

Leeds Diocesan Learning Trust – Annual Safeguarding Plan

| | Autumn Term | Spring Term | Summer Term |
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| Central Team | <p>Complete Safeguarding Refresher Training</p> <p>Update Clennell safeguarding policy with Trust expectations on the front and ensure it links to local contextual issues and current staffing provisions.</p> <ul style="list-style-type: none"> Add policy to the website and share with school key stakeholders for schools to complete. <p>Collect Staff/Trust signed declarations that they have read and understood KCSIE and Annual Training and relevant policies.</p> <ul style="list-style-type: none"> Report completion to Trust board <p>Create a school based yearly safeguarding plan showing Trust actions and core ‘bitesize sessions’ to be completed by all school based staff over the academic year. These will form part of the school specific annual safeguarding plan.</p> <p>Circulate to schools for individual school additions.</p> <p>Begin the Trust strategic overview document collection: Review first-term reports and identify targeted schools/needs for further intervention.</p> <p>Ensure all schools have completed the annual safeguarding audit by start of week 4.</p> <p>Complete Prevent Training – Awareness Course (Online) http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course</p> <p>and Prevent Referrals Course (online) http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#referrals-course</p> | <p>Review Trust strategic overview document and identify any key actions outstanding from Autumn Term. Actions to be shared with specific schools.</p> <p>Collect Staff/Trust signed declarations from new staff that they have read and understood KCSIE and Annual Training and relevant policies.</p> <p>Collect Staff/Trust signed declarations from updates to relevant Trust policies.</p> <p>Review Trust strategic overview reports for Spring Term. Identify any further actions.</p> <p>Review any safeguarding reviews/deep dives (if appropriate).</p> | <p>Review Trust strategic overview document and identify any key actions outstanding from the Spring Term. Actions to be shared with specific schools.</p> <p>Collect Staff/Trust signed declarations from new staff that they have read and understood KCSIE and Annual Training and relevant policies.</p> <p>Collect Staff/Trust signed declarations from updates to relevant Trust policies.</p> <p>Review Trust strategic overview reports from the Summer Term and any reports. Identify any further actions</p> <p>Review any safeguarding reviews/deep dives (if appropriate).</p> <p>Identify development and training priorities for the next academic year including safer recruitment needs.</p> <p>Organise and book whole school Safeguarding Refresher training (September) for Board and LAC members.</p> |

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| | <p>If a Prevent referral is made, the Panel Meeting training will be completed https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#channel-or-prevent-multi-agency-panel-pmap-course</p> <p>Complete Safer Recruitment Training if required.</p> | | |
| <p>Chair of the Trust Board</p> | <p>Complete Safeguarding Refresher Training</p> <p>Approve updated Clennell safeguarding policy and ensure it links to local contextual issues and current staffing provisions.</p> <p>Ensure policy has been added to the website and has been shared with school key stakeholders.</p> <p>Ensure annual safeguarding plans have been submitted from schools</p> <p>Review first-term strategic overview reports at board meeting and approve targeted schools for deep dives/additional support needs.</p> <p>Review priority actions identified in the annual safeguarding audit.</p> <p>Complete Prevent Training – Awareness Course (Online) http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course</p> <p>(or Prevent refresher course in year 2 and 3. http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#refresher-awareness-course)</p> <p>and Prevent Referrals Course (online) http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#referrals-course</p> <p>If a Prevent referral is made, the Panel Meeting training will be completed</p> | <p>Review Trust strategic overview documents and any reports from Autumn Term. Identify and agree any further actions and receive any updates on safeguarding audit.</p> <p>Review Full safeguarding reviews/deep dives from CES, if any have taken place.</p> <p>Ensure Staff/Trust signed declarations from new staff that they have read and understood KCSIE and Annual Training and relevant policies.</p> <p>Ensure Staff/Trust signed declarations from updates to relevant Trust policies.</p> <p>Review Trust strategic overview documents and any reports from Spring Term. Identify and agree any further actions and receive any updates on safeguarding audit.</p> | <p>Review Trust strategic overview documents and any reports from Spring Term. Identify and agree any further actions and receive any updates on safeguarding audit.</p> <p>Review Full safeguarding reviews/deep dives from CES or others, if these have taken place.</p> <p>Ensure Staff/Trust signed declarations from new staff that they have read and understood KCSIE and Annual Training and relevant policies.</p> <p>Ensure Staff/Trust signed declarations from updates to relevant Trust policies.</p> <p>Review Trust strategic overview documents and any reports from Summer Term, including updates on safeguarding audit</p> <p>Meet with CEO to Agree Trust safeguarding development priorities for the next academic year.</p> |

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| | <p>https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#channel-or-prevent-multi-agency-panel-pmap-course</p> | | |
| <p>Trust Board Members</p> | <p>Complete Safeguarding Refresher Training</p> <p>Approve updated CES safeguarding policy and ensure it links to local contextual issues and current staffing provisions.</p> <ul style="list-style-type: none"> Ensure policy has been added to the website and has been shared with school key stakeholders. <p>Link Director to attend Safeguarding link governor forum and review first-term strategic overview reports and update all directors at board meeting.</p> <p>Board members to approve targeted schools for deep dives/additional support needs.</p> <p>Review priority actions identified in the annual safeguarding audit.</p> <p>Complete Prevent Training – Level 1 Awareness Course (Online) http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course or Prevent refresher course in year 2 and 3. http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#refresher-awareness-course</p> <p>Complete Safer Recruitment Training if required.</p> | <p>Ensure actions from Autumn term Trust strategic overview documents have been completed and identify any further follow up actions. Actions to be shared with specific schools.</p> <p>Review Full safeguarding reviews/deep dives from CES, if any have taken place.</p> <p>Ensure Staff/Trust signed declarations from updates to relevant Trust policies.</p> <p>Ensure Staff/Trust signed declarations for new staff that they have read and understood KCSIE and Annual Training and relevant policies have been read.</p> <p>Link Director to attend safeguarding link governor forum and review Spring-term strategic overview reports and update all directors at board meeting, including any updates from safeguarding audits.</p> <p>Board members to approve targeted schools for deep dives/additional support needs.</p> | <p>Ensure actions from Spring term Trust strategic overview documents have been completed and identify any further key actions. Actions to be shared with specific schools.</p> <p>Review Full safeguarding reviews/deep dives from CES or others, if these have taken place.</p> <p>Ensure Staff/Trust signed declarations from updates to relevant Trust policies.</p> <p>Ensure Staff/Trust signed declarations for new staff that they have read and understood KCSIE and Annual Training and relevant policies have been read.</p> <p>Link Director to attend safeguarding link governor forum and review Summer term strategic overview reports and update all directors at board meeting, including any updates on Safeguarding audits.</p> <p>Board members to approve targeted schools for deep dives/additional support needs.</p> <p>Agree Trust safeguarding development priorities for the next academic year.</p> |
| <p>Local Academy Council (LAC) Members</p> | <p>Training</p> <ul style="list-style-type: none"> Read and understand Part 1, 2 KCSIE via CES Attend Safeguarding Governors Refresher Training in September or October sessions For new governors, attend new governor training Attend relevant Link Governor Networks | <p>Training</p> <ul style="list-style-type: none"> Read and understand Part 1, 2 KCSIE via CES Attend Safeguarding Governors Refresher Training Attend relevant Link Governor Networks | <p>Training</p> <ul style="list-style-type: none"> Read and understand Part 1, 2 KCSIE via CES Attend Safeguarding Governors Refresher Training Attend relevant Link Governor Networks |

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| | <p>Monitoring</p> <ul style="list-style-type: none"> • Link Governor visit • Complete pupil voice activities <p>Chair and/or Safeguarding governor Complete Safeguarding Overview which will be shared with Trust Board</p> <p>Prevent Named Safeguarding link governor to also complete Prevent Training – Awareness Course (Online) http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course</p> <p>(or Prevent refresher course in year 2 and 3. http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#refresher-awareness-course)</p> | <p>Monitoring</p> <ul style="list-style-type: none"> • Link Governor visit • Complete staff voice activities <p>In discussion with the HT/DSL – send parental questionnaire (January).</p> <p>Chair and/or Safeguarding governor complete Spring strategic Safeguarding Overview which will be shared with Trust Board</p> | <p>Monitoring</p> <ul style="list-style-type: none"> • Link Governor visit • Complete student voice activities <p>Chair and/or Safeguarding governor complete Summer strategic Safeguarding Overview which will be shared with Trust Board</p> |
| <p>DSL/Head teachers</p> | <p>Policies</p> <ul style="list-style-type: none"> • Update Trust (Clennell) safeguarding policy and ensure it links to local contextual issues and current staffing provisions. • Ensure it is added to the website and share with school key stakeholders. <p>Collect Staff Signed Declarations for policy reviews that they have read and understood KCSIE and Annual Training and relevant policies. Share with Trust central team.</p> <p>CPD & Induction</p> <ul style="list-style-type: none"> • Attend DSL Refresher Training/ Identify any new staff for DSL training • Organise whole school Safeguarding Refresher training (September) • Complete Safeguarding training with Lunchtime Supervisory Assistants/third party staff. • Review and update school Safeguarding Induction Materials | <p>Policies</p> <ul style="list-style-type: none"> • Update Trust (Clennell) safeguarding policy and ensure it links to local contextual issues and current staffing provisions. • Review for any changes in staffing and ensure it is added to the website and share with school key stakeholders. <p>Collect new staff signed declarations for policy reviews that they have read and understood KCSIE and Annual Training and relevant policies. Share with Trust central team.</p> <p>CPD & Induction</p> <ul style="list-style-type: none"> • Attend DSL Refresher Training/ Identify any new staff for DSL training • Complete Safeguarding training with any new staff • Attend Clennell DSL network | <p>Policies</p> <ul style="list-style-type: none"> • Update Trust (Clennell) safeguarding policy and ensure it links to local contextual issues and current staffing provisions. • Ensure it is added to the website and share with school key stakeholders. Review for any changes in staffing <p>Collect new staff signed declarations for policy reviews that they have read and understood KCSIE and Annual Training and relevant policies. Share with Trust central team.</p> <p>CPD & Induction</p> <ul style="list-style-type: none"> • Attend DSL Refresher Training/ Identify any new staff for DSL training • Complete Safeguarding training with any new staff • Attend Clennell DSL network • Review induction materials |

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| <ul style="list-style-type: none"> • Complete school based induction and notify central team of any additional training needs • Attend Clennell DSL network <p><u>School Annual Safeguarding Plan</u> Update School Annual Safeguarding plan and share with staff, including identified bitesize training.</p> <p>Submit plan to the Trust Central Team by end of Week 4.</p> <p><u>Information Sharing</u></p> <ul style="list-style-type: none"> • Share relevant information about historical safeguarding concerns with new teachers at the start of the year. • Update CPOMS System and ensure new staff have access, check confidentiality settings. • Update & share key school policy amendments. • Notify staff of any key changes to Trust policies • Update any relevant pupil risk assessments. <p><u>Identifying Priorities</u></p> <ul style="list-style-type: none"> • Complete CES Annual Safeguarding Audit and share with LAC, including identification of priorities moving forward. • Complete Autumn Trust strategic overview document with link or chair of governors and share with Trust. <p><u>Online</u></p> <ul style="list-style-type: none"> • Check filter and monitoring processes in school. • Share appropriate information with parents/carers. • Complete staff/student/parent online safety briefing <p><u>Prevent</u></p> <p>Complete Prevent Training – Awareness Course (Online) http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course</p> | <p><u>School Annual Safeguarding Plan</u> Update School Annual Safeguarding plan to include emerging issues and share with staff to show bitesize training.</p> <p>Submit plan to the Trust Central Team by end of Week 2.</p> <p><u>Information Sharing</u></p> <ul style="list-style-type: none"> • Share relevant information about historical safeguarding concerns with new teachers at the start of the term. • Update CPOMS System and ensure new staff have access, check confidentiality settings. • Update & share key school policy amendments. • Notify staff of any key changes to Trust policies • Update any relevant pupil risk assessments. <p><u>Identifying Priorities</u></p> <ul style="list-style-type: none"> • Update Annual Safeguarding Audit and share with LAC, including identification of priorities moving forward • Complete Spring Trust strategic overview document with link or chair of governors and share with Trust. <p><u>Online</u></p> <ul style="list-style-type: none"> • Check filter and monitoring processes in school. Ensure appropriate staff are updated with any concerning searched within school. • Share appropriate information with parents/carers. • Complete staff/student/parent online safety briefings <p>In discussion with the safeguarding link governor – send parental questionnaire (January)</p> | <p><u>School Annual Safeguarding Plan</u> Update School Annual Safeguarding plan to include emerging issues and share with staff to show bitesize training.</p> <p>Submit plan to the Trust Central Team by end of Week 2.</p> <p><u>Information Sharing</u></p> <ul style="list-style-type: none"> • Share relevant information about historical safeguarding concerns with new teachers at the start of the term. • Update CPOMS System and ensure new staff have access, check confidentiality settings. • Update & share key school policy amendments. • Notify staff of any key changes to Trust policies • Update any relevant pupil risk assessments. <p><u>Identifying Priorities</u></p> <ul style="list-style-type: none"> • Update Annual Safeguarding Audit and share with LAC, including identification of priorities moving forward • Complete Summer Trust strategic overview document with link or chair of governors and share with Trust. <p><u>Online</u></p> <ul style="list-style-type: none"> • Check filter and monitoring processes in school. Ensure appropriate staff are updated with any concerning searched within school. • Share appropriate information with parents/carers. • Complete staff/student/parent online safety briefings |
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| | <p>(or Prevent refresher course in year 2 and 3. http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#refresher-awareness-course)</p> <p>and Prevent Referrals Course (online) http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#referrals-course If a Prevent referral is made, the Panel Meeting training will be completed https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#channel-or-prevent-multi-agency-panel-pmap-course</p> | | |
| <p>School Staff</p> | <p>CPD & Induction</p> <ul style="list-style-type: none"> Attend Annual Safeguarding training and sign and submit declaration of completion. New staff to attend initial school induction Complete identified Trust and school specific Bitesize training CPD sessions on school annual plan <p>Policies Sign declarations for associated updated policies (new staff Autumn term)</p> <p>Monitoring and Information Sharing</p> <ul style="list-style-type: none"> Contribute to safeguarding monitoring visits and audits as appropriate Complete and submit CPOMS check to headteacher <p>Prevent</p> <p>Complete Prevent Training – Awareness Course (Online) http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course</p> <p>(or Prevent refresher course in year 2 and 3. http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#refresher-awareness-course)</p> <p>Safer Recruitment (Admin Staff)</p> | <p>CPD & Induction</p> <ul style="list-style-type: none"> Safeguarding training (new staff) Attend Bitesize training CPD sessions New staff to attend initial school induction <p>Policies Sign declarations for associated updated policies (new staff Spring term)</p> <p>Monitoring and Information Sharing</p> <ul style="list-style-type: none"> Contribute to safeguarding monitoring visits and audits as appropriate Complete and submit CPOMS check to headteacher | <p>CPD & Induction</p> <ul style="list-style-type: none"> Safeguarding training (new staff) Attend Bitesize training CPD sessions New staff to attend initial school induction <p>Policies Sign declarations for associated updated policies (new staff Summer term)</p> <p>Monitoring and Information Sharing</p> <ul style="list-style-type: none"> Contribute to safeguarding monitoring visits and audits as appropriate Complete and submit CPOMS check to headteacher |

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| <p>School Admin Staff</p> | <p>In addition to the school staff section above, admin staff to:</p> <ul style="list-style-type: none"> • Complete safer recruitment training if required • Check and Update Single Central Record (SCR) with new staff • Attend online briefing by Clennell on checks | <p>In addition to the school staff section above, admin staff to:</p> <ul style="list-style-type: none"> • Check and Update Single Central Record (SCR) with new staff | <p>In addition to the school staff section above, admin staff to:</p> <ul style="list-style-type: none"> • Check and Update Single Central Record (SCR) with new staff |
| <p>Networks</p> | <p>Link safeguarding governor network meeting with input from Clennell</p> <p>Other OPTIONAL CES networks are free including: DSL network SEMH network SEND network Family Support network Governor network</p> | <p>Link safeguarding governor network meeting with input from Clennell</p> <p>Other OPTIONAL CES networks are free including: DSL network SEMH network SEND network Family Support network Governor network</p> | <p>Link safeguarding governor network meeting with input from Clennell</p> <p>Other OPTIONAL CES networks are free including: DSL network SEMH network SEND network Family Support network Governor network</p> |