



Leadership and Management of Safeguarding Schedule 2018/19

Timescale	Staff Role	September	October	November	December	January	February	March	April	May	June	July
Daily	Attendance Officer	First Day Calls/Alive and Well Checks for Vulnerable Pupils										
Weekly	Attendance Officer	Weekly Attendance/Register Checks in Relation to Specific Pupil Tracking and for Vulnerable groups – every Friday										
	Site Manager	Weekly Site Survey by School Site Staff – at least fortnightly accompanied by either HT or Governors										
Monthly	Senior Leadership Team	Attendance/Behaviour/First Aid, etc. Log Check – 28/09	Attendance/Behaviour/First Aid, etc. Log Check – 30/10	Attendance/Behaviour/First Aid, etc. Log Check – 27/11	Attendance/Behaviour/First Aid, etc. Log Check – 18/12	Attendance/Behaviour/First Aid, etc. Log Check	Attendance/Behaviour/First Aid, etc. Log Check	Attendance/Behaviour/First Aid, etc. Log Check	Attendance/Behaviour/First Aid, etc. Log Check	Attendance/Behaviour/First Aid, etc. Log Check	Attendance/Behaviour/First Aid, etc. Log Check	Attendance/Behaviour/First Aid, etc. Log Check
	Finance Manager		School Census return			School Census return				School Census return		
	INSET Co-ordinator and CP Designated Personnel	INSET Safeguarding refresher awareness and induction for all new staff – 04/09	Safeguarding induction for any new staff and volunteers, etc.	Safeguarding induction for any new staff and volunteers, etc.	Safeguarding induction for any new staff and volunteers, etc.	INSET Safeguarding refresher awareness and induction for all new staff – 03/01	Safeguarding induction for any new staff and volunteers, etc.	Safeguarding induction for any new staff and volunteers, etc.	INSET Safeguarding refresher awareness and induction for all new staff	Safeguarding induction for any new staff and volunteers, etc.	Safeguarding induction for any new staff and volunteers, etc.	Safeguarding induction for any new staff and volunteers, etc.
	All school staff	Monitoring of pupil groups	Monitoring of pupil groups	Monitoring of pupil groups	Monitoring of pupil groups	Monitoring of pupil groups	Monitoring of pupil groups	Monitoring of pupil groups	Monitoring of pupil groups	Monitoring of pupil groups	Monitoring of pupil groups	Monitoring of pupil groups
Termly	Safeguarding Governor and Associated school staff member	Safeguarding Review – With Governor involvement – 28/09 and 01/10	Attendance at Clerk's briefing	Governor Monitoring of Safeguarding as a whole – ½ a day – 01/10	SCR check with Governor SCR Sign off – 28/09 (DD) and 01/10 (OKN)	Safer Recruitment Audit and annual check on third party providers		Governor Monitoring of Safeguarding as a whole – ½ a day	Pupil Voice around Safeguarding	Health and Safety Audit, including Site Survey and Risk Assessment check	Annual Monitoring Report to Governors	SCR check with Governor SCR Sign off
	CD Designated Personnel		Child Protection Records Check – in-house – 28/09, 30/10, 27/11 & 18/12			Pupil Voice around Safeguarding	Child Protection Records Check – external agency				Child Protection Records Check – in-house	Attendance at LA Briefing with Safeguarding input
	Headteachers	Pupil Voice around Safeguarding, Return of Annual Monitoring Report to LA – 28/09 (OKN) and 28/09 (DD)	Attend Safeguarding HT Briefing followed by all staff and leaders update	Attendance at LA updates with Safeguarding input			Safeguarding HT Briefing followed by all staff and leaders update	SCR Check – with external agency sign off.	Parent Safeguarding Workshop		Safeguarding HT Briefing followed by all staff and leaders update	
	Website Administrator with assistance from associated school staff	Policy and Website update and check – 28/09				Policy and Website update and check				Policy and Website update and check		
	All teachers, SLT, HT	Monitoring of pupil groups – termly focus: CIN/LAC, etc. – 27/09	Monitoring of pupil groups – termly focus: CIN/LAC, etc. – 30/10	Monitoring of pupil groups – termly focus: CIN/LAC, etc. – 27/11	Monitoring of pupil groups – termly focus: CIN/LAC, etc. – 19/12			Monitoring of pupil groups – termly focus: PPG/EAL, etc.				Monitoring of pupil groups – termly focus: SEND, etc.
Annually	INSET and CP Personnel	Following September intake – ongoing induction as appropriate for all staff new to the school (inclusive of volunteers, peripatetic staff, subcontractors, governors, etc.)										
	Clerk to the Governors	All Governing Body Meeting agendas to have a Safeguarding and Child Protection Standing Item for discussion – minutes to demonstrate challenge and link to ongoing monitoring visits										
	Designated Personnel	Annual DP Update Training (Not essential but Best Practice)										
	Rolling Programme	First Aid update Training										
	HT and Safeguarding Governor	Annual General Safeguarding Review as with LA Education Adviser										
	SLT an relevant Governor	Annual Safer Recruitment update training										
	Site Manager	Legionella/asbestos/manual handling/swimming pool testing										