



FIR BANK

Aim- Proactive approach and full compliance regarding safeguarding.

No.	Targets to bring about improvement	Actions required	By when?	Staff responsible for action	Success criteria	Staff responsible for monitoring success	Resource required	Evaluation	RAG Status
1.	Compliance with new data protection legislation with regards to child protection	1.Take guidance from SM 2.Implement all changes required	Apr 18	HW SM	Fully compliant	HT SM HW	Time	SBM Completed compliance for 25 th May Completed Review Dec 18 for any updates/changes	
2.	School to have robust procedures and practice for the secure handling of sensitive safeguarding data by all members of staff?	1. For all current information to be scanned and transferred onto a secure computer 2. Shred all paper copies	Apr18	HW	All information securely on a computer system	SM HT HW	Time	All staff have GDPR Awareness training Level of importance prioritised with all safeguarding and SEN paperwork scanned and updated April 18 Medical forms and miscellaneous items to be scanned and uploaded by Sept 18 Currently in a secure, locked filing cabinet. Shredding completed Review Oct 18	

3.	DSL to continue professional development	1.To be proactive in accessing training 2. Make changes as required 3. Staff training	On-going	HW	Safeguarding to be robust and fully compliant	HT SM	Time Training costs	DSL Training booked for July 18 Staff training online as a training day July 18 This to be reviewed Sept 18	
4.	Ensure safeguarding case files are fit for purpose?	1.To create a format to demonstrate actions and outcomes for each concern raised.	July18	HW	All files will have concern action and outcome	HT HW	Time	Completed Review effectiveness by Dec 18	
5.	School staff to be aware of Private Fostering, Peer on Peer and Forced Marriage and the duty to report to the Local Authority	1. To brief staff on private fostering, Forced Marriage and Peer on Peer Abuse. 2. Sign a register to confirm training delivered and	July18	HW HT	All staff will understand the significance of private fostering, the importance of reporting and how.	HW HT		Consult with SLT in Sept18 after online training and create a Safeguarding training timetable for areas not covered within the online training and continue with 5 minute briefings to update other safeguarding information Review Oct 18	

		understood							
6.	Mechanisms in place for the school to inform parents of support available within the school and the community?	1.Ensure website is up dated regularly, 2. Posters are visible 3. Other forms of media is used appropriately to inform parents	May18	HW HT SM	Parents will have the ability to attend or refer independently to events or organisations	HT HW	Time	Continuous throughout the year. ½ termly reviews for current information availability. Website compliance and up to date information. Reviewed ½ termly Next Review Sept 18	
7.	Governors to monitor that safeguarding arrangements are effective and deficiencies or weaknesses are remedied without delay? Has the Designated	1.A minimum of termly meetings between DSL & Safeguarding Governor to be organised. 2. Safeguarding governor	On-going	HW HT Governor	Named governor knows understands the procedures and is confident in challenging	Governor HT		Termly meetings between the DSL and the Safeguarding governor 17-18 meetings complete Next meeting before Dec 18 Review by Dec 18	

		to liaise with the governing body.							
8.	DSL to access regular supervision and have the skills to give supervision to other staff or peer mentors	1 Link with another school to give and receive supervision from an independent person. 2. Training when appropriate to update supervision skills	On-going	HW	Supervision will take place regularly and recorded as meeting taken place	HT Governor		<p>Completed, minimum termly meetings with Willow & Woodland Park.</p> <p>Trauma Diploma allows access to supervision during the course.</p> <p>Review before DEC 18</p>	
9.	For all children and parents to know who the safeguarding team are.	1. Create information posters. 2. Include on the website	July18	HT HW SM	Information will be visible and easily accessible	HT HW Governor		<p>Displayed on the website but current OFSTED recommendation is to have the information on a card for all visitors.</p> <p>Review by OCT 18 after SLT Consultation</p>	