

Holy Trinity Church of England (VA) Primary School



Believe • Achieve • Inspire •

DSL SAFEGUARDING REPORT TO THE GOVERNING BOARD OF Holy Trinity Church of England Primary School Autumn Term 2025 J. Griffith

Chair of the Governing Board: J.Steel
Safeguarding Governors: Rev. Jon Hutchinson & David Gingell

SCHOOL VISION

Our vision is for our pupils to flourish in an inclusive, inspirational place of learning where we are happy, respectful, kind and safe.

At Holy Trinity Church of England Primary School our Christian vision shapes all we do.

*"I know that there is nothing better for people than to be happy and to do good while they live."
Ecclesiastes 3:12.*

- we facilitate opportunities so every child can flourish in a place where they feel **safe, happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, **inspire** others and experience personal **fulfilment**.
- the school provides facilities that enables our pupils to reach their potential in an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.
- we create a culture of vigilance to **safeguard** all children.

Date of report: 05/11/25

Name of designated safeguarding leaders: **Jo Griffith, Carmel Barnes, Fiona Fargher, Stacey Harding**

Name of nominated governors for safeguarding: **David Gingell & Rev Jon Hutchinson (including Filtering & Monitoring of IT systems)**

Date the single central record was last checked by a senior member of staff: **01/10/25 (Jo Griffith & David Gingell)**

Training and safeguarding updates

Role	Number of people	Date of training	Course attended
Teachers	12	3 rd November 2025	Cyber Security
Teachers	12	3 rd November 2025	Online Safety
DSL/Headteacher	1	3 rd October 2025	Online Safety for DSL
all staff	23	September 25	KCSIE 2025 Part 1+ Annex A
all governors & DSLs	14	September 25	KCSIE 2025 – whole document
All staff	23	September 25	Annual Basic Safeguarding Training (AfC delivered by Headteacher)
Governor	1	June 25	Governor Induction Part Four - Safeguarding: the governance role
Safeguarding Governor	1	April 25	Safer Recruitment (National College)
Governor	1	February 25	Governor Induction Part Four - Safeguarding: the governance role
Headteacher	1	23 rd October 2024	Safer Recruitment (National College)
Safeguarding Governor	1	18 th September 2024	The Safeguarding Governor Role (AfC)
Teachers	12	11 th June 2024	Internet Safety (Sharon Girling)
DSLs	4	October, April & June	DSL network (AfC)
Headteacher/DSL	1	21 st November 2023	Advanced Certificate in Safeguarding for DSL in Primary School
All staff & Governors	37	November 2023	Prevent Awareness refresher (DfE)
Headteacher & DSL	2	31 st October 2023	Multi-Agency Threshold Guidance (AfC)
Governor	3	18 th October 2023	Safeguarding for Governors Training
Headteacher/DSL	1	4 th October 2023	Web filtering for DSL (LGFL)
Teaching Assistants & Admin Staff	17	16 th March 2023	CPOMS (Headteacher)
Teaching staff	6	21 st February 2023	CPOMS (Headteacher)
Headteacher (& DSL)	1	6 th February 2023	DfE – KCSIE Low Level Concerns

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Assistant Headteacher (& DSL)	1	9 th December 2022	Safer Recruitment
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Safer Recruitment (at least one leadership postholder to be trained every 2 years)

Role	Date of training	Course attended
Chair of Governors	01.12.16	Safer Recruitment provided by RBWM
Headteacher	01.02.18	Safer Recruitment provided by RBWM
School Bursar (also completes SCR)	01.02.18	Safer Recruitment provided by RBWM
Headteacher	28.03.19	Safer Recruitment provided by RBWM
Assistant Headteacher (& DSL)	11.12.20	Safer Recruitment provided by RBWM
2 x governors	30.06.21	Safer Recruitment provided by RBWM
Assistant Headteacher (& DSL)	09.12.22	Safer Recruitment provided by RBWM
Headteacher	23.10.24	Safer Recruitment by National College
Safeguarding Governor	22.04.25	Safer Recruitment by National College

PREVENT training

Role	Number of people	Date of training	Course attended
New to role Governors	2	Dec 24 April 25	Prevent online
All staff & Governors	42	Autumn 2023	Prevent Refresher
All teaching staff & Teaching Assistants & office staff	32	Autumn 2021	online Prevent e-learning training course (HM Government)
All Governors	10	Summer term 2021	
all teaching staff	12	19/01/16	provided by Headteacher as trained Prevent leader for the school
Teaching Assistants	13	02/03/16	
all teaching staff and Governors	20	23/01/18	online Prevent e-learning training course (HM Government)

Vulnerable pupils (as of 05/11/25)

	Number of pupils
Children with an education, health and care (EHCP) plan or statement of SEN	EHCP: 5 SEN excluding EHCP: 21

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Looked after/adopted children	2
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Attendance and exclusions September 2024 – September 2025

	Number
Suspensions	0
Permanent exclusions	0
Attendance rate	97.5%
Number of pupils being persistently absent	17 (8.5%)

Referrals and incidents October 2024 – October 2025

	Number
Allegations made against staff	0
Whistleblowing (reports against staff)	0
Referrals to LADO	0
Safeguarding referrals into SPA	2
Reported bullying incidents	2
Reported online safety incidents	0
Reported racist incidents	0
Number of extremist concerns	0
Number of female genital mutilation concerns	0
Number of forced marriage concerns	0

Approval and review dates of relevant policies and procedures

Policy	Date of last review	Date of next review
Safeguarding and Child Protection	September 2025	September 2026
Attendance	July 2024	July 2026
LAC and PLAC	Nov 2024	Nov 2027

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Internet Safety	March 2023	March 2026
Managing Allegations of Abuse Against Staff	November 2023	November 2026
Managing Allegations Against Other Pupils	November 2024	November 2027
Anti-Bullying	July 2024	July 2027
Behaviour	February 2024	February 2027
Health and Safety	March 2025	March 2027
Safer Recruitment	March 2025	March 2026
Extra-Curricular	July 2025	July 2028
Acceptable Use	July 2024	July 2027
Intimate Care	Nov 2023	Nov 2026
Asthma	March 2023	March 2026
Allergy and Anaphylaxis Procedures	July 2024	July 2027
Health and Safety	March 2025	March 2027
Medical Conditions	July 2024	July 2027
RHSE	July 2025	July 2028
Equality Objectives & Policy	Nov 2025	Nov 2026
Staff Code of Conduct	March 2024	March 2026
Whistleblowing	November 2025	November 2026
Volunteers into school	November 2024	November 2027
Visitors into school	November 2024	November 2027
Prevent	November 2024	November 2027
Staff Induction Policy	November 2023	November 2026
Strengths		
• Use of CPOMS as our procedure for staff to report concerns & DSLs to record actions etc • Acting on concerns in a timely manner • Record keeping • ELSA support in school • Online safety information for parents – updates in newsletters and on website.		

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- Behaviour – 'exemplary'
- Sharing information with staff – KCSIE, Holy Trinity Cue Card, training
- Safeguarding procedures and information for parents, volunteers and visitors (see leaflets and policy)
- Staff Handbook is a very comprehensive code of conduct pack for all staff
- Staff induction file and procedure
- Monthly (or more frequently if required) DSL update meetings internally

Areas to develop 2025-26	Actions to achieve this	Action Completed
• Update Internet Safety Policy to 'Online Safety Policy' with updated guidance	• DSL to attend training and update policy. Share policy with Governors and ratify. Share policy with staff and parents.	
• Update safeguarding governor visit form to include filtering and monitoring and online safety	• Update form and share with governors	
• Regular Governor reviews of the SCR and safeguarding procedures including filtering and monitoring and online safety.	• Continue to plan termly reviews with safeguarding governors	
• Complete annual Online Safety audit and share with Safeguarding governors	• Complete audit and send to safeguarding governors	✓ audit completed and share with safeguarding governors. Actions identified and planned.
• Complete and submit AfC Safeguarding audit and share with safeguarding governors	• Complete audit and send to AfC	✓ audit completed September 2025 and returned to AfC and shared with safeguarding governors. No outstanding areas to action.
• Train new safeguarding Governor	• Safeguarding Governor to attend training	
• Induct new teaching staff	• Headteacher to provide Induction for new teachers. New teachers to read and sign Induction Folder.	✓ completed – see Induction Folder (shared with Safeguarding Governor)
• Set up dedicated DSL email for parents to report concerns/ share documents confidentially	• Headteacher to request email from IT support	✓ set up and shared with parents on newsletters and website.
Areas to develop 2024-25	Actions to achieve this	Action Completed

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Train new safeguarding Governor	Safeguarding Governor to attend training	✓ Completed on 18/09/24
Procedures for Filtering & Monitoring IT systems	Negotiate replacing Sophos in order to ensure monitoring reports are generated and received.	✓ Completed January 2025 ✓ Daily reports received
Regular Governor reviews of the SCR and safeguarding procedures	Continue to plan termly reviews with safeguarding governors	✓ see Gov reports
Areas to develop 2023-24	Actions to achieve this	Action Completed
Have a secure, up-to-date understanding of staff's confidence in safeguarding	- Staff audit in autumn term to ascertain staff understanding and confidence - Staff audit in skill and knowledge	✓ Complete – actioned in staff meetings
Procedures for Filtering & Monitoring IT systems	- Complete audit - Action points from audit	✓ On-going
Regular Governor reviews of the SCR and safeguarding procedures	Continue to plan termly reviews with safeguarding governors	✓ Ongoing every year
Areas to develop 2022-23	Actions taken to achieve this	Action Completed
Electronic record keeping	Explore CPOMS	✓ Completed – in place since February 2023. Staff trained.
Develop the role and profile of the Designated Teacher for Looked After and Previously Looked After pupils (LAC/PLAC)	- Designated teacher to receive further training - Provide training for staff in school	✓ Fiona Fargher (SENDSCO) is our Designated Teacher. Training on-going and sharing with staff.
LA to undertake safeguarding audit	LA to visit HT to audit safeguarding procedures and records to ensure safeguarding is effective	✓ Visit took place 16/11/22 ✓ Actions highlighted on audit – shared with DSLs and Safeguarding Governors. All suggested actions complete.