**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 trainining  GL 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 |