

PEAS Safeguarding Standards Monitoring Tool

Rating guidance	
1	No or poor compliance
2	Partial compliance
3	Complete compliance

PEAS SCHOOL SAFEGUARDING STANDARDS					SUMMARY DASHBOARD:				
SCHOOL CODE:					Overall	Awareness	Prevention	Reporting	Response
SCHOOL NAME:					<i>Updated automatically based on scoring</i>	<i>Updated automatically based on scoring</i>	<i>Updated automatically based on scoring</i>	<i>Updated automatically based on scoring</i>	<i>Updated automatically based on scoring</i>
STANDARD	#	DESCRIPTOR	MANDATORY ACTIVITIES	RESPONSIBLE PERSON	EXAMPLE OF SOURCES OF EVIDENCE	EVIDENCE PROVIDED BY SCHOOL	SCHOOL SCORE (1-3)	SSO SCORE (1-3)	FINAL STANDARD RAG
1. Awareness: Staff, students and the community are aware of PEAS approach to safeguarding	1.1	School leaders and child protection focal people are aware of and fulfil their roles relating to safeguarding	School leaders and child protection focal people meet three times per term to assess progress against school safeguarding action plan and provide case management updates.	HT	Meeting agendas and minutes				<i>Updated automatically based on scoring</i>
			School leaders and child protection focal people have clear roles and responsibilities for managing safeguarding activities.	HT	Professional development plan and job descriptions				
	1.2	Teachers & staff are aware of	All staff receive safeguarding induction when joining a PEAS school	CPFP	Attendance lists				



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		and committed to safeguarding	All staff have signed the child protection policy, adult safeguarding policy and code of conduct (and these are kept on record)	HT	HR files			
			All staff receive annual refresher safeguarding training (which covers the high risk areas of concerns e.g. corporal punishment, bullying and sexual abuse/harassment)	CPFP	Attendance list			
	1.3	Students are aware of their rights and responsibilities	All students receive annual safeguarding training	CPFP	Attendance list			
			All students sign a Student Code of Conduct form when enrolling at a PEAS school (and this is kept on record)	CPFP	Student files			
			Student clubs meet regularly (e.g. Girls' clubs) and safeguarding themes are embedded in club activities	CPFP	Club registers			
			Life skills lessons are conducted for all students are scheduled in the school timetable	CPFP	Timetable			
			Guidance sessions and special assemblies are conducted at school and class level to address pressing safeguarding challenges when needed	CPFP	Guidance file			
			Campaigns that promote appropriate student to	CPFP	Guidance file			



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			student behaviour are delivered annually					
	1.4	Parents are aware of PEAS safeguarding commitment	Parents receive annual safeguarding training	CPFP	Attendance list			
			All parents have signed parental child protection form when their child joins a PEAS schools (and this is kept on record)	CPFP	Student files			
	1.5	Communities are aware of PEAS safeguarding approach and risks	Annual community sensitisation campaigns are conducted	CPFP	AGM minutes files			
			Community leaders or key community members take action to support the wellbeing of students in the community	HT	AGM minutes files			
	1.6	The school environment is effectively used to promote safeguarding awareness	Displays of PEAS safeguarding policies (including child-friendly versions) and posters are visible around the school to students and staff	HT	Posters on display, policies in staff room, child friendly policies in classrooms			



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2. Prevention: Staff, students and the community play an active role in preventing violence and ensuring the school is a safe space for all	2.1	Positive discipline is embedded in school culture	School has a behaviour management strategy, to support teachers to know how to respond to different student behaviour.	HT	Behaviour management strategy developed				Updated automatically based on scoring
			All cases of student behaviour which result in disciplinary action, are recorded in a behaviour management/discipline file.	HT	Behaviour management/discipline file				
			Zero tolerance approach to corporal punishment is consistently communicated and applied	HT	Attendance list for training on CP Policy- Termly				
	2.2	Staff have the skills they need to tackle student behaviour appropriately	Staff are given training on positive behaviour management techniques termly	CPFP	Attendance list (termly)				
			Staff are given training on how to identify student to student bullying and tackle this behaviour termly	CPFP	Attendance list (termly)				
	2.3	Safe practices are used to recruit all staff and volunteers	Background checks on all applicants are conducted, including criminal checks, letter from LC, National ID number and obtaining two references which specifically reference the candidates suitability for working with children (one from previous employer)	HT	Staff files + staff database updated termly				
			Interviews are used to gauge applicants'	HT	Interview template				



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			commitment to safeguarding						
	2.4	Students inform, and have a role in, prevention measures	Child protection focal people attend student council termly and take appropriate action to respond to students' safeguarding suggestions and concerns	CPFP	CP file and meeting minutes				
			Student leadership structures are established that enable student leaders to support teachers and SLT in safeguarding activities at school level	CPFP	Student leadership files- elections, training and mentoring files				
			Student leaders are given annual training to ensure they have the skills to support their peers with safeguarding concerns	CPFP	Attendance list for training sessions				
	2.5	Child protection committees proactively engage in and lead prevention activities	Head Teacher and child protection committee update and assess progress against safeguarding action plan termly	HT	Meeting agenda and minutes				
			Child protection committee is active with one male and female representative from the student body, parent community, CPFP and SLT		Attendance list and filed minutes for meetings.				
			Child protection committee meets twice a term to develop and lead implementation of	HT	Minutes				



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			prevention activities across the school						
			Child protection committees monitor the implementation of positive safeguarding measures and effective safeguarding procedures	HT	CP file and meeting minutes				
	2.6	The school environment is well-managed to prevent safeguarding incidents occurring	Monthly health and safety audit is taken to assess school structures and environment (e.g. amenities have sufficient water, grass and hedges are trimmed)	HT	Monthly health and safety audits on file				
			Corrective action is taken where needed to ensure structures and environment are safe and hygienic (including safe waste management and disposal)	HT	Maintenance checklist				
			School boundaries are fenced and secure	HT	School environment				
			School areas gazetted to clarify areas that are out of bounds for students and/or staff	HT	School environment				
			Adequate lighting is provided in all areas of the school	HT	School environment				
			Amenities are frequently cleaned	HT	Cleaning rota				
			Food quality is regularly assessed to ensure it is well prepared and within the	HT	Stores and FGD records				



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			ration stipulated by government						
	2.7	The school minimises risks to students outside of the school compound	Timetable enables day students to travel to and from school during daylight hours	HT	Timetable				
			Day students are regularly provided with guidance to travel in groups to and from school	CPFP	Guidance files, posters				
			Training is provided to BoG, PTA and parents on positive behaviour management	CPFP	Attendance list, meeting minutes				
	2.8	Enrolment processes effectively prevent and minimise risks to student safety	Enrolment matches the space available for day and boarding, avoiding overcrowding and congestion	HT	Enrolment data (SIS)				
			Primary and secondary contacts are collected for each student at the school upon enrolment	CPFP	Student files & SIS				



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3. Reporting: Clear systems for reporting abuse exist for staff, students and community members.	3.1	Environment and culture of reporting concerns or incidents is established	Students are regularly provided refresher sessions on how to report and who to report to, including anonymous reporting channels.	CPFP	Guidance file				<i>Updated automatically based on scoring</i>
			Staff, parents, communities are made aware of how to report and who to report to in annual refresher training	CPFP	Meeting minutes for AGM				
	3.2	Safeguarding incidents are escalated appropriately	All level 3 incidents are reported to PEAS central office immediately upon hearing of an allegation or concern	HT	CP File Incident log				
	3.3	Systems that allow students and staff to report safeguarding concerns or incidents anonymously are established and used	Guidelines are shared on the use of anonymous reporting with staff and students regularly, including display of whistleblowing email and policy	CPFP	Attendance lists				
			Anonymous reporting box is established and monitored weekly	CPFP	School environment and log book?				
	3.4	Arrangements are in place to ensure that personal or sensitive information is recorded appropriately	These is a clear, established process to record, store and dispose of child protection incident reporting forms in line with PEAS guidelines	CPFP	Incident log				
			Information about safeguarding incidents is shared only with	CPFP	FGD Notes				



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		and stored securely.	safeguarding focal people and focal people conform to confidentiality standards						
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4. Response: School effectively responds to safeguarding incidents, prioritising a survivor-centred approach.	4.1	Schools carry out robust investigation of all alleged safeguarding incidents using a survivor-centred approach	All safeguarding allegations are taken seriously and investigated in an objective manner, maintaining the anonymity of those the survivor and/or whistle-blower.	HT	incident log				Updated automatically based on scoring
			Any interviews with children or survivors during the investigation is conducted alongside a trusted and objective member of school staff or guardian.	HT	CP file and incident log				
			Disciplinary steps are taken following an investigation, if needed. All disciplinary steps are taken in close collaboration with the Country Office HR Coordinator.	HT	CP File and incident log				
			Zero tolerance approach taken to any serious breaches of child protection policy		CP file and meeting minutes				
	4.2	All staff receive annual refresher safeguarding training (which covers the high risk areas of concerns e.g.	Steps are taken immediately after any safeguarding allegation to ensure the school environment is safe	HT	CP file and meeting minutes				
			Survivors are immediately supported and protected. Logs show contact with	HT	Incident log				



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		corporal punishment, bullying and sexual abuse/harassment)	parents, counselling of survivors, investigations, medical examinations and court proceedings (where relevant)					
			A referral plan is agreed and implemented for each safeguarding case to ensure that all relevant referral has taken place	CPFP	Case files			
			Referral maps for relevant external agencies in the local area and nationally are up to date with recent contact information to enable the school to contact organisations for advice and to refer students to external support	CPFP	Referral maps			
			Relationships and contacts are established with relevant external agencies (particularly the family protection unit and probation and welfare office)	CPFP	Referral map			
			Survivors and caregivers are referred to community based safeguarding agencies for support when needed.	CPFP	Case files and incident log			
	4.3	The response to any safeguarding concerns that	All criminal safeguarding cases are reported to the police and police reference number is obtained	CPFP	Case files and serious case incident log			



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		are criminal in nature are reported to law enforcement							
	4.4	Students are effectively supported and encouraged to return to school after a period of absence due to abuse or pregnancy	Students who are out of school, particularly due to pregnancy or abuse are regularly contacted for check-ins and supported to return to school	CPFP	Students' files				
			Students returning to school following a period of absence are regularly checked upon, other students are sensitised to reduce stigma and a zero tolerance approach to bullying is taken	CPFP	Counselling and guidance files				



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ACTION PLAN			
Based on the above self-assessment and SSO review, decide on the 4 key action steps you will take over the next term to improve your score for each standard.			
#	ACTION STEP	DESCRIPTOR NUMBER	PERSON RESPONSIBLE
AWARENESS ACTION PLAN			
A)			
B)			
C)			
D)			
PREVENTION ACTION PLAN			
A)			
B)			
C)			
D)			
REPORTING ACTION PLAN			
A)			
B)			
C)			
D)			
RESPONSE ACTION PLAN			
A)			
B)			
C)			
D)			

If you'd like to learn more about our tool, or use it in your programming, please reach out to francesca.horn@peas.org.uk or liza.darvas@peas.org.uk

