

School

Ofsted Safeguarding Readiness Checklist

Inspection

1. Single Central Record (SCR) – accuracy & completeness

- Fully up to date with all statutory fields completed
- Regularly audited (ideally at least termly)
- Include records for all relevant staff, governors, volunteers, contractors
- Clear process for adding/removing entries when staff join/leave
- Clear ownership of maintaining the SCR - (e.g. DSL or SBM)

2. Policies & Procedures – evidence of use, not just paperwork

- Safeguarding & Child Protection Policy is current and updated annually and localised to your LSCP
- All staff can explain how they use it and what the procedures are
- Records show consistent application of policies (e.g. for allegations, disclosures, referrals)
- Staff know who to report to and how to escalate concerns

3. Designated Safeguarding Lead (DSL) – training & oversight

- DSL and deputies have recent, relevant training (within 2 years max)
- DSL holds records of training and refresher sessions for all staff
- Safeguarding logs are up to date, detailed, and show a timeline of actions
- DSL monitors patterns (e.g. repeated low-level concerns) and adapts responses accordingly

4. Culture of Safeguarding – whole school awareness

- Staff understand their duty to report, not investigate
- Staff can describe clear early help routes and thresholds
- Governors know and challenge safeguarding risks and performance
- Pupils report feeling safe and know who to talk to
- Safeguarding is woven into the curriculum (e.g. PSHE, online safety)

5. Record Keeping – clear, chronological, and confidential

- Concerns are logged promptly and are clear, factual, and timely
- Records are securely stored and accessible only to those who need them
- Follow-up actions and referrals are logged with evidence of external liaison (e.g. social services)
- Logs show patterns or recurring issues and evidence of tracking

6. Training – induction & ongoing updates

All staff receive annual safeguarding training
Induction includes safeguarding, code of conduct, whistleblowing
DSL provides ongoing briefings (e.g. changes to KCSIE, local issues)
Staff sign to confirm understanding of training and policies

7. Leadership & Governance – oversight and challenge

Governors receive regular safeguarding reports from DSL
Safeguarding is a standing agenda item for governing board meetings
Governors can explain how they hold leaders to account
There is a named Safeguarding Governor who understands their role

Preparing for Inspection: what Ofsted will want to see

Inspectors will:

- Ask staff at all levels about safeguarding processes and how they'd act in real-life situations.
- Review safeguarding logs and records, not just policies.
- Speak with pupils about how safe they feel.
- Check your SCR, training logs, and response to incidents.
- Evaluate whether safeguarding is embedded in practice, not just on paper.

If you're not confident - what to do now

Book a mock safeguarding audit by a trained external consultant - [ECP Safeguarding Audits](#)
Arrange a governor training session on the 2025 changes.
Review all safeguarding logs from the last 12 months - are they clear, consistent, and complete?
Hold a DSL-led staff refresher session this term to recap policies and expectations.

Notes:



Our blogs

To learn more
listen to our
blogs and
podcast! Just
scan the
QR codes:



Our podcasts