

**Improve Safeguarding Arrangements:**

As a matter of urgency, improve safeguarding arrangements so that they are effective by ensuring that:

- governors understand their statutory duty to keep pupils safe in school and have the skills and knowledge to hold the school's leaders to account;
- the designated senior leader is sufficiently knowledgeable and trained so as to fulfil the role effectively;
- all non-teaching staff receive current and appropriate statutory safeguarding training so that they know precisely what to do and who to speak to about concerns that arise in relation to pupils' safety;
- all adults working with pupils adopt an attitude of 'it could happen here'; and
- there is a very clear, documented process put in place to ensure that bullying incidents are taken seriously, recorded and followed up.

**Safeguarding Training:**

**Aim:**  
Through a comprehensive, ongoing training programme ensure that:

- governors understand their statutory duty to keep pupils safe;
- designated school leaders can fulfill their role effectively; and
- school staff know precisely what to do, and who to speak to, about concerns raised in relation to pupils safety.

**Success Criteria:**  
A clear understanding across all stakeholder groups of their responsibility for keeping children safe, coupled with the knowledge and skills to action/provide appropriate levels of support.

**Training Programme/Meeting Input**

Week 1	We W/B:	Week 3	Week 4	Week 5	Week 6	Half Term	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
W/B: 17/04/17	W/B: 24/04/17	W/B: 01/05/17	W/B: 08/05/17	W/B: 15/05/17	W/B: 22/05/17		W/B: 05/06/17	W/B: 12/06/17	W/B: 19/06/17	W/B: 26/06/17	W/B: 03/07/17	W/B: 10/07/17

**Leadership / Staff Training**

<b>In-house CP Training: 20/04/17</b> All school staff who missed the training: D. Devane (LA Safeguarding Lead for schools)	<b>Outstanding: 2 midday staff to access training</b>	<b>Safeguarding Training for elected Governors: 03/05/17</b> K. Neil – Marsh (Safeguarding Governor)  <b>4 governors. attended training</b>	<b>Serious Case Review: 08/05/17</b> Facilitator: D. Devane (LA Safeguarding Lead for Schools)  L. Bonter (Safeguarding Lead - F/KS1 Site)	<b>Staff Meeting CP Input: Looking at CP Policy and establishing roles and responsibilities across the staff team</b>  <b>Disclosure for Convictions Docs to be added to/update Single Central Record: 17/05/17 – 3.30pm</b> R. Hunter / E. Challinor (AHT's St. Chad's)	<b>'Working Together to safeguard Children' – LSCB Multi-agency Programme: 23/05/17</b> L. Bonter L Earle  <b>LSCB Single-Agency Designated Person Training Programme: 25/05/17</b> L Bonter/ C Gibson Safeguarding Lead KS2 Site / C. Fotherington (School SENCO)			<b>FGM Training: 14/06/17 – 3.30pm</b> School Staff (Facilitator: Specialist Nurse Pennine Trust)				
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**Developing a Safeguarding Culture: Training and Support: School Staff**

		<b>Safeguarding Scenarios: ½hr. Lunchtime Meeting 03/05/17</b>	<b>SATs Week</b>	<b>Safeguarding Scenarios: ½hr. Lunchtime Meeting 17/05/17</b>	<b>Safeguarding Scenarios: ½hr. Lunchtime Meeting 24/05/17</b>		<b>Safeguarding Scenarios: ½hr. Lunchtime Meeting 07/06/17</b>	<b>Safeguarding Scenarios: ½hr. Lunchtime Meeting 14/06/17</b>	<b>Safeguarding Scenarios: ½hr. Lunchtime Meeting 21/06/17</b>	<b>Safeguarding Scenarios: ½hr. Lunchtime Meeting 28/06/17</b>	<b>Safeguarding Scenarios: ½hr. Lunchtime Meeting 05/07/17</b>	<b>Safeguarding Scenarios: ½hr. Lunchtime Meeting 12/07/17</b>
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**Monitoring Activities**

School Governors to have completed: Training Matrix and Prevent Training by: <b>18/04/17</b> B Hobin (C of G to be inform)				<b>Gov. Training: P. Burnley (Ex HT St Chads) via discussion at GB Meeting / Impact Statements 15/05/17 – 5.30pm</b>			<b>Impact of Safeguarding Scenario Training: 08/06/17</b> R Hunter/E. Challinor (AHTs St. Chads)	<b>(see Safeguarding Impact Statement)</b>				
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**Evaluation**

<b>Build use of Impact Statements into this evaluation section: Scenarios/ Staff/Gov Training</b>	<b>Need for all GB Meetings to be minuted</b>						<b>Evaluation of safeguarding training and implemented practices: Safeguarding Gov. - C of G</b>					<b>Gov. Training: P. Burnley (Ex HT) considering Impact Statement at 'Ways of Working' GB Review Meeting: 10/07/17 – 5.30pm</b>
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Immediate Safeguarding Aspects requiring Attention												
Single Central Register												
<b>Aim to:</b> <ul style="list-style-type: none"> <li>evaluate the Single Central Record against current staff lists to ensure all have CRBs;</li> <li>check registered dates and identify personnel who require CRB renewal (every 3 years);</li> <li>present format and process for keeping Central Register up-to-date to admin staff (key responsibility R Harkin); and</li> <li>start a rolling programme of renewal for staff with CRBs over 3 years old.</li> </ul>							<b>Success Criteria:</b> Correctly formatted, up-to-date Single Central Record kept by responsible member of staff (R Harkin) with a three-year cycle of updating CRBs fully operable. Register fully accessible to the school leadership group.					
Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Half Term	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
W/B: 17/04/17	W/B: 24/04/17	W/B: 01/05/17	W/B: 08/05/17	W/B: 15/05/17	W/B: 22/05/17		W/B: 05/06/17	W/B: 12/06/17	W/B: 19/06/17	W/B: 26/06/17	W/B: 03/07/17	W/B: 10/07/17
<b>Single Register</b>												
	<b>Reconciliation of CRB register against staffing lists:</b> 27/05/17 R Hunter (AHT St Chad's)	<b>Initial Meeting: Format; Upkeep; CRB update programme; location etc.:</b> 05/05/17 Admin Staff: R. Harkin, A. Atkinson, R Hunter / L. Challiner (AHTs St. Chad's)	<b>Completed Register in Agreed Format:</b> 12/05/17 Admin Staff: R Harkin, A. Atkinson	<b>23 CRBs to be updated immediately/ Create an ongoing CRB update programme:</b> → (23 staff)  Currently receiving updated CRBs								
<b>Monitoring</b>												
	<b>Central Record monitored against staff list:</b> 27/05/17 R. Hunter (AHT St. Chad's)		<b>Central Record:</b> 11/05/17 R. Hunter (AHT St. Chad's)				<b>Progress on updated CRBs? Check over register for compliance</b> 08/06/17 R Hunter /E Challinor (AHT St Chads)					
<b>Evaluation</b>												
							<b>C of G and Safeguarding Gov. to look at the register and speak to R Hunter re progress.</b> 08/06/17 B Hobin, K. Neil – Marsh (Safeguarding Governor), R Hunter					
<b>Establishing Site CP Boxes – Exploration of CPOMS centralized Safeguarding Management System</b>												
<b>Aim</b> Centralise CP, behaviour/bullying and racism records in each school office within lockable boxes using a systematic process for maintain and updating records. Explore purchasing CPOMS as a CP management system (£600 per annum)							<b>Success Criteria</b> Updated/maintained CP Boxes located within each site office, easily accessible for relevant school staff.					
	<b>Ordering lockable boxes and necessary stationary:</b> 27/05/17 R. Hunter / E Challinor (AHTs St. Chad's)		<b>Establishing CP Register and all relevant associated documentation:</b> 11/05/17 R. Hunter / E. Challinor (AHTs St. Chad's)	<b>Ongoing Update/Upkeep of Boxes:</b> C. Gibson, L. Bonter →								
			<b>Exploration of CPOMS Central Safeguarding Management System for: CP; Behaviour; Bullying; Racism</b> →				<b>CPOMS Discussion regarding purchase of Central Management System:</b>					

			(£600 per Annum): 12/05/17 C. Gibson ((DHT) L. Bonter (DHT) E. Challinor/ R. Hunter (AHTs St. Chad's)				08/06/17 – 3.45pm C. Gibson ((DHT) L. Bonter (DHT) E. Challinor/ R. Hunter (AHTs St. Chad's)					
<b>Monitoring</b>												
											Document Monitoring - W/B: 19/06/17 R Hunter/E. Challinor (AHTs St. Chad's)	Document Monitoring - W/B: 10/07/17 R Hunter/E. Challinor (AHTs St. Chad's)
<b>Evaluation</b>												
												Evaluation of Boxes C of G/ Safeguarding Gov. 10/07/17
<b>Week 1</b> W/B: 17/04/17	<b>We W/B:</b> W/B: 24/04/17	<b>Week 3</b> W/B: 01/05/17	<b>Week 4</b> W/B: 08/05/17	<b>Week 5</b> W/B: 15/05/17	<b>Week 6</b> W/B: 22/05/17	<b>Half Term</b>	<b>Week 7</b> W/B: 05/06/17	<b>Week 8</b> W/B: 12/06/17	<b>Week 9</b> W/B: 19/06/17	<b>Week 10</b> W/B: 26/06/17	<b>Week 11</b> W/B: 03/07/17	<b>Week 12</b> W/B: 10/07/17
<b>Signing In System on Both Sites</b>												
<b>Aim</b> Establish a system (manual in the first instance) that ensures safe, secure, validated entry into both school sites. Explore electronic, badged entry system enabling easy identification of visitors and centralised record of all visits.							<b>Success Criteria</b> Entry system established together with centralised record of all school visitors – dates, times of entry, exit for monitoring purposes.					
		Discussion at Budget Meeting re: Purchase of Electronic Signing In System: 4/05/17 B Hobin (C. of G) P. Burnley (Ex Ht Sola Fide) R. Webster (Director Finance/ Business - Sola Fide) LA Finance Officer	Setting Up manual signing in systems with carbon lanyard system on both sites: 12/05/17 Admin Staff: R Harkin A. Atkinson R. Hunter/ E. Challinor	Manual Lanyard System in operation: W/B: 15/05/17 Admin Staff: R Harkin A. Atkinson								
		Contact Suppliers regarding Electronic Entry Systems: 08/05/17 R. Webster – (Director Finance/ Business - Sola Fide)	Meeting with Osborne Technologies - regarding installation of electronic signing in system: 09/05/17 One off cost: £5,000	All relevant staff informed of operating System: 17/05/17 L. Bonter C Gibson								
		Purchase Order Agreed/signed: C Gibson (DHT) R Webster P. Burnley					Entry Systems installed beginning of this half-term: R. Webster – Director Finance/ Business - Sola Fide)					

Week 1 W/B: 17/04/17	We W/B: W/B: 24/04/17	Week 3 W/B: 01/05/17	Week 4 W/B: 08/05/17	Week 5 W/B: 15/05/17	Week 6 W/B: 22/05/17	Half Term	Week 7 W/B: 05/06/17	Week 8 W/B: 12/06/17	Week 9 W/B: 19/06/17	Week 10 W/B: 26/06/17	Week 11 W/B: 03/07/17	Week 12 W/B: 10/07/17
<b>Website Compliance – Exploration re: new up-to-date website</b>												
<b>Aim</b> Update school website to ensure it is legally compliant and contains detailed safeguarding information that is easily accessible for parents. Explore updating website to a more accessible/easily updated system.						<b>Success Criteria</b> Website updated and legally compliant. Exploration and costs associated with new website explored.						
		<b>Safeguarding Information for St. John's Website:</b> 04/07/17 E. Challinor/ R. Hunter (AHTs St. Chad's)  <b>Discussion at Budget Meeting re: Cost of Establishing a New Website £2,500:</b> 04/07/17 B Hobin (C. of G) P. Burnley (Ex Ht Sola Fide) R. Webster (Director Finance/ Business - Sola Fide) LA Finance Officer	<b>Evaluation of St. John's Website and legal compliance:</b> Week 08/05/17 J Fraser (HT St. Anne's Lydgate)	<b>Pupil Premium: Section of website updated/evaluated</b>  <b>Sports Premium: Updated</b>  <b>Further Action: Sports Premium evaluation/impact updated and put onto website.</b>	<b>Safeguarding Section of the Website Compliant by:</b> 26/05/17 C. Gibson (DHT) E. Challinor/ R. Hunter (AHTs St. Chad's)		<b>Explore possibility of new website and process for population of website with current/updated information:</b> C Gibson (DHT) L Bonter (DHT) J Fraser (HT St. Anne's Lydgate) P Burnley (Ex HT)					
<b>Monitoring</b>												
					<b>Access website, consider safeguarding section, advise as appropriate:</b> J Fraser (HT St. Anne's Lydgate) P Burnley (Ex HT)							
<b>Evaluation</b>												
					<b>Access website feedback to J Fraser/P Burnley:</b> B Hobin (C. of G) K. Neil – Marsh (Safeguarding Governor)							
<b>Evaluation of Safeguarding Practices</b>												
<b>Aim</b> To spend a morning at each school site to observe and evaluate safeguarding related practices and provide feedback, where necessary, on any aspects observed that require further development.						<b>Success Criteria</b> Monitoring observations undertaken with any subsequent action put into operation.						
							<b>F/KS1 ½ day Visit - Site Observation:</b> 08/06/17 - 9.00am E. Challinor/ R. Hunter (AHTs St. Chad's)	<b>KS2 ½ day Visit – Site Observation:</b> 15/06/17 - 9.00am E. Challinor/ R. Hunter (AHTs St. Chad's)	<b>Feedback and Subsequent Action Points:</b> 21/06/17 – 1.00pm E. Challinor/ R. Hunter (AHTs St. Chad's)  <b>Develop Impact Statements</b>			<b>Evaluation Visit of Established Practice:</b> 13/07/17 – 9.00am E. Challinor/ R. Hunter (AHTs St. Chad's) P. Burnley (Ex HT Sola Fide)

Week 1 W/B: 17/04/17	We W/B: W/B: 24/04/17	Week 3 W/B: 01/05/17	Week 4 W/B: 08/05/17	Week 5 W/B: 15/05/17	Week 6 W/B: 22/05/17	Half Term	Week 7 W/B: 05/06/17	Week 8 W/B: 12/06/17	Week 9 W/B: 19/06/17	Week 10 W/B: 26/06/17	Week 11 W/B: 03/07/17	Week 12 W/B: 10/07/17
<b>Encryption of IT Equipment</b>												
<b>Aim</b> To ensure that all school equipment that contains confidential / personal information is encrypted.						<b>Success Criteria</b> All school equipment that contains confidential / personal information encrypted.						
	<b>Discussion re: Security of Confidential Information: 27/05/17</b>  C. Gibson (DHT) P. Burnley (Ex HT Sola Fide) R Hunter (AHT St. Chad's)	<b>IT Provider: Evaluating and Securing Encryption of all IT Equipment: 04/07/17</b>  C Gibson (DHT) Failsworth High School IT Personnel	<b>IT Provider: Evaluating and Securing Encryption of all IT Equipment: 11/07/17</b>  L Bonter (DHT) Failsworth High School IT Personnel									
<b>Monitoring</b>												
			<b>Time spent talking to High School IT Personnel: 11/07/17</b>  C Gibson (DHT) P Burnley (Ex HT Sola Fide)									
<b>Evaluation</b>												
					<b>Discussion regarding all school equipment and appropriate encryption:</b>  C Gibson (DHT) L Bonter (DHT) P Burnley (Ex HT Sola Fide)							
<b>School Reviews</b>												
<b>Governor Review</b>												
					<b>Contracting Session: 23/05/17 – 9.30am</b> Documentary Requirements  <b>Personnel:</b> B Hobin (C of G) Father J Elcock (Vice C of G) C Gibson (DHT) L Bonter (DHT) KJ Wallace (Director of QA Sola Fide)  <b>Documentary evidence to KJW: 26/05/17</b>  <b>Scrutiny of Docs during Half Term.</b>		<b>Face to Face Session: Areas 1 and 4:</b> Vision, Ethos, Strategic Direction, Governor Working Practices: <b>08/06/17 -5.30pm</b>  <b>Personnel:</b> Governors KJ Wallace (Director of QA Sola Fide)	<b>Facilitation Session: Vision - Mission 1: 12/06/17 -5.30 pm</b>  <b>Personnel:</b> Governors School Staff P. Burnley (Ex. HT Sola Fide) KJ Wallace (Director of QA Sola Fide)	<b>Face to Face Session: Areas 2 and 3: 19/06/17 -5.30pm</b> Holding the HT to Account/Financial Performance  <b>Personnel:</b> Governors KJ Wallace (Director of QA Sola Fide)	<b>Facilitation Session: Vision - Mission 2: 26/06/17 -5.30pm</b>  <b>Personnel:</b> Governors School Staff P. Burnley (Ex. HT Sola Fide) KJ Wallace (Director of QA Sola Fide)	<b>Facilitation Session: Holding the HT to Account: 03/07/17 -5.30pm</b>  <b>Personnel:</b> Governors P. Burnley (Ex. HT Sola Fide) KJ Wallace (Director of QA Sola Fide)  <b>To be arranged at some point in the week:</b> What is the Activity Plan looking like?  <b>Personnel:</b> B Hobin (C of G) Father J Elcock (Vice C of G) C Gibson (DHT)	<b>Facilitation Session: Governance Structure – Ways of Working: 10/07/17 -5.30pm</b>  <b>Personnel:</b> Governors P. Burnley (Ex. HT Sola Fide) KJ Wallace (Director of QA Sola Fide)  <b>Action Plan to be implemented during the Autumn Term: 2017/18</b>

											L Bonter (DHT) KJ Wallace (Director of QA Sola Fide)	
<b>Week 1</b> W/B: 17/04/17	<b>We W/B:</b> W/B: 24/04/17	<b>Week 3</b> W/B: 01/05/17	<b>Week 4</b> W/B: 08/05/17	<b>Week 5</b> W/B: 15/05/17	<b>Week 6</b> W/B: 22/05/17	<b>Half Term</b>	<b>Week 7</b> W/B: 05/06/17	<b>Week 8</b> W/B: 12/06/17	<b>Week 9</b> W/B: 19/06/17	<b>Week 10</b> W/B: 26/06/17	<b>Week 11</b> W/B: 03/07/17	<b>Week 12</b> W/B: 10/07/17
<b>Attendance Review</b>												
	Evaluation of current practice, recommendations for future monitoring procedures: 27/04/17 – 11.00am Angela Shaw (attendance officer) P Burnley (EX HT Sola Fide)						Meeting with Angela Shaw re: attendance policy procedures and escalation process					Attendance Planning Session re: 2017/18 A Shaw - 13/07/17  Processes and procedures fully operable: Autumn Term: 2017/18
<b>Pupil Premium</b>												
										Pupil Premium Review: Full day 28/06/17  Half day (am) 30/06/17		Action to be implemented during the Autumn Term: 2017/18
<b>Quality Assurance Whole School Review</b>												
									Quality Assurance Review - Staff Interviews: 21 <sup>st</sup> 22 <sup>nd</sup> June KJ Wallace (Full days)	Follow up activities arising out of identified strands of enquiry – throughout this week: KJ Wallace		Action to be implemented during the Autumn Term: 2017/18

#### In addition:

- **Policy Update:** Update all related Safeguarding Policies: School Staff and Governors  
Update Equality Policy, create a set of Equality Objectives linked to the DFE Equality Objectives: School Staff and Governors.
- **Developments to be discussed to assist in the development of Safeguarding Culture:**  
Father Jonathan: Weekly Assemblies:  
Themed around Mindfulness / Mental Health and well - being.  
Y6 Programmes: Curriculum Themes:  
Related Transition Issues: Standing against the crowd: Characteristic of a good British Citizen: Coaching Opp. around fears / concerns on transfer: Potential difficulties linked to use of social media.

#### Outcomes of School Reviews: Academic Year 2017/18

Action plans to be constructed based on prioritized developments arising out of school reviews; stakeholder processes and procedures to be established for each identified aspect.

#### Leadership Reviews:

- Governor Review
- Pupil Premium
- Attendance
- Whole School Evaluation: Quality Assurance

Focus throughout the Year on: SMSC in particular diversity in modern society.

Improvement planning will be addressed as and when developmental initiatives are required.

Given the amount of action required initiatives will be planned in order to address the remaining Ofsted Action Points within a realistic, manageable time frame:

Teaching and Learning – more able learners autumn term academic year 2017/18 (see Action Plan below)

# St. John's C E Primary School

## Activity Plan: Autumn Term 2017

### Ofsted Action Point:

Ensure that all teachers have high expectations of what the most able pupils can achieve and give them more challenging activities so that they make rapid progress.

**Aim**  
 Establish a base line of teaching competencies and ascertain what learning strategies/opportunities are made available for the children.  
 Provide input on the differences between learning and teaching and the need for a wide range of differentiated opportunities that cover the curricular subject requirements in order for children to work at and at greater depth.  
 Facilitated Themes to explore: Challenge and Engagement; Differentiation; Questioning (use of Bloom's Taxonomy); and High Expectations.

**Success Criteria**  
 A thorough understanding of teaching competencies (areas of strengths and weaknesses / consistency / inconsistency in teaching across the school).  
 Impact in classroom and the provision for children following facilitated aspects of teaching pedagogy.  
 Provision for the more able visible within the classroom and effectively contributing to the rapid progress of children's learning.

Week 1 W/B: 18/09/17	Week 2 W/B: 25/09/17	Week 3 W/B: 02/10/17	Week 4 W/B: 09/10/17	Week 5 W/B: 16/10/17	Week 6 W/B: 23/10/17	Half Term	Week 7 W/B: 06/11/17	Week 8 W/B: 13/11/17	Week 9 W/B: 20/11/17	Week 10 W/B: 27/11/17	Week 11 W/B: 04/12/17	Week 12 W/B: 11/12/17
Learning Walks: J Fraser	Learning Walks: J Fraser C Gibson L Bonter	Facilitated Input: Difference between Teaching and Learning: 4/10/17 P. Burnley/J Fraser Whole School Staff Team	Implementation of Learning Strategies: School Staff		Teaching and Learning Monitoring Visits this Week: C Gibson L Bonter J. Fraser P. Burnley		Evaluation Meeting Planning Next Steps: 09/11/17 C Gibson L Bonter J Fraser P. Burnley	To be completed following initial evaluation of practice.				