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| **Annual Trust Safeguarding Plan** |
| **Central team/Trustees** | **Autumn Term** | **Spring Term** | **Summer Term** |
| Complete Safeguarding Refresher TrainingApprove updated CES policy and ensure it links to local contextual issues and current staffing provisions.Added to the website and share with school key stakeholders.**Collect** Staff/Trust signed declarations for policy reviews that they have read and understood KCSIE and Annual Training and relevant policies.Create a school based yearly plan showing core ‘bitesize sessions’ to be completed by all school based staff.Begin the Trust overview document collection. Review first-term reports and identify targeted schools for deep dives/KPI. | Review Trust overview document and identify any key actions. Actions to be shared with specific schools.Review KPI and Full safeguarding reviews/deep dives from CES.**Collect** Staff/Trust signed declarations for policy reviews that they have read and understood KCSIE and Annual Training and relevant policies. **New Staff**Review Trust overview documents and any reports. Identify any further actions  | Review Trust overview document and identify any key actions. Actions to be shared with specific schools.Review KPI and Full safeguarding reviews/deep dives from CES.**Collect** Staff/Trust signed declarations for policy reviews that they have read and understood KCSIE and Annual Training and relevant policies. **New Staff**Review Trust overview documents and any reports. Identify any further actionsConsider development priorities for the next academic year.  |
| **DSL/Headteachers** | **Policies** Update CES policy and ensure it links to local contextual issues and current staffing provisions.Added to the website and share with school key stakeholders.**Collect** Staff Signed Declarations for policy reviews that they have read and understood KCSIE and Annual Training and relevant policies.**CPD & Induction NEW STAFF*** Attend DSL Refresher Training/ Identify any new staff for DSL training
* Organise whole school Safeguarding Refresher training
* Complete Safeguarding training with Lunchtime Supervisory Assistants/third party staff.
* Review and update Safeguarding Induction Materials
* Complete school based induction and organise CES induction session.
* Attend DSL network

**School Overview**Update School Safeguarding Overview and share with staff to show bitesize training. **Information Sharing*** Share relevant information about historical safeguarding concerns to new teachers at the start of the year
* Update CPOMS System and ensure new staff have access, check confidentiality settings.
* Update & share school Safeguarding A-Z
* Update any relevant pupil risk assessments

**Identifying Priorities** * Complete Annual Safeguarding Audit with CES and share with Governors including identification of priorities moving forward
* Complete Trust overview document with link or chair of governors and share with Trust.

**Online** * Check filter and monitoring processes in school. Ensure appropriate staff are updated with any concerning searched within school.
* Share appropriate information with parents/carers.
* Complete staff/student/parent online safety briefings
* Complete annual online safety review
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| **School Staff** | **Policies** **Sign** declarations for associated updated policies **CPD & Induction** * Attend Annual Safeguarding training
* New staff to attend initial school induction Complete Bitesize training CPD sessions

**Monitoring and Information Sharing** Contribute to safeguarding monitoring visits | **Policies** **Sign** declarations for associated updated policies (new staff Spring term) **CPD & Induction** * Attend Bitesize training CPD sessions
* New staff to attend initial school induction and CES safeguarding training

**Monitoring and Information Sharing** Contribute to safeguarding monitoring visits | **Policies** **Sign** declarations for associated updated policies (new staff Summer term) **CPD & Induction** * Attend Bitesize training CPD sessions
* New staff to attend initial school induction and CES safeguarding training

**Monitoring and Information Sharing** Contribute to safeguarding monitoring visits |
| **Governors** | **Training*** Read and understand Part 1, 2 KCSIE via CES
* Attend Safeguarding Governors Refresher Training
* Attend Governor Network

**Monitoring*** Link Governor visit using CES governor reports
* Complete student and staff voice activities
* Review **Safeguarding Overview** which will be shared with Trust Board

  | **Training** * Read and understand Part 1, 2 KCSIE via CES (new governors or catch-up)
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| **Networks** | Attend DSL meeting with CES Link safeguarding governor network meeting with CES | Attend DSL meeting with CES Link safeguarding governor network meeting with CES | Attend DSL meeting with CES Link safeguarding governor network meeting with CES |