

St. Peter's Centre

Management Committee Visit Report



Name: Gini Lara

Date: 17th December 2018

Time: 10.00am

Focus of Visit: audit of safeguarding procedures

Staff Involved:

Jo Ashworth

Observations / Comments:

- On arrival at the Centre I was allowed in after buzzing on the door and I was asked to sign into the visitor's book and given a visitor's badge on a red visitor lanyard.
- Students were taking part in a mock exam and remained focussed in the main work room. There was a calm but business feeling to the Centre from both students and staff despite being so close to the end of term and Christmas fast approaching.
- We met in Jo Ashworth's office and discussed some of the changes that Jo had made since her start at the Centre and areas that she was intending to develop. Jo is looking to make some changes to the website and this is already underway.
- Copy of Keeping Children Safe in Education in main office on safeguarding notice board.
- Request was made to see the Single Central Register to ensure that all staff and the Management Committee were up to date with all current with their checks – this was seen and is up to date.
- All staff have annual Child Protection awareness training/ refresher.
- Jo A and Katie Cuell have completed Child Protection training and Jo is the DSL (designated safeguarding lead) with Katie Cuell as the Deputy. In the event of there being a safeguarding issue when either Jo or Katie were unavailable then we have backup with Mainstream school support.
- All staff are aware of the safeguarding procedures that need to take place.
- Jo is keen that all other professionals involved with the Centre recognise the importance of safeguarding and will always carry out checks with unknown professionals who may phone in wanting confidential information or advice.
- Regular newsletters are sent to parents keeping them up to date and have recently offered information to them on the importance of on-line safety for the students.
- Weekly email to all staff which includes an area re safeguarding.
- This term 1 referral has been made to MASH (Multi Agency Safeguarding Hub) and the case is now closed.

After finishing my official aspect of my visit I then had an opportunity to meet with the students who had finished their mock exam. They were introduced to me as a member of the Management Committee and talked a little about the planned visit they were going to make to Virginia Water the following day.

My impression from my visit to the Centre is that the students were kept safe and that all staff had a

strong awareness of their responsibilities regarding keeping their students safe and secure at all times and that all procedures are in place.

Actions:

- Jo to complete audit of safeguarding using an audit tool
- Jo to trial the student well-being forms to ensure that all staff are aware of any current issues that need following up after an absence
- Breck Begnar learning package re on-line gaming and issues to be learnt from this to be rolled out to the staff team.

Signed:

Gini Lara

Date:

17th Dec 2018