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|  | Action(s) | Action owner | Date |
| **Autumn term**  **First Half**   * Update and share the new academic year Keeping Children Safe in Education document (KCSIE) policy (website, staff, governors, parents). * Ensure staff read and acknowledge policies (safeguarding, online safety, behaviour, anti-bullying, etc.). * Transfer safeguarding information for new and leaving students. * Conduct KCSIE training for staff and log Continuous Professional Development (CPD) updates. * Identify and support students with safeguarding needs (e.g. child protection; child in need; child in care etc.). * Ensure Designated Safeguarding Leads (DSLs) and Deputy Designated Safeguarding Leads (DDSLs) are clearly identified and trained. * Codify and approve job descriptions for safeguarding roles. * Review key policies (any that are impacted by KCSIE update e.g. code of conduct, online safety etc.) for relevance and compliance. * Confirm governor oversight for safeguarding and related areas. * Ensure safeguarding training is up-to-date for all staff, including all new staff. * Audit medical display board, care plans, and training logs (those resources containing school community medical needs and procedures) * Refresh safeguarding materials in school (posters, policies, helplines). * Plan student safeguarding assemblies and awareness initiatives. * Conduct a school safeguarding walk (with, for example, headteacher, DSL, safeguarding governor) to assess visibility of support resources. * Check/update Single Central Record (SCR), personnel files, and volunteer compliance. * Monitor attendance, training, and staff/student safeguarding concerns. * Schedule safeguarding governor meetings and local authority audits. * Publish safeguarding updates for parents. * Prepare for Anti-Bullying Week and relevant awareness campaigns. |  |  |  |
| **Autumn term**  **Second half**   * Organize and promote Anti-Bullying Week. * Reinforce safeguarding protocols with staff. * Conduct regular safeguarding briefings and updates. * Monitor attendance for vulnerable students. * Review safeguarding software solutions (such as, for example in my school, we use CPOMS/My Concern) data and address emerging risks. * Assess safeguarding practices for SEND students. * Update staff well-being and low-level concern protocols. * Ensure compliance checks for SCR, personnel files, and volunteer protocols. |  |  |  |
| **Spring term**  **First Half**   * Conduct a self-assessment and external safeguarding review. * Deliver staff training on online safety and key safeguarding updates. * Review safeguarding curriculum effectiveness. * Assess PSHE curriculum based on risk analysis. * Audit SCR, personnel files, and volunteer processes. * Ensure safeguarding information is transferred for new/leaving students. * Publish updates on Safer Internet Day and Children’s Mental Health Week. |  |  |  |
| **Spring term**  **Second Half**   * Continue safeguarding briefings and risk assessments. * Review safeguarding impact through student/staff/parent feedback. * Analyse trends from safeguarding software solutions reports. * Ensure up-to-date risk assessments and training compliance. |  |  |  |
| **Summer term**  **First Half**   * Conduct safeguarding briefings and staff reviews. * Monitor attendance and safeguarding for vulnerable students. * Audit safeguarding signage and student awareness materials. * Analyse safeguarding curriculum impact and plan next year’s strategy. * Conduct SCR and personnel file checks. |  |  |  |
| **Summer term  Second Half**   * Conduct final safeguarding assessments and safeguarding software solutions analysis. * Update Prevent risk assessment and prepare for the new academic year. * Ensure new staff safeguarding training is planned for September. * Audit safeguarding policies for the next academic year. * Review transition plans for incoming and outgoing students. * Prepare compliance documentation for contractors and staff. * Ensure awareness campaigns for National School Sports Week. |  |  |  |
| **Ongoing Actions Throughout the Year**   * Weekly safeguarding briefings for staff. * Regular audits of safeguarding resources, training logs, and compliance SCR * Continuous monitoring of attendance, safeguarding software solutions reports, and student safety. * Regular communication with parents and staff on safeguarding updates through e.g. newsletters * Governor oversight meetings and compliance checks. * Ensuring safeguarding policies are visible, accessible, and up to date. |  |  |  |