

## Record of Review & Action Plan for 2012-13

**Subject/Focus area: Child Protection/Safeguarding**

<b>Subject/Area leader:</b> J Barber	<b>Link Governor</b> Mrs Monerville	<b>Date of last governor visit:</b> Audit signed off Jan 2013
---	--	--

**School Child Protection Policy**

Date produced: Autumn 2007 then reviewed annually

**Schemes of Work/Support Packages Used**

NSPCC  
Essex Safeguarding  
Safeguarding Audit Materials (LA)  
Catch 22 (Provider for Level 2)

<b>INSET (External and School Based)</b>			
Course title	Attended by	Date of feedback to staff/head	Documentation produced
NSPCC (Safeguarding in Education)	All teachers, LSA's, Middays, Reps from Admin team who do not attend Catch 22	n/a	Certificates presented to JB by February 25 <sup>th</sup> 2013
Governor training not due until 2014		n/a	
LA Update Training (using Catch 22)	All teachers, HLTA at least one midday.	n/a	Certificated issued on 22 <sup>nd</sup> January

<b>Action Plan for 2012-13</b>		
<b>Aim: To note the outcomes of the internal audit and implement an action plan to improve the effectiveness of safeguarding in our school.</b>		
Action/Task	Who	Success Criteria and date for completion
Ensure all allocated staff complete their child protection training as outlined above.	JB	All staff certificated by February 2013
Ensure the relevant policies are reviews annually by staff and Governors.	JB	All policies are up to date and accessible
Ensure induction and refresher information is in the staff handbook that staff are aware of policies and procedures.	JB	Handbook/prospectus is checked and contains the correct information
Create a 'Safeguarding' zone on the website and upload 'child protection/safeguarding' and other related policies to the site.	JB	Dec 2009
Once new staffroom has been completed ensure key practice guidelines relating to safeguarding are clearly displayed.	JB	On completion of works.
Ensure supply teachers have access to information regarding safeguarding in our school.	JB	Pack (or similar) at front desk for supply teachers.
The electronic copy of 'What to do if you are worried...' circulated to all staff.	JB	All booklets circulated in time for training session.
JB to ensure the training matrix or log in the file is up to date.	JB	File shows all training completed.
JB to request all Governors who did not attend face to face safeguarding training complete the on line training.	JB	All gobs are certificated.