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| **Annual Trust Safeguarding Plan** | | | |
| **Central team/Trustees** | **Autumn Term** | **Spring Term** | **Summer Term** |
| Complete Safeguarding Refresher Training  Approve 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 actions  Consider 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 | **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. **Review for any changes in staffing**  **Collect** Staff signed declarations for policy reviews that they have read and understood KCSIE and Annual Training and relevant policies. **New Staff**  **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 to include any emerging issues 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 term * 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**   * Update 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. 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Ensure appropriate staff are updated with any concerning searched within school. * Share appropriate information with parents/carers. * Complete staff/student/parent online safety briefings * Update annual online safety review |
| **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) * 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) * 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 |
| **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 |