



WENSLEY FOLD CE PRIMARY ACADEMY  
**SUBJECT LEADER MANAGEMENT PLAN 2020– 2021**



**SAFEGUARDING**

Designated Leads: Donna Simpson, Stephanie Pfeiffer, Tasneem Abdul	Link Governor: Maggie Beck
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Previous Priorities	Impact	Monitored by Governors
<p>All staff have been trained at the start of the academic year and are up to date with safeguarding training. New starters are also informed.</p> <p>Staff members can differentiate between safeguarding and wellbeing concerns.</p> <p>The safeguarding team are meeting monthly.</p> <p>The pupil wellbeing coordinator has completed safeguarding case studies.</p> <p>2 referrals have come through from encompass.</p>	<p>Staff members are proactive and they will report concerns to the head teacher/PWBC and will record on CPOMS/ pink slip</p> <p>Staff members are recording the category correctly on CPOMS and can differentiate between a wellbeing concern and a safeguarding concern.</p> <p>The meeting allows professionals to express their concerns and discuss progression and next steps.</p> <p>This has allowed other professionals to see what work has been carried out with the family and the impact it has had.</p> <p>The PWBC has been made aware of the concerns. This has allowed her to deal with the situation in a quick / timely manner.</p>	<p>The PWBC will meet with Maggie Beck (governor) on a termly basis and update her accordingly.</p>

Management Plan 2020-2021				
Action	Person Responsible	Resource Implications	Success Criteria	Monitoring Notes
To ensure that staff are trained to be compliant with statutory safeguarding training.	D Simpson	Time for staff to train, access to internet for training	Staff will be trained and compliant.	A Hancock to keep certificates of training All staff sign that they have read 'Keeping Children Safe in Education 2020' each

				academic year, D Simpson keeps the record of this.
To hold monthly safeguarding meetings to ensure all safeguarding leads are up to date and aware.	D Simpson S Pfeiffer T Abdul	Time each month to meet.	Meetings will occur every month and minutes will be documented.	Meeting are documented and saved in the library section of CPOMS
To ensure that teaching /support staff use CPOMs to record instances of safeguarding issues.	All teaching staff	T Abdul time to train staff about what is classed as safeguarding and what is wellbeing.	Instances will be recorded (seen by safeguarding team) and training will take place.	This has improved since the training has been completed
To have anonymous case studies of safeguarding carried out, looking at impact.	T Abdul	Time to document and carry out a case study.	A minimum of three case studies will be done.	Case studies have been carried out by T Abdul, these are on the website for restricted access
To complete a curriculum matrix looking at how safeguarding is embedded in the curriculum.	D Simpson (all teaching staff to contribute)	Staff meeting time	A matrix will be completed and put on the school website.	New Computing plans have e safety in the Autumn term for each year group Some links to Life Education in different year groups
To ensure that all information sent to school via Encompass is dealt with swiftly	D Simpson T Abdul	D Simpson and T Abdul's time	All instances, including outcomes will be recorded on CPOMS	Five referrals have come through encompass
To ensure all vulnerable children are contacted during covid-19	T Abdul	T Abdul's time	All contact to be recorded on CPOMS	Parents have been contacted during school closures / self –isolation periods and support is being offered.
To attend Lead Professional network meetings	T Abdul	T Abdul's Time	To share information with the safeguarding team	1 <sup>st</sup> network meeting was held on the 20/05/20. The next meeting has been arranged for the 23/09/20
Ensure staff know that record keeping is accurate (language), specific, detailed, factual and not opinion. Must document why not to refer in particular cases (defensible decision making) log how many times referred to nurse/SW and no response. Record what we are doing and why. Record who we are sharing	DSL	Time Allocated to a DSLs	All information on CPOMS will be factual and not opinion	PWBC is monitoring and will inform staff to be specific if they are not doing this

with and why. Non-judgemental recording, don't use generic terms like always tired, constantly dirty, inappropriate behaviour, never in on Mondays-BE SPECIFIC. Ask staff what do mean by always etc? What is the impact of what you are seeing, recording. Do staff shout outs for good record keeping that has led to support for children.				
All guidance and policies up to date on website including KSCIE 2020/WTTSC 2018/GFSWP.(DSLs should have these documents on desk top ready to refer to)	DSLs	No resource implications	DSLs will have easy access to the document	Information will be shared by PWBC to DSLs
All DSLs to receive up to date training	Donna Simpson	Financial implications– Inviting external agencies to deliver training	DSLs will have better knowledge and understanding regarding the current issues	All DSLs have been trained.
All staff should receive safeguarding training annually plus regular updates each half term (7 minute briefings)	Donna Simpson	Time	Staff will have a brief overview through the 7 minute briefing	7 minute briefings are currently visible in the staff toilets
Staff supervision to be completed. DSL to also have supervision	DSLs	DSLs time	Allocated time for staff members to discuss children in supervision	PWBC has completed the supervision with the EYFS teachers
KSCIE –ensure all staff are familiar with it and can demonstrate understanding through quizzes/questions attach meaning and validity	Donna Simpson	Time	Staff members will demonstrate what they have learnt through quizzes	Next staff training
Ensure relevant staff and governors have updated safer recruitment training –HT safer recruitment leader	Donna Simpson	Time Financial constrains	All governors will be familiar with the safer recruitment training	Donna to discuss in the next governors meeting
Ensure all policies have relevant SG section /sentence: CP/SG, online	Tasneem Abdul	Time	All staff members will be able to access the policies	All policies are saved on staff shared

safety, SEND, attendance, behaviour, anti-bullying, code of conduct and intimate care			and refer to them when required.	
SG focus for each half term for staff/notice board e.g. safe internet use. SG team to consider how to do this	DSLs	Time	Clear information on the notice board for children/parents/staff and visitors to see	This will be completed in the new year
Ensure new staff are updated with SG procedures. Induction must include CP policy, behaviour policy, staff behaviour/code of conduct, CME, role of DSL, KSCIE part 1, GBs must know that induction happens.	DSLs	Time	Staff will have a clear understanding prior to starting their role	Currently this has been completed by the head teacher