

AWGS Safeguarding Action Plan: November 2016-October 2017 (RAG rate as completed)

On the recent audit (Oct 2016) the school was at least 'good' in all areas, with many areas outstanding. The plan below helps ensure the best possible practice in areas not yet outstanding, or where deliberate activity is needed to maintain the best practice possible.

Gap identified/area need of action	Action required	Timescale	Resources	Ownership
Code of conduct for safer working practice	Discussions and training of expectations regarding staff behaviour, code of conduct (based on Oct 2015 Guidance for Safer Working Practice) needs regular minuting. When work experience and student teachers carry out a placement signatures on documents should be sought as part of induction.	Ongoing	Guidance for Safer Working Practice - Oct 2015 AWGS code of conduct AWGS induction policy Staff meeting minutes, policy updates and TD records	PB/EM
DSL updates knowledge and skills at least annually	PB/EM/CW to attend Safeguarding updates and WSCB area meetings as available. PB to liaise regularly with cluster headteachers and WIA to ensure most up-to-date information is acted upon	Ongoing	Training calendar WSCB and Pathways	PB/EM /CW
Single Central Record	PB and MA to stay abreast of any updates to template and evidence required for checking and vetting adults in school. Advice from safeguarding advisor heeded (Oct 2015) and ongoing working party involving local headteacher of interest.	Ongoing	SCR WSCB updates KCSiE statutory guidance Safer working practice	PB/MA /NS
Single Central Record	Safeguarding Governor (NS) to scrutinise SCR with Mrs Agland for familiarisation, accuracy and gaps.	End of Nov 2016	SCR Meeting slot	PB/MA /NS
Whistleblowing procedures	Make whistleblowing procedure clearer for staff, utilise NSPCC Helpline Posters and give regular reminders.	End of Nov 2016	NSPCC Whistleblowing Poster AWGS Whistleblowing policy Staff meeting minutes	PB/NP
Identifying DSLs	Information posters 'WORRIED ABOUT A CHILD?' identifying DSLs to be updated with photos and placed inside and outside the building.	End of Nov 2016	Poster updates/re-format Digital colour photos Reprint and utilise noticeboards	PB/MA
Reporting Child Sexual Exploitation	Visitors and volunteers need updating on this area, using the WSCB fact sheet (which covers FGM and Prevent too) – this is in the school Child Protection policy and indicators are provided.	End of Dec 2016	Specific safeguarding issues meeting time with visitors and volunteers. Factsheets signed and one to take away.	PB/MA

			Register of visitors/volunteers	
Reporting Child Sexual Exploitation	Make CSE information and online safety information more available to parents and carers in the office and on the school website	End of Dec 2016	Help sheets and parent guides	PB/NS/AL
Reporting Female Genital Mutilation	Visitors and volunteers need updating on this area, using the WSCB fact sheet (which covers CSE and Prevent too) – this is in the school Child Protection policy and indicators are provided.	End of Dec 2016	Specific safeguarding issues meeting time with visitors and volunteers. Factsheets signed and one to take away. Register of visitors/volunteers	PB/MA
Awareness of prevent duty	Visitors and volunteers need updating on this area, using the WSCB fact sheet (which covers CSE and FGM too) – this is in the school Child Protection policy and indicators are provided. WRAP training to be provided to support staff and visitors/volunteers	End of Jan 2017	Specific safeguarding issues meeting time with visitors and volunteers. Factsheets signed and one to take away. Register of visitors/volunteers WRAP training slot	PB/MA/CW
Anti-bullying	School to celebrate anti-bullying week and create pupil friendly policy (with school council) – publish in easy to access areas such as corridor posters, classrooms and on the website	End of Nov 2016	Anti-bullying Alliance Launch assembly School council lead Posters and website	PB/HP/AL
Safeguarding in the curriculum	Update Sex and relationships policy with governors	End of Dec 2016	Current policy Model policies for Church schools and supportive of KCSiE guidance	PB/LA
Safeguarding in the curriculum	Continue to reiterate Speak Out, Stay Safe workshops as run in Yr 5/6 2015-6. Explore NSPCC Pants resources for relevance and suitability to cohorts.	End of Dec 2016	Current policy Model policies for Church schools and supportive of KCSiE guidance	PB/EM/CW
E-safety: teaching/curriculum	Staff and school leaders to receive updates/training on areas of least experience: cyber bullying, grooming, gaming and sexting (to be confident managing any incident that should occur)	End of Feb 2017	WSCB training WIA advice Safer communities team	PB/EM/CW

Chronologies and concern forms 'at a glance'	Update record keeping expectations to assist audit and ensure proficient, accurate records. DSLs to update individual chronologies for every concern form, and school wide chronology each time too as ongoing audit record.	End of Oct 2016 and ongoing	Confidential child protection file Concern sheets, body maps and chronologies.	PB/EM /CW
Site safety and security	School to consider Ofsted guidance on safe premises regarding gates and fences where access can be gained to building exterior. Premises governors and HT to implement locks and codes where necessary.	End of Nov 2016	Ofsted guidance Governor meeting time Handyman – purchase locks Book of relevant access codes	PB/MC