THE RAEDWALD TRUST CENTRAL SAFEGUARDING IMPROVEMENT PLAN 2018-2019
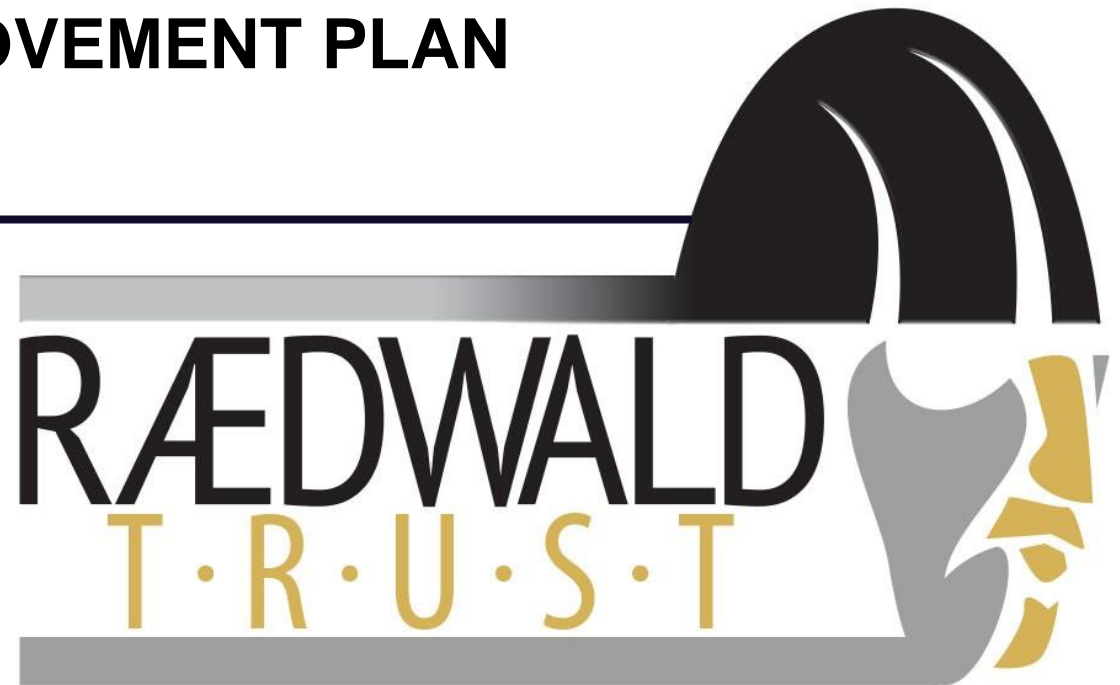
CENTRAL SAFEGUARDING IMPROVEMENT PLAN

1. Academy Priorities, Areas for Development (AfD), Key performance Indicators (KPI) Summary 2018 – 2019

Priority 1: Enabling inspirational leadership and management

AFD	Area for Development	KPIs	Actions	Evaluation Milestones
AFD 1.1	All RT DSL/DDSLs to have completed all statutory mandatory training	All to have completed - DSL training (every 2 years) - WTSC training (every 3 years) - PREVENT Awareness training (annually is good practice) - SOS training (every 3 years ideally)	- FD/AM/ARu booked on WRAP training 05/06/19	*By June Review* - FD/AM/ARu completed WRAP training 05/06/19 - all DSL training up to date -Revised understandings of WTSC underway through national partners and deliver impactful training - SOS training is not statutory – trust training requirements confirmed for release in September 2019 (TBMs)
AFD 1.2	All RT centres to be represented at TSG meetings	Head Teacher (HT) / Head of School (HoS) to ensure a representative attends each meeting (every 3 weeks)		*By June Review* - 3 weekly meetings ongoing across the Trust - representatives from Lindbergh (FD), Parkside (AM), Hospital School (KKB), CiC (AGC), Westbridge (NH), St C's (CO), Monty Rd (TK) attend regularly - representatives from Alderwood, First Base Ipswich

				and First Base BSE started to attend from 13/06/19
AFD 1.3	Safeguarding Panel meeting to take place weekly in each centre	- HT to ensure schedule of meeting in place for academic year for DSL/DDSL to meet (weekly)		*By June Review* - Practice variable across sites - FD will review these through QA'ing settings the remainder of this half term and moving forward in to next academic year – will address with DSL/DDSLs; as well as being raised at TSG meeting
AFD 1.4	Use of School Pod to be audited and reviewed	- HT/HoS to regularly review use of School Pod - HT/HoS to identify areas of concern or development and troubleshoot with staff/HEG/CEO as appropriate - HT/HoS to identify any training needs as required and facilitated training as required		*By June Review* - FD has diarized QA meetings this half term with FB Ips, FB BSE and Alderwood. Monty Rd pending - School Pod safeguarding reviewed and discussed at TSG meeting
AFD 1.5	Trustees and Governors to take an active part in the day to day running of RT	- Regular recorded visits to each centre to meet with DSL/DDSL's - Safeguarding Trustees and HT to agree regular scheduled visit to each site - All to attend all relevant safeguarding training through School's Choice/Kate Thomas on an annual basis and HTs to be accountable for ensuring this takes place		*By June Review* - Anna Hennell James due to attend TSG meeting: new date to be scheduled - governor training varied: monitored by central team. New scheme of delegation proposed for Sept 2019

AFD	Area for Development	KPIs	Actions	Evaluation Milestones
AFD 1.6	Single Central Record	- To be kept up to date - To be reviewed and monitored by DSL/DDSLs on a regular and scheduled basis - DSL/DDSLs to flag up any gaps and HT's to ensure these are identified and updated in a timely manner	- SCR scrutiny scheduled by TBMs	*By June Review* - SCR review meetings taking place regularly across the Trust regularly with DSL/DDSLs and Business Manager (NQ) - FB BSE has not yet completed;HT will diarise with NQ for both FB Ips & FB BSE
AFD 1.7	Policies	- All safeguarding related polices to be annually reviewed by CEO/HEG/Trustees - HT/HoS to disseminate policies to all staff and ensure they have read and understood		*By June Review* - Policies in date currently, due to be reviewed start of Autumn term -policy review to take place pre Autumn 2019
AFD 1.8	T4T training	- T4T trainers within RT to ensure they are trained annually, as required	- Key staff booked on T4T Safeguarding annual update 19/06/19	*By June Review* - Refresher training completed by key staff

Priority 2: Delivering High Quality Learning

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AFD	Area for Development	KPIs	Actions	Evaluation Milestones
AFD 2.1		Clear curriculum plan for teaching safeguarding published in each site		*By June Review* - Formal Trust wide review underway as part of site based curriculum overhaul

Priority 3: Securing Safe and Energising Learning Environments

AFD	Area for Development	KPIs	Actions	Evaluation Milestones
AFD 3.1	Procedures for visitors and contractors attending RT sites	- Safeguarding procedures in place and followed by admin staff including signing in/photo ID/DBC check etc. - External professionals to have pre-arranged meeting with pupils so pupils and staff are aware of who will be visiting site (unless in case of emergency)		*By June Review* - ongoing and in place
AFD 3.2	Lockdown procedures	- Procedures to be shared by HT/HoS with all staff and understood by all - Procedure to be practiced at least annually by all staff and pupils		*By June Review* - Procedures have been issued by Trust office to HT/HoS. HTs schedule of dummy run underway -
AFD 3.3	Pupils to fully understand safeguarding procedures within their school	- Pupils to be made aware and be able to identify DSL/DDSL's in school - Safeguarding survey to be completed by all pupils - Any key areas highlighted by pupil safeguarding surveys to be addressed - AM to complete and distribute pupil-friendly safeguarding booklet – individual settings to tweak to ensure they are age appropriate for their cohort	- FD to roll out survey to pupils this term - AM has completed survey at Parkside	*By June Review* - DSL/DDSLs accurately posted across settings - Safeguarding questionnaires completed in settings with pupils, individual sites have own survey currently - Trust-wide surveys to be considered through TSG - Contact card lists have been created by AM/CO/external company and soon to be distributed across settings. An additional 500 being ordered

AFD		KPIs		Evaluation Milestones
AFD 3.4	Fire procedures	- All pupils and staff to be aware of fire procedures for their school - Fire drill to be carried out on regular basis as per guidance and logged		*By June Review* - drills held by site. Trust wide review of premises checks/drill checks released for Sept 2019
AFD 3.1	Risk assessments	- Pupil risk assessments to be regularly updated as incidents occur - Risk assessments to be completed for all offsite activities and signed off by HT/HoS - Risk assessments to be completed for activities in centre as necessary, and signed off by HT/HoS		*By June Review* - Sites transitioning to new compliance processes for full implementation Sept 2019
AFD 3.2	New staff training	- All new staff to complete induction process as per staff induction pack - HT/HoS to ensure this is completed and oversee the process		*By June Review* - on track overseen by the Trust Office

Priority 4: Empowering Supportive, Skilled and Nurturing Staff

AFD	Area for Development	KPIs	Actions	Evaluation Milestones
AFD 4.1	Annual safeguarding training	- All RT staff to undertake in-house safeguarding training annually, delivered by FD/AM/CF/NH - HT/HoS to release staff as per training schedule	- FD/AM released dates for carousel of safeguarding training for 2018/19, LL oversees participants per session and informs HT/HoS	*By June Review* - ongoing - safeguarding training has been delivered centrally on 7 occasions over spring and summer terms 2019.

		- LL to oversee staff training schedule - FD to liaise with School Choice to register courses, attendees and manage distributing certificates for HR files	- FD oversees School Choice in terms of registering course, participants, sending register and obtaining staff completion certificates	Programme and dates for academic year 2019/20 will be released by LL and participants put on trainings throughout the year
AFD 4.2	Raising awareness and sharing knowledge of local/national and current safeguarding issues	- AM to send weekly safeguarding bulletin to all RT staff - FD/AM to share safeguarding information via email to all RT staff as new information arises - FD&AM to create in-house bitesize training on key topics such as Peer on Peer abuse, CSE etc. and distribute to all settings - FD to investigate and arrange RT all staff online safety training - AM/AR to deliver PREVENT training to all RT staff annually	- AM sending weekly safeguarding bulletins - PREVENT training date booked 13/03/19 - T&L meeting to include safeguarding	*By June Review* - AM sending weekly bulletin on a safeguarding topic - AM/ARu delivered PREVENT training to staff on 13/03/19 - FD/AM send emails to RT staff as new safeguarding-related information arises - Safeguarding Essentials training package is being purchased, which incorporates bitesize safeguarding training for staff, including CSE, FGM, online safety etc for all RT staff to access - Four members of RT staff to be identified to undertake T4T Online Safety Training in October 2019 - Members of RT staff identified to attend Safeguarding Conference 19/09/19
AFD 4.3	Safeguarding and related safeguarding School Pod	- HT/HoS to roll out School Pod		*By June Review* - Not all settings have transitioned to RT

AFD	Area for Development	KPIs	Actions	Evaluation Milestones
	tabs to be used efficiently and effectively	- Staff to take responsibility for completing all required logs in a timely manner - HT/HoS to ensure logs are being completed		Safeguarding tab yet, should roll out by Sept 19 - SchoolPod Safeguarding tab is referred to and used by FD/AM in safeguarding training with all staff as an exercise task so staff know how to complete, also shown what DSL/DDSL's are expected to complete on the slip once submitted - QA of safeguarding across settings being rolled out academic year 2019/20
AFD 4.4	Key documents and policies to be read and understood by all RT staff – both local and national	- As per induction process - As and when required - HT/HoS to ensure staff read and sign to say understood policy and retain signatures for evidence in safeguarding file		*By June Review* - ongoing, as per induction period with Trust Office, annually (e.g. KCSIE at start of every Autumn term), as policies are updated and shared such as 'Safer Working Practices' document
AFD 4.5	Attendance at training/conferences/events	- Staff who attend training/conferences/events to complete feedback proforma and submit to Trust office so can be disseminated to other RT staff as appropriate		*By June Review* - procedures for cascading knowledge overhauled for roll out Sept 2019

Priority 5: Forging Focused Partnerships and Collaborations Benefitting Pupil Outcomes

AFD	Area for Development	KPIs	Actions	Evaluation Milestones

AFD 5.1	DSL/DDSLs attendance at external meetings and reports submitted to ensure information sharing	- DSL/DDSL to ensure reports completed and submitted within time scales - DSL/DDSLs to ensure attendance at external meetings e.g. CiC/CP/CIN/FNM etc - FD to attend multi-agency gang meeting half termly on behalf of RT and disseminate information as appropriate - AM to take lead on working directly with PMHW/mental health team and support RT colleagues to access appropriate mental health and health services		*By June Review* - ongoing in each setting - FD attended Child Criminal Exploitation, Gangs and County Lines training 01-02/05/19, will incorporate training into safeguarding training done annually with every member of RT staff - AM sent out information to TSG members via email regarding PMH service key contacts and names of how to refer if a child's mental health symptoms are causing concern / meeting between trust and health professionals brokered
AFD 5.2	Referrals offered and completed for external agency input	- DSL/DDSLs to be offering additional support to parents/carers and completing necessary referrals as appropriate e.g. CAF / emotional wellbeing hub/school nurse etc		*By June Review* Full trust roll out pending
AFD 5.3	Multi-agency holistic approach	- Working in partnership with key services and professionals as per need of individual pupil and family		*By June Review* - on track
AFD 5.4	Representation at conferences and network meetings	- Ensure representation at key events that are relevant to setting e.g. attendance network meetings, safeguarding conferences etc		*By June Review* - on track - representatives identified to attend attendance network meeting

			- representatives to be identified to attend safeguarding conference on 19/09/19