board