

Annual Safeguarding Plan 2023-2024 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 Confirmation of receipt of safeguarding information</p> <p>All staff to sign to acknowledge training and policies understood.</p> <p>All staff to sign they have access to CPOMS & Clennell online training resources.</p> <p>Admin staff to attend Trust briefing (with Clennell) on Safeguarding checks</p>	<p>Read and acknowledge Child Friendly CP Policy.</p> <p>Staff Safeguarding Survey to identify areas for CPD</p>	<p>Staff RPI Training (27.11.2023)</p>		<p>Training for any new staff (CES)</p> <p>CPOMS update & training.</p> <p>All staff to sign to acknowledge refresher training and policies understood.</p>	<p>Prevent Duty Refresher training for all staff</p>	<p>Staff safeguarding Questionnaire</p>				
DSL	<p>Complete Safeguarding audit – Autumn by end of week 4</p> <p>Complete annual safeguarding plan and submit to the Trust by end of week 4.</p> <p>Upload to plan to school website. Verify all CPOMS records have been transferred for all leavers.</p> <p>Upgrade school filtering and monitoring systems.</p>	<p>Termly visit with safeguarding link governor: Strategic overview Autumn.</p> <p>Check all staff have accessed. CPOMS</p> <p>CPOMS Audit overview of incidents</p> <p>Attendance Audit with Pastoral Worker</p>	<p>Autumn CPOMS quality assurance check</p> <p>DSL Network 16th 4-5.30pm</p>	<p>Office staff SCR training/check</p>	<p>Review CPOMS effectiveness and efficiency.</p> <p>DSL Refresher training (23.01.2023)</p>	<p>Termly visit with safeguarding link governor: Strategic overview Spring</p>	<p>Spring CPOMS quality assurance check</p> <p>DSL 21st March Network 4-5.30pm</p>	<p>Complete Safeguarding audit – Summer</p>	<p>Termly visit with safeguarding link governor: Strategic overview Summer</p>	<p>Summer CPOMS quality assurance check</p> <p>DSL Network 13th June 4-5.30pm</p>	<p>Review CPOMS effectiveness and efficiency.</p>

	<p>Review CPOMS effectiveness and efficiency.</p> <p>Update all key safeguarding statements and policies.</p> <p>Communicate to all stakeholders.</p>									
Governors	<p>Governor's annual safeguarding refresher - update on KCSIE</p> <p>Governor's confirmation of receipt of safeguarding information</p> <p>New governor training</p>	Link Governor – Safeguarding visit – Strategic overview Autumn	Pupil voice monitoring		Parent safeguarding questionnaire	Link Governor – Safeguarding visit – Strategic overview Spring	Staff voice monitoring		Link Governor – Safeguarding visit – Strategic overview Summer	<p>Safer recruitment required for any governors</p>
Pupils	Clarify all H&S / Safeguarding procedures.	Pupil friendly Child Protection Policy	<p>Pupil safeguarding questionnaire.</p> <p>Pupil friendly Anti Bullying Policy 2023 - 13th-17th Bullying week</p>		<p>Clarify all H&S / Safeguarding procedures.</p> <p>Pupil safeguarding questionnaire</p>	2023 - Safer internet day 7 th February		Clarify all H&S / Safeguarding procedures.		
Parents/carers	<p>Safeguarding overview shared.</p> <p>Annual Plan available on website</p>	AUP Agreements signed	Anti Bullying Assembly / information sharing	Social media, online safety workshop	Parent safeguarding questionnaire	Safer Internet Assembly / information sharing. Parents are aware of the Prevent duty and help the school to fulfil this duty.				<p>High School transition support</p>