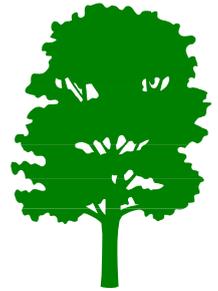


# St. Peter's Centre

## Management Committee Visit Report



Name: Gini Lara

Date: 14<sup>th</sup> November

Time: 10.00am

Focus of Visit: Safeguarding

Staff Involved: Sue Lynn

*During your visit please make notes on the following areas:*

Observations / Comments:

When I arrived at the Centre the students were all involved in the maths lesson and there was a calm and structured feel within the classroom and a clear focus on the smart board. I signed in the visitors' book and joined the Head, Sue Lynn to discuss the safeguarding procedures operating at the centre.

I checked the single central register and all staff and management committee are up to date in all areas. Everyone's DBS was relevant and current - we discussed the change from having the DBS updated every 3 years to the new guidelines of checking only when there are new members or staff or new management committee members.

All information regarding Safeguarding is clearly laid on in an accessible file which is current and sections clearly labelled. The Designated Safeguarding Lead and Deputy Lead are identified on the board in the office. Safeguarding training is carried out annually and there will be further training in this area in Feb 18 for all staff and Management Committee are also invited to attend.

Staff are aware of how to make a referral via MASH (Multi Agency Safeguarding Hub) There is a copy of Keeping Children Safe in Education (Sept 16) in the office.

Students' files are kept securely in the office in a locked cabinet. Files of students moving onto further education are passed onto the next education setting but files of students leaving education need to be held until the person is 25 yrs of age. Files of students with any safeguarding issues are handed over to the next educational establishment by hand.

Actions:

Safeguarding training for all staff and Management Committee to take place Monday 26<sup>th</sup> February 2018 12.30 – 3.30.

Gini Lara to attend Surrey Governors safeguarding training to ensure understanding of the procedures remain current

Reflection of Visit:

After leaving the centre I felt confident that the Headteacher and the staff fully understood the importance of Safeguarding for their students. The Centre offered the necessary security for their students legally and emotionally to keep students safe at all times.

As usual, it is always a pleasure to visit such a welcoming and well-run Centre that always puts the welfare of it's students at the centre of everything that they do!

Signed: *VF Lara*

Date: *16<sup>th</sup> November 2017*