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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.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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.
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