



# WOODHALL PRIMARY SCHOOL/ANNUAL PLAN: SAFEGUARDING



FOCUS AREA	AUTUMN 1	AUTUMN 2	SPRING 1	SPRING 2	SUMMER 1	SUMMER 2
<p><b>DESIGNATED SAFEGUARDING LEADS (DSLs)</b></p>	<p>Review dates for refresher training (currently Level 1: by May 2025; Level 2: by July 2023).</p> <p>Ensure that any new staff have full safeguarding induction including being booked for appropriate CPD (Level 1; Prevent; Consent at least)</p> <p>Ensure records are requested for any new pupils including pre-school settings as appropriate.</p> <p>Review of open/ongoing cases</p> <p>Ensure records are transferred to secondary settings for all previous Y6 pupils.</p> <p>All safeguarding meetings etc to be recorded in red in school diary.</p> <p>ML to provide half-termly safeguarding report to FGB.</p>	<p>Formal safeguarding review meeting. ML to provide half-termly safeguarding report to FGB.</p> <p>DSLs to carry out check of SCR with appropriate office staff.</p> <p>Ongoing record check (RE: paragraph 71 KCSiE)</p>	<p>ML to provide half-termly safeguarding report to FGB.</p> <p>Book safeguarding DSL updates for the term as appropriate.</p> <p>Ongoing record check (RE: paragraph 71 KCSiE)</p>	<p>Formal safeguarding review meeting. ML to provide half-termly safeguarding report to FGB.</p> <p>DSLs to carry out check of SCR with appropriate office staff.</p> <p>Ongoing record check (RE: paragraph 71 KCSiE)</p>	<p>ML to provide half-termly safeguarding report to FGB.</p> <p>Book safeguarding DSL updates for the term as appropriate.</p> <p>Ongoing record check (RE: paragraph 71 KCSiE)</p>	<p>Formal safeguarding review meeting. ML to provide half-termly safeguarding report to FGB.</p> <p>DSLs to carry out check of SCR with appropriate office staff.</p> <p>Ongoing record check (RE: paragraph 71 KCSiE)</p> <p>Check any pupils' leaving school outside of typical transition points.</p>

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<b>STAFF CPD</b>	<p>Review of safeguarding policies: Child Protection/Code of Conduct/E-safety/Supporting Children with Medical Needs/Behaviour (inc. bullying)/Attendance/Children Looked After.</p> <p>INSET to include review of any changes to KCSiE/update training for all staff/induction for new staff</p> <p>Safeguarding staff meeting (on relevant focus)</p>	Safeguarding staff meeting (on relevant focus)	INSET including safeguarding updates	Safeguarding staff meeting (on relevant focus)	INSET including safeguarding updates	Safeguarding staff meeting (on relevant focus)
<b>GOVERNORS</b>	<p>Review/approval/signing of policies (see list above)</p> <p>Governors to complete all relevant declaration forms for policies/pecuniary interests (this may be electronically via the Governor Hub).</p> <p>Read and ask any questions of ML's safeguarding report to FGB.</p>	<p>Read and ask any questions of ML's safeguarding report to FGB.</p> <p>Governors responsible for safeguarding to carry our school visit (including check of SCR and first</p>	<p>Read and ask any questions of ML's safeguarding report to FGB.</p> <p>Governor training linked to safeguarding to be agenda item on FGB meeting.</p>	<p>Read and ask any questions of ML's safeguarding report to FGB.</p> <p>Governors responsible for safeguarding to carry our school visit (including check of SCR and first</p>	<p>Read and ask any questions of ML's safeguarding report to FGB.</p> <p>Governor training linked to safeguarding to be agenda item on FGB meeting.</p>	<p>Read and ask any questions of ML's safeguarding report to FGB.</p> <p>Governors responsible for safeguarding to carry our school visit (including check of SCR and first</p>



	<p>Staff to complete all relevant declaration forms for policies/pecuniary interests.</p> <p>Check off-site trips risk assessments (Evolve)</p>		<p>Check off-site trips risk assessments (Evolve)</p>		<p>Check off-site trips risk assessments (Evolve)</p>	
<b>STAKEHOLDER VOICE</b>		<p>Pupil voice survey – based on feeling safe in school and sharing worries.</p>		<p>Parent voice – based on how school teaches safeguarding topics, how any issues are dealt with etc.</p>		<p>Staff voice – how confident are you around safeguarding? Use this to plan CPD for next academic year.</p>