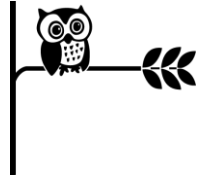
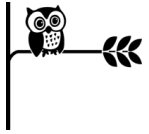


# Stay Safe Action Plan 2015-2016



Area of Responsibility: Behaviour and Safeguarding				<u>Links with agencies:</u> Manchester and Trafford Social Services Quality First Training and Consultancy Specialist Outreach Services One Education Cluster Networks NSPCC School Nurse EBS (Health and Safety - Pascal)		
<ul style="list-style-type: none"> <li>Objectives: To provide a higher level of workshops for children, staff and parents to develop awareness and skills in Safeguarding, current issues and managing behaviour.</li> </ul> Staff Subteam: Jo, Nina, Kelly and Sunni						
Key Action: Behaviour and Safeguarding	Leadership	Support	Resources & cost		Success Criteria	Completion Date
To make expectations clear and explicit to children – moving around school, class room, assembly, lunchtime, playtime and dining halls through having an expectation of the week and assemblies linked to behavior and expectations.	SLT, TLR Holders and	All staff	Certificates, displays, prizes	Laminating	Children move around school in a calm manner. Behaviour at transition times meets school expectations at all times	Ongoing
Strengthen circle times, PSHCE, assemblies and workshops to reflect behaviour expectations and safety. launch a new behaviour rewards system linked with RRSA and resilience	Debbie Carter all subteam staff around school	All staff	Resources for assemblies.		Awareness raised around current issues with a proactive approach. Impact through parent feedback.	Ongoing
To focus on CPD for staff around Safeguarding and current issues.	J Beech, SLT and Debbie Carter	All Staff and SLT	Domestic Violence Training costs.		Increased awareness of current issues on staff and higher quality safeguarding practice.	Aut
Life skills lessons for Y5 & 6 in preparation for the transition into High school. Possibly make links with previous students. Develop a Year 6 Safeguarding team to inform the school on relevant issues	J Beech C Keeley	All Staff and SLT	-		Children are prepared for High school. Understand the educational expectations as well as the greater need for self-direction and responsibility.	Ongoing/ Spring/ Summer
Sensory room developed for 1:1, counselling and pastoral interventions.	J, Beech D carter	SLT	£10,000 max		The Think Room has been resourced with equipment and furnishings that facilitate pastoral interventions and counselling sessions.	Autumn
Promotion of independence and resilience with KS2. Audit of safeguarding certificates.	J, Beech Sarah M	All Staff and SLT	-		The majority of Key Stage 2 children will demonstrate resilience and persistence through classroom learning and whilst travelling around the school independently.	Autumn
Bubble time re-launched in conjunction with Fit for Learning	Sarah M	All Staff	Laminating cost		Bubble time (or class individualised version) set up and running in each class.	Autumn
House Teams launched to promote independence, resilience and team work	Jen Beech	All Staff	Certificates, displays, prizes		Children treat each other, adults and property with respect. Team spirit is evident within school.	Ongoing



## Stay Safe Action Plan 2015-2016

Completed items in 2014 – 2015 are summarised below.

### **Behaviour and Safeguarding**

- a variety of workshops set up to support behavior, safeguarding and pastoral care for children.
- A variety of workshops for parents based on current issues including safeguarding were set up.
- Workshops up and running. Mirrored assemblies lead by DC.
- Huge push on expectation during Spring & Summer term much improved, lunchtime focus supported by SLT. Appraisals now introduced for SLOs
- Pastoral Curriculum map sent out and staff reminded of expectations re PSHE focus
- Awareness created of workshops through half termly letters and texts and through the SIP Forum evening.
- DW Lead specific staff guarding training for team in FGM.
- Whole School staff meeting on and Introduction to Safeguarding
- All chn on Pastoral forms now included in pastoral mapping
- Procedures for Safeguarding overhauled
- Specific work with LOs completed by SLT and Satnam Singh
- New Safeguarding leaflet introduced and sent out to staff, visitors and volunteers via the office
- New staff trained and included in the team
- Dealing with disclosures workshop lead by DW and leaflet emailed to all staff
- Pastoral file scrutiny completed Autumn and Summer term
- Safeguarding team meetings up to date and Stay Safe SIP meetings completed as scheduled.

<p>Area of Responsibility: Attendance</p> <ul style="list-style-type: none"> <li>Objectives: To research current practice in regards to attendance and review systems in place and to continue to improve attendance and punctuality.</li> </ul> <p>Staff Subteam – Cassandra, Debbie and Helen A</p>				<p>Links with agencies:  Manchester and Trafford Social Services  Quality First Training and Consultancy  Specialist Outreach Services  One Education  Cluster Networks  NSPCC  School Nurse  EBS (Health and Safety - Pascal)</p>		
Key Action: Attendance	Leadership	Support	Resources & Cost		Success Criteria	Completion Date
To set up workshops and drop in sessions for Parents/Carers and Children who need support with attendance and punctuality.	Helen Wright, Helen A, Debbie, Teachers	All staff Office staff	-		Workshops create a scaffold of support for the family and attendance improves.	Ongoing
To set up welcome meeting for children from families that we know have involvement of other agencies and find attendance difficult.	Helen Wright, Helen A, Debbie, Cassandra and Donna	All staff	-		Families are aware of attendance procedures and attendance improves if it was initially an issue. Increased understanding of missed education.	Ongoing
To continue to tighten up on lates with a personalised approach. To contact parents where attendance is below 96% including Reception. Parents/carers to provide proof of medical appointments. Use of penalty notices. Weekly analysis and graph for classes. Maintain rewards for attendance e.g. Ozzy Owl, 5 to 9 Club.	Helen A, office staff and Debbie	All staff, SLT and agencies listed above.	Certificates printing and rewards and prizes		Attendance figures and graphs to be supplied to teachers on weekly basis and targets met. Fewer children arrive late each day. Trophy and certificate given to winning key stage class at highlight assembly. Parents/carers providing proof of appts and records regarding absence are accurate. Attendance is improved Class teachers are aware of attendance and children more focused to improving their attendance. MCAF in place for any families in need of this and families feeling supported and key staff trained.	Ongoing
Promote class attendance with termly prizes.	Helen A, Debbie C	All staff Office staff	Termly Prizes	Per Term £250 max		Ongoing
Update staff on the use of SIMS and encourage Wave1 intervention with attendance issues.	J Beech, Helen Wright, Helen A	All staff Office staff	-			
Targeted 'workshops' for community groups.	Debbie C, J Beech	All staff Office staff	-		Staff training for current and new members on use of SIMs in September	Autumn



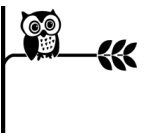
## Stay Safe Action Plan 2015-2016

Completed items in 2014 – 2015 are summarised below:

### Attendance

- Update and refresher training completed for DC and HA
- First wave of letters sent out in response to poor attendance
- Workshops and sessions set up by DC to support families with poor attendance due to behavior and routines in the morning – great feedback.
- MCAFS ongoing to support families with attendance
- LEA Advisor consulted and a review of the current systems in place.

Area of Responsibility: Safeguarding with particular focus on ESafety				Links with agencies: Manchester and Trafford Social Services Quality First Training and Consultancy Specialist Outreach Services One Education Cluster Networks NSPCC School Nurse EBS (Health and Safety - Pascal)		
<ul style="list-style-type: none"> <li>Objectives: To update and develop current practice and procedures in school with regards to Safeguarding and ESafety.</li> </ul> Staff Subteam – Chris, Adam, Rose and Lynne						
Key Action: Safeguarding	Leadership	Support	Resources & Cost		Success Criteria	Completion Date
<p>To develop a New ESafety and Fair Usage Policy for families and children.</p> <p>Information leaflets and workshops set up on key themes to address issues as they arise to support staff, parents, children and the local community.</p> <p>Child focus group created to discuss current issues.</p>	Chris and Lynne	All staff and SLT L.Flynn	Printing costs		Policy to be amended and then submitted to Governing body and then distributed afterwards to families.	Autumn
	Chris, Lynne, Adam and Rose.	All staff and SLT	-		Leaflets printed and emailed out when current issues arise ensuring we react quickly and are proactive to issues.	Leaflet-Autumn Workshops-ongoing
	Debbie, Sarah M and Year 6 teachers.	All staff and SLT	Printing costs		Child focus group created and issues addressed quickly with families and local community.	Autumn
	Chris, Lynne, Adam.	Teachers	-			



## Stay Safe Action Plan 2015-2016

Completed items in 2014 – 2015 are summarised below:

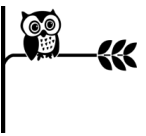
### **Safeguarding/ESafety**

- All procedures and processes now clearly set up and established
- Children with pastoral or welfare concerns invited to join pastoral interventions
- New staff trained and have joined the Safeguarding Team
- Safeguarding Team update training on dealing with disclosures and FGM.
- New leaflet produced and in use in the office for all visitors and new staff. Policy also given out and log kept.
- Work on ESafety Policy and Fair Usage Policy underway.
- ESafety workshop completed with strong feedback from parents
- NSPCC Unit of work completed for Year 6 and arranged for Year 5 also
- Whole school training on Safeguarding and current issues and new members trained on MSCB course.
- Safeguarding AHT trained on current issues and attended relevant courses.
- All visitors and supply staff are given a leaflet about safeguarding at our school and long term staff a debrief.

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Area of Responsibility: Health and Safety				<u>Links with agencies:</u> Manchester and Trafford Social Services Quality First Training and Consultancy Specialist Outreach Services One Education Cluster Networks NSPCC School Nurse EBS (Health and Safety - Pascal)		
Objectives: To increase the children’s independence in accessing risks and managing health and safety situations.  Staff Subteam – Phil Wood, Alex and Jo C						
Key Action: Attendance	Leadership	Support	Resources & Cost		Success Criteria	Completion Date
To set up and run a children’s health and safety committee.	Debbie and Phil supporting	All staff	Training costs		Increased awareness round the school of health and safety issues.	Autumn
First Aid training for children in Key Stage 2.	Debbie, Laura F and Sue	Teachers	Training costs		Children training children, pupil voice and assemblies and workshops supporting current issues.	Ongoing
Developing awareness and independence of children to manage risks e.g. Through Stranger Danger Workshops and key focus assemblies.	All subteam	All staff and SLT	-		Children from training using knowledge in first aid situations and confidence when supporting first aid.	Ongoing
Resources maintained for First Aid room e.g. cupboard, table etc	Alex, Debbie and Phil	All First aiders	£300 per year for maintenance		Children become more independent in managing risks, decrease in reports of incidents.	Ongoing
					Resources ordered, collated and labelled and being used correctly.	





## Stay Safe Action Plan 2015-2016

Completed items in 2014 – 2015 are summarised below:

- School nurse workshops to address current issues e.g. Safety Sam
- Health and Safety Committee moved to Rights and Responsibilities Team – KW
- Log collated by DC of staff who are trained and when training expires.
- Children and Staff Defib training has taken place organized by LF
- School Nurse workshops taken place when needed
- Resources ordered, collated, labelled and maintained in First Aid room by DC and role rota updated