



Annual Safeguarding Plan 2024/25 for The Federation of Holy Trinity Church of England Schools



	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July
Staff	<p>Annual refresher Safeguarding (02.09.2024)</p> <p>Confirmation of receipt of safeguarding information (16.09.2024)</p> <p>Staff safeguarding Questionnaire (20.09.2024)</p> <p>Admin staff to attend Trust briefing (with Clennell) on Safeguarding checks</p> <p>Clennell Attendance Training 17.09.2024 Office Manager attending</p>	<p>Safer Recruitment Training Office Manger 21.10.2024</p> <p>Filtering & Monitoring Roles and Responsibilities</p>	<p>Prevent Training CPD</p>		<p>Training for any new staff using CES materials</p>	<p>Staff safeguarding Questionnaire</p>		<p>Training for any new staff using CES materials</p>	<p>Audit of staff training needs</p>		
DSL	<p>Complete Safeguarding Audit and Plan (20.09.2024)</p> <p>Complete annual safeguarding plan and submit to the Trust by end of week 4. Upload to school website.</p> <p>Clennell Attendance Training 17.09.2024</p> <p>Check all staff have logged on to CPOMS 20.09.2024</p> <p>CPOMS quality assurance check</p>	<p>Termly visit with safeguarding link governor: Strategic overview Autumn and Complete Safeguarding audit – Autumn by Half Term Verified by LAC 16.10.2024</p> <p>Low Concerns Policy Ratified by LAC 16.10.2024</p> <p>Attendance Policy Ratified 16.10.2024</p>	<p>DSL Network 11.11.2024 4pm to 5pm</p> <p>DSL Refresher training – 29.11.2024 at Parkhill</p> <p>Review Filtering & Monitoring System</p>	<p>Office staff SCR training/check</p> <p>Autumn CPOMS quality assurance check</p>		<p>Termly visit with safeguarding link governor: Strategic overview Spring Complete Safeguarding audit – Spring by Half Term</p>	<p>Spring CPOMS quality assurance check</p> <p>DSL Network 03.03.2025 4pm – 5pm</p>		<p>Termly visit with safeguarding link governor: Strategic overview Summer Complete Safeguarding audit – Summer by half term</p>	<p>Summer CPOMS quality assurance check</p> <p>DSL Network 09.06.2024 4pm -5pm</p>	<p>Review Safeguarding Plan identify actions 2025/26</p>

Governors	Governor's annual safeguarding refresher - update on KCSIE – 26.09.2024 and 02.10.2024 5pm to 6:30 (virtual)	Link Governor – Safeguarding visit – Strategic overview Autumn Governor's confirmation of receipt of safeguarding information 16.10.2024 Safeguarding Annual Report presented to LAC 16.10.2024 Safer Recruitment Training Governor attending 21.10.2024	Pupil voice monitoring Safeguarding Link Governor Forum 20.11.2024 5pm to 6pm		Parent safeguarding questionnaire	Link Governor – Safeguarding visit – Strategic overview Spring	Staff voice monitoring Safeguarding Link Governor Forum 17.03.2025 5pm to 6pm		Link Governor – Safeguarding visit – Strategic overview Summer Safeguarding Link Governor Forum 13.05.2025 5pm to 6pm		
Pupils	Child Friendly CP Policy agreed with Pupil Governors (30.09.2024) Pupil Voice Roles secured 20.09.2024 Clarify H&S / Safeguarding procedures	The Underwear Rule (Infants) Acceptable Use Agreement	Pupil Safeguarding questionnaire Bullying Week 11.11.2024 Refresh Pupil Friending Bullying Policy Road Safety Week 18.11.2025		Refresh H&S / Safeguarding procedures	Children's Mental Health Week 03.02.2025 Safer Internet Day 06.02.2025		Refresh H&S / Safeguarding procedures Social Media Online Workshop Refresher (Pupil led)			
Parents/carers	Safeguarding overview and Annual Plan available on website (27.09.2024)	Acceptable Use Agreement Positive Attendance Strategy shared	Parent Safeguarding Questionnaire	Social Media Online Workshop				Social Media Online Workshop Refresher	Parent Safeguarding questionnaire		