

Holy Trinity CE Primary School
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Governor Visit Report



Name of Governor	Revd Jon Hutchinson & Dolapo Ogunbawo
Date of Visit	26 th January 2022
Agreed Focus for Visit (linked to SEF, SDP & Key priorities)	Safeguarding Audit
Name of Staff	Jo Griffith
HUGG shared? (if subject area)	

Next Steps/follow up from previous monitoring.

Visits have been curtailed due to Covid and this visit was to catch up on work done while regular Governor visits were impossible and to examine the current situation on safeguarding activity. In addition, Dolapo is new in her role as safeguarding governor, so this visit was to bring her up-to-date.

Key Area in SDP: Monitoring Findings from this visit.

Our next visit has been scheduled (25th May 22). The purpose with safeguarding is to re-assure the Governing board that the school are up-to-date on all safeguarding aspects and are active in the role of safeguarding.

Actions used to identify findings

Our work was split. Dolapo had discussions with Jo and examined all documentary evidence of activity while Jon examined the Single Central Register (SCR) with Wendy Poulter.

What outcomes have been identified as a result of my visit

The SCR is completely up to date with all relevant information accurately stored. The files are password protected and are on a server (not the cloud) and cannot be accessed other than by authorised people. Each year is archived as a permanent record and a new SCR created to reflect current personnel (visitors, helpers, governors etc.)

All documentation were up to date and reviewing the safeguarding audit form with Jo, it was evident that safeguarding is taken seriously by everyone at school. With only about 3 sections in amber and these sections are those with on-going work, every other section is in green.

Impact of this visit

To confirm to the FGB that we are up to date on Safeguarding matters and that the documentation of safeguarding thankfully does not prevent actual safeguarding activity taking place. Monthly meeting assess case-load and work is distributed among the 4 leads.

Aspects I would like clarified/Questions I have

Jon had a question over how long we keep the archived SCR's which we believe to be seven years. My preference would be much longer, but that may be illegal. Dolapo made a request to have a copy of the staff handbook which has been sent to her by Jo.

To be shared with the school staff and school Governing Board.

Signed: Jon Hutchinson & Dolapo Ogunbawo

(Governors)

Signed: 

(Headteacher/Staff member)