

Note:

All objectives in blue are taken from the Safeguarding learning review carried out by Surrey in February 2022 and May 2022

Green - Note

Red - Review

SAFEGUARDING Autumn 2022

 Objectives	 Task	 Criteria	 Time frame	 Resources
<ul style="list-style-type: none"> To train all staff and governors in new KSCiE 2022 To update staff through a monthly safeguarding newsletter and when changes/updates arise 	<p>DSL/DDSL to complete training to train all staff and governors Invite all staff and governors to attend training on INSET day Autumn term Use Safeguarding Inset pack 2022/2023 The Key</p>	<p>All staff and governors to complete assessment following training https://safeguarding.thekeysupport.com/the-keys-safeguarding-assessment/?uuid=</p>	<p>September 2022 Autumn term</p>	<p>DSL/DDSL Staff and governor annual training completed September 2022 Staff and governor annual online training completed Autumn 2022</p>
<ul style="list-style-type: none"> The governing body to ensure that written records are kept of all medications administered to children in line with schools policy 	<p>Health and safety governor to check as part of the health and safety audit.</p>	<p>Written records are completed</p> <ul style="list-style-type: none"> Note: Written records have always been completed. This objective is about governor checking this is in place 	<p>Ongoing</p>	<p>Head teacher Health and Safety governor</p>
<ul style="list-style-type: none"> Ensure all staff are up-to-date with CPOMS training 	<p>Teachers and TA's refresher training</p>	<p>Teachers and TA's are using CPOMS confidently</p>	<p>Autumn term 2022</p>	<p>CPOMS manager Staff training register Note: It has been agreed that staff who are not confident with technology can hand write incident reports and give to the DLS for scanning</p>

SAFEGUARDING

Page 2

Action plan Spring term 2023

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<ul style="list-style-type: none"> • Staff questionnaire for all staff 	Issue staff questionnaire Time bond it Analyse staff questionnaire Discuss findings with SLT Add actions from questionnaire to Action plan	All staff to complete the questionnaire and return completed questionnaire DSL/DDSL to analyse using criteria drawn from DFE Safeguarding in Schools, Ofsted update 2022/2023 Mandatory Training for school staff document - The Key	Spring term 2023	Safeguarding questionnaire Staff time DSA/DDSL Time
<ul style="list-style-type: none"> • To install a security system in the front entrance • To consider a buzzer system on the gate that leads to the office entrance 	Source same system as in rear of school Commission a safety risk assessment focusing on this area.	Install a system so that the office can see anyone entering this area The risk assessment will give us more detail of the risks posed in this area	Spring term 2023	Cost - purchase and installation Head time Safety Governor
<ul style="list-style-type: none"> • Staff questionnaire for all staff 	Book positive touch training	Some staff had positive touch training 2021-2022 Remainder 2022-2023	Completed by End of Summer term 2023	Cost Cover Staff time

SAFEGUARDING

Page 3

Summer 2023



Objectives

- To ensure staff are kept up to date with monthly bulletin
- To continue to subscribe to NSPCC
- Ensure the IT system is regularly tested for blocked and filtered searches
- To *consider* the installation of a mini fridge in the office to house medication e.g. antibiotics



Task

Subscribing to NSPCC allows access to resources plus monthly updates newsletter Safeguarding training updates provided by the key

Involve technicians Class Master in discussions on how this can be achieved.

Mini fridge in the office will safely house antibiotics which at the moment are housed in the staff room fridge



Criteria

Subscriptions in place, newsletters being received All staff accessing on line safeguarding training Monthly bulletin in place

Follow advice Put systems in place

- In discussion:
- Consider how often this is needed
 - Consider size available and where this can be located
 - Consider staff time



Time frame

All year 2022-2023

Systems in place by end 2023

Decision made by July 2023



Resources

DSL/DDSL

Class master
School business manager
DSL
Office staff

Cost
Head and office time