**St. Mary’s Church of England Primary School**

 **Safeguarding Action Plan 2022/23**

**Lead Person: Sheila Buckley Key Role Governor: Ben Moir**

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| **Time frame**  | **Lead Person/Others involved**  | **Action required for:**  | **Resources** **Finance** **Materials** **Training**  | **Success Criteria/Impact**  |
| Autumn 1 2022   | SB/ all staff and Governors  | New updates to Keeping children safe in education shared in inset and governor meeting  | N/A  | Staff and Governors are aware of changes and duties. Part one read, signed and dated by all  |
| Autumn 1  | SB, AE, GL and KP  | To meet half-termly to discuss children being monitored on CPOMs   | Meeting time  | DSL and deputies aware of duties and rationales for children on monitoring list  |
| Autumn 2022  | SB  | To ensure all key policies have been  | N/A  | All staff and Governors and  |

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|   |   | shared with all staff/students and Governors. Updated KCSIE Sept. 2022 – overview of changes and updates to the policy shared  |   | visitors read & understand at least chapter one of KCSIE 2022 and other key policies. Governors and leaders in the school to have read all of KCSIE September 2022.These are kept in a central location for all to access and read & sign to say read and understood. Overview of updates to KCSIE shared with staff, governors and cluster.  |
| Autumn 2022  | All staff  | All staff to complete the updated PREVENT online training Educare SG/CP refresher  | No cost  | Everybody completed and fully understood the PREVENT agenda and protocol -certificates printed Educare course completed and certificates printed  |
| September 2022 | DSL’s and Deputies  | DSL to complete Level 3 DSL traininingGL to complete Paediatric Safeguarding training  | £240 | On-line training completed and certificates printed and filed |
| Autumn 2022  | LGC and staff  | The LGC are aware of local Safeguarding arrangements, this includes; an understanding of Local Safeguarding Procedures, and key guidance’s, i.e. Threshold Document, Multi-Agency Dispute Resolution and Escalation Policy and the Information Sharing Guidance.   | No cost  | Staff and Governors are aware of SG arrangements and the provision for Early Help. HT report in LGC meeting Staff meeting  |
| Autumn 2022  | DSL deputies to complete audits for Surrey and Trust and attend network meetings  | Audits filled in and sent to Surrey and Trust Rota for DSL meetings and feedback in monthly DSL internal meetings  | DSL time  | DSL team gather information and evidence. Key issues from network meetings discussed in internal meetings and information shared with staff in staff meetings and briefings as necessary  |

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|   |   | mechanisms are in place to record any referred to SS  |   | to inform Govs and effective monitoring by the governors  |
| September 2022 |  SLT | Ensure all new documents and relevant policies are updated on website  | Admin time  | Up to date policies and information easily accessible on website  |
| Autumn 2022 |  DSL | Attend GST hub supervision meeting  | DSL time  | Work with DSL hub to discuss and support each other  |
| Autumn 2022  | SB/Staff  | The school has a Safeguarding Information Leaflet for pupils/parents/carers/visitors. Best practice is one developed with pupils & one which explains who is who in the school & safeguarding information for new pupils   | No cost  | SG leaflet for school community in place and shared to pupils/parents/governors and staff  |

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| Autumn 2022 and ongoing  | IT co-ordinator DSL  | The school has an On-Line Safety Policy/Guidance which has been developed in consultation with a wide range of staff & pupils. Questionnaires & the pupil voice has been used ensuring there is a whole school ownership. The Policy is displayed on the school’s website. It is evidenced that the policy is reviewed on an annual regular basis  | IT co-ordinator and DSL time   | On-line safety information updated to all school community On-line safety reviewed regularly Pupils and parents sent regular reminders and updates IT safety part of IT curriculum taught at the start of each IT unit  |

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|   |   | to take into account new & specific Safeguarding concerns   |   |   |
| September 2022  | DSL  | CPOMs training for all staff  | No cost  | Ensure all staff feel confident using and reporting on CPOMs  |
| Throughout the year  | Andrew Hall weekly bulletins sent Weekly SLT meetings Monthly internal DSL meetings Monthly SCR checks Termly SG/CP audits completed and sent to Surrey and Trust Annual safeguarding face to face audit Follow up actions   | To continue timetable of meetings, networks, audits and updates to all stakeholders regularly and when new updates given  | Time to complete audits and attend meetings  | Up to date with current training, audits  |