

### Annual Trust Safeguarding Plan

	Autumn Term	Spring Term	Summer Term
<b>Central team/Trustees</b>	<p>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.</p> <p><b>Collect</b> Trust signed declarations for policy reviews that they have read and understood KCSIE and Annual Training and relevant policies.</p> <p>Create a school based yearly plan showing core 'bitesize sessions' to be completed by all school based staff.</p> <p>Begin the Trust overview document collection. Review first-term reports and identify targeted schools for deep dives/KPI.</p>	<p>Review Trust overview document and identify any key actions. Actions to be shared with specific schools.</p> <p>Review KPI and Full safeguarding reviews/deep dives from CES.</p> <p><b>Collect</b> Trust signed declarations for policy reviews that they have read and understood KCSIE and Annual Training and relevant policies. <b>New Staff</b></p> <p>Review Trust overview documents and any reports. Identify any further actions</p>	<p>Review Trust overview document and identify any key actions. Actions to be shared with specific schools.</p> <p>Review KPI and Full safeguarding reviews/deep dives from CES.</p> <p><b>Collect</b> Trust signed declarations for policy reviews that they have read and understood KCSIE and Annual Training and relevant policies. <b>New Staff</b></p> <p>Review Trust overview documents and any reports. Identify any further actions</p> <p>Consider development priorities for the next academic year.</p> <p>Review the RSE and wider safeguarding curriculum. Is this in line with statutory guidance and taught consistently in all schools?</p>
<b>DSL/Headteachers</b>	<p><b>Policies</b></p> <p>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.</p> <p><b>Collect</b> Staff Signed Declarations for policy reviews that they have read and understood KCSIE and Annual Training and relevant policies.</p>	<p><b>Policies</b></p> <p>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. <b>Review for any changes in staffing</b></p> <p><b>Collect</b> Staff signed declarations for policy reviews that they have read and understood KCSIE and Annual Training and relevant policies. <b>New Staff</b></p>	<p><b>Policies</b></p> <p>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. <b>Review for any changes in staffing</b></p> <p><b>Collect</b> Staff signed declarations for policy reviews that they have read and understood KCSIE and Annual Training and relevant policies. <b>New Staff</b></p>

	<p><b><u>CPD &amp; Induction NEW STAFF</u></b></p> <ul style="list-style-type: none"> <li>- Attend DSL Refresher Training/ Identify any new staff for DSL training</li> <li>- Organise whole school Safeguarding Refresher training</li> <li>- Complete Safeguarding training with Lunchtime Supervisory Assistants/third party staff.</li> <li>- Review and update Safeguarding Induction Materials</li> <li>- Complete school based induction and organise CES induction session.</li> <li>- Attend DSL network</li> </ul> <p><b><u>School Overview</u></b> Update School Safeguarding Overview and share with staff to show bitesize training.</p> <p><b><u>Information Sharing</u></b></p> <ul style="list-style-type: none"> <li>- Share relevant information about historical safeguarding concerns to new teachers at the start of the year</li> <li>- Update CPOMS System and ensure new staff have access, check confidentiality settings.</li> <li>- Update &amp; share school Safeguarding A-Z</li> <li>- Update any relevant pupil risk assessments</li> </ul> <p><b><u>Identifying Priorities</u></b></p> <ul style="list-style-type: none"> <li>- Complete Annual Safeguarding Audit with CES and share with Governors including identification of priorities moving forward</li> <li>- Complete Trust overview document with link or chair of governors and share with Trust.</li> </ul> <p><b><u>Online</u></b></p> <ul style="list-style-type: none"> <li>- Check filter and monitoring processes in school. Ensure appropriate staff are updated with any concerning searched within school.</li> </ul>	<p><b><u>CPD &amp; Induction NEW STAFF</u></b></p> <ul style="list-style-type: none"> <li>- Attend DSL Refresher Training/ Identify any new staff for DSL training</li> <li>- Organise whole school Safeguarding Refresher training</li> <li>- Complete Safeguarding training with Lunchtime Supervisory Assistants/third party staff.</li> <li>- Review and update Safeguarding Induction Materials</li> <li>- Complete school based induction and organise CES induction session.</li> <li>- Attend DSL network</li> </ul> <p><b><u>School Overview</u></b> Update School Safeguarding Overview to include any emerging issues and share with staff to show bitesize training.</p> <p><b><u>Information Sharing</u></b></p> <ul style="list-style-type: none"> <li>- Share relevant information about historical safeguarding concerns to new teachers at the start of the term</li> <li>- Update CPOMS System and ensure new staff have access, check confidentiality settings.</li> <li>- Update &amp; share school Safeguarding A-Z</li> <li>- Update any relevant pupil risk assessments</li> </ul> <p><b><u>Identifying Priorities</u></b></p> <ul style="list-style-type: none"> <li>- Update Annual Safeguarding Audit with CES and share with Governors including identification of priorities moving forward</li> <li>- Complete Trust overview document with link or chair of governors and share with Trust.</li> </ul> <p><b><u>Online</u></b></p> <ul style="list-style-type: none"> <li>- Check filter and monitoring processes in school. Ensure appropriate staff are updated with any concerning searched within school.</li> </ul>	<p><b><u>CPD &amp; Induction NEW STAFF</u></b></p> <ul style="list-style-type: none"> <li>- Attend DSL Refresher Training/ Identify any new staff for DSL training</li> <li>- Organise whole school Safeguarding Refresher training</li> <li>- Complete Safeguarding training with Lunchtime Supervisory Assistants/third party staff.</li> <li>- Review and update Safeguarding Induction Materials</li> <li>- Complete school based induction and organise CES induction session.</li> <li>- Attend DSL network</li> </ul> <p><b><u>School Overview</u></b> Update School Safeguarding Overview to include any emerging issues and share with staff to show bitesize training.</p> <p><b><u>Information Sharing</u></b></p> <ul style="list-style-type: none"> <li>- Share relevant information about historical safeguarding concerns to new teachers at the start of the term</li> <li>- Update CPOMS System and ensure new staff have access, check confidentiality settings.</li> <li>- Update &amp; share school Safeguarding A-Z</li> <li>- Update any relevant pupil risk assessments</li> </ul> <p><b><u>Identifying Priorities</u></b></p> <ul style="list-style-type: none"> <li>- Update Annual Safeguarding Audit with CES and share with Governors including identification of priorities moving forward</li> <li>- Complete Trust overview document with link or chair of governors and share with Trust.</li> </ul> <p><b><u>Online</u></b></p> <ul style="list-style-type: none"> <li>- Check filter and monitoring processes in school. Ensure appropriate staff are updated with any concerning searched within school.</li> </ul>
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<b>School Staff</b>	<p><b><u>Policies</u></b></p> <p>Sign declarations for associated updated policies</p> <p><b><u>CPD &amp; Induction</u></b></p> <ul style="list-style-type: none"> <li>- Attend Annual Safeguarding training</li> <li>- New staff to attend initial school induction</li> <li>- Complete Bitesize training CPD sessions</li> </ul> <p><b><u>Monitoring and Information Sharing</u></b></p> <p>Contribute to safeguarding monitoring visits</p>	<p><b><u>Policies</u></b></p> <p>Sign declarations for associated updated policies (new staff Spring term)</p> <p><b><u>CPD &amp; Induction</u></b></p> <ul style="list-style-type: none"> <li>- Attend Bitesize training CPD sessions</li> <li>- New staff to attend initial school induction and CES safeguarding training</li> </ul> <p><b><u>Monitoring and Information Sharing</u></b></p> <p>Contribute to safeguarding monitoring visits</p>	<p><b><u>Policies</u></b></p> <p>Sign declarations for associated updated policies (new staff Summer term)</p> <p><b><u>CPD &amp; Induction</u></b></p> <ul style="list-style-type: none"> <li>- Attend Bitesize training CPD sessions</li> <li>- New staff to attend initial school induction and CES safeguarding training</li> </ul> <p><b><u>Monitoring and Information Sharing</u></b></p> <p>Contribute to safeguarding monitoring visits</p>
<b>Governors</b>	<p><b><u>Training</u></b></p> <ul style="list-style-type: none"> <li>- Read and understand Part 1, 2 KCSIE via CES</li> <li>- Attend Safeguarding Governors Refresher Training</li> <li>- Attend Governor Network</li> </ul> <p><b><u>Monitoring</u></b></p> <ul style="list-style-type: none"> <li>- Link Governor visit using CES governor reports</li> <li>- Complete student and staff voice activities</li> <li>- Review <b>Safeguarding Overview</b> which will be shared with Trust Board</li> </ul>	<p><b><u>Training</u></b></p> <ul style="list-style-type: none"> <li>- Read and understand Part 1, 2 KCSIE via CES (new governors or catch-up)</li> <li>- Attend Safeguarding Governors Refresher Training</li> <li>- Attend Governor Network</li> </ul> <p><b><u>Monitoring</u></b></p> <ul style="list-style-type: none"> <li>- Link Governor visit using CES governor reports</li> <li>- Complete student and staff voice activities</li> <li>- Review <b>Safeguarding Overview</b> which will be shared with Trust Board</li> </ul>	<p><b><u>Training</u></b></p> <ul style="list-style-type: none"> <li>- Read and understand Part 1, 2 KCSIE via CES (new governors or catch-up)</li> <li>- Attend Safeguarding Governors Refresher Training</li> <li>- Attend Governor Network</li> </ul> <p><b><u>Monitoring</u></b></p> <ul style="list-style-type: none"> <li>- Link Governor visit using CES governor reports</li> <li>- Complete student and staff voice activities</li> <li>- Review <b>Safeguarding Overview</b> which will be shared with Trust Board</li> </ul>
<b>Networks</b>	<p>Attend DSL meeting with CES</p> <p>Link safeguarding governor network meeting with CES</p>	<p>Attend DSL meeting with CES</p> <p>Link safeguarding governor network meeting with CES</p>	<p>Attend DSL meeting with CES</p> <p>Link safeguarding governor network meeting with CES</p>