

Oswald Road Primary School Improvement Plan 2018/19

Stay Safe



Stay Safe 2018/19				
Priority 1 – Safeguarding Vulnerable Groups				
Co-ordinator: Donna Wealleans Mat leave Co-ordinator TBC	Year 2018/19	Cost of plan: £awaiting GDPR Costing		
Action(for each action include briefly 'how' and what the intended impact on the provision will be)	Lead person accountable for the action	Time Scale Start and End dates (W/C)	CPD	Resources/Costs /Time
<p>Leadership and Values/Risk Assessment: ACTION: 1.To establish a framework for vulnerable children including non-verbal. This will allow children to express how they are feeling to allow staff to implement appropriate safeguarding measures. HOW:</p> <ul style="list-style-type: none"> - Source an appropriate working material to assist children and teachers. - Adapt material/resources for EYFS - To deliver SEN safeguarding training and specific disabilities. - Suzy Strange to deliver staff training and parental workshop on the impact of play therapy can have on trauma. - Staff to be trained in new system. - Ensure each classroom has the correct resources and materials for children to access. - All staff to read the new published guidance for Keeping Children Safe in Education 2018 and Working together to Safeguard Children update. - All staff to read the updated safeguarding policy (Sept 2018). - Provide staff with regular updates/signs and indicators via the weekly newsletter. - Provide parents with regular update regarding changes in legislation, trends and new games that could pose a safeguarding issue in the home. To be completed through the weekly parental newsletter and school social media. - Attendance manager to provide termly reports to Learning Support Team and Phase Leads after each meeting with SLT. Actions to be highlighted and followed up by Attendance Lead. 	<p>Learning Support Team</p> <p>Kass / Karen Lisa / Donna Learning Support Team</p> <p>Helen/Lisa Lisa / Amanda</p> <p>Staff (Lisa to email out / Amanda to monitor)</p> <p>Learning Support Team / Ellie Learning Support Team / Ellie Learning Support Team / Ellie</p> <p>Helen A</p>	<p>17.09.18</p> <p>08.10.18 Inset day Dates tbc</p> <p>29.10.18 29.10.18</p> <p>10.09.18</p> <p>17.09.18</p> <p>Weekly starting 17.09 When needed.</p> <p>Termly after each meeting.</p>		<p>Resources from support school £100</p>

<p>IMPACT: Staff can demonstrate a good understanding of the risks exposed to vulnerable and nonverbal children. All staff to understand how to record and report safeguarding concerns. Staff complete a log of concern about a child's welfare as they would do for any other Safeguarding issue. All staff to be aware of DSL trained members of staff and these individuals are to act as a source of advice and support. All staff are aware of safeguarding and their responsibility around ensuring that children are not exposed to harm. Vulnerable children's voices are heard as they will be more equipped to Safeguard themselves.</p>				
<p>Working in Partnership ACTION: 2.To work in partnership with Child Bereavement UK to develop in house understanding and current practice in supporting children and families who experience bereavement. HOW:</p> <ul style="list-style-type: none"> - Complete service level agreement. - Online training to be completed by SLT, Phase Leads and Learning Support Team. - Phase leads to disseminate information during phase lead meetings. - Publication of resources amongst staff. - Collation of resources from Child Bereavement UK. - Staff to make appropriate referrals to the pastoral team. - Commission Suzy Strange, play therapist for high level need. <p>IMPACT: Improve children and families wellbeing following a bereavement. Appropriate reading material and signpost families to outside agencies/services that can provide support and guidance accessible for all.</p>	<p>Donna/Lisa SLT, Phase Leads, LST</p> <p>Phase Leads</p> <p>Amanda Kass /Karen Staff Learning Support Team</p>	<p>05.09.18 05.11.18</p> <p>19.11.18</p> <p>19.11.18 19.11.18 When needed When needed</p>		
<p>LGBTQ+ ACTION: 3. To embed the LGBTQ awareness amongst staff, children, families and the wider community. HOW:</p> <ul style="list-style-type: none"> - Staff understand why monitoring is important and feel comfortable in engaging in discussion about sexual orientation and gender identity with people who use the service. Monitoring information covers the spectrum of LGBT identities. Through LGBT awareness training. - LGBT Audit to be refreshed. - Staff are aware of the specific inequalities that younger LGBT people may face. 	<p>Lisa/Amanda/Donna</p> <p>Lisa/Amanda/Donna Lisa/Amanda/Donna</p> <p>Lisa/Amanda</p>	<p>Date tbc for Aut staff meeting</p> <p>24.09.18 Date tbc for Aut staff meeting</p>		

<p>- Staff are comfortable in raising LGBT issues relating to those using the service and can confidently ask /answer questions relating to sexual orientation or gender identity.</p> <p>- Staff/Parents are knowledgeable and confident to signpost families to relevant LGBT organisations. Website page.</p> <p>- To evaluate the Jigsaw curriculum for EYFS</p> <p>- To evaluate the Jigsaw KS1 / KS2</p> <p>IMPACT: Improve children and families signposting to outside agencies/services that can provide support and guidance accessible for all. Children identified are fully supported.</p>	<p>Karen/Lisa/Ellie</p> <p>Kass / Karen</p> <p>Lisa / Amanda</p>	<p>17.12.18</p> <p>25.03.18</p> <p>25.03.18</p>		
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Monitoring

Who	What	Where	When	How	External Validation
<p>Donna/Mat leave Cover and the Team Deborah.</p> <p>Governors</p> <p>Parents/Carers</p>	<p>SIP Inset Review of SIP Plan Sent to Governors</p> <p>Plan to be shared</p> <p>Plan/Mindmap to be shared</p>	<p>In house</p> <p>-</p> <p>-</p> <p>Through Governors meetings</p>	<p>04/09/18 and 8/11/18</p> <p>Spring Review date</p> <p>Summer Review date</p> <p>Termly</p>	<p>- Meeting in-house.</p> <p>- Review of SIP Plan</p> <p>-RAG Plan and evaluation.</p> <p>- Debs to send plans to governors to review.</p> <p>- On School Website</p>	<p>Liz Rose/Jenny Patterson</p>

Impact: Evaluation *Have the intended outcomes been achieved? What are the key strengths and development points?*

SUCCESS CRITERIA	MILESTONES	EVIDENCE OF IMPACT FROM MONITORING
<ol style="list-style-type: none"> 1. Staff can demonstrate a good understanding of the risks exposed to vulnerable groups children and Young people. All staff understand how to record and report concerns regarding greater risk. Staff complete a log of concern about a child's welfare as they would do for any other Safeguarding issue. 2. Improved children and families wellbeing following a bereavement. Appropriate reading material and signpost families to outside agencies/services that can provide support and guidance accessible for all. 3. Improve children and families signposting to outside agencies/services that can provide support and guidance accessible for all. Children identified are fully supported. Staff can demonstrate a good understanding of LGBTQ+. 		

END OF YEAR EVALUATION	NEXT STEPS

Stay Safe 2018/19 Priority 2 - GDPR				
Co-ordinator: Donna Wealleans Mat leave Co-ordinator TBC	Year 2018/19	Cost of plan: tbc		
Action(for each action include briefly 'how' and what the intended impact on the provision will be)	Lead person accountable for the action	Time Scale Start and End dates (W/C)	CPD	Resources/Costs /Time
<p>Leadership and Values/Risk Assessment: ACTION: To arrange a Data Protection Audit with CPO HOW: - Contact school's designated Data Protection Officer with request to undertake audit of current procedures and policies in place - Feedback to FGB on findings and recommendations, and agree priorities and timetable for actions - implement recommendations (Do not know dates of FGB meetings as yet)</p> <p>IMPACT: Confirmation that the school is undertaking it's duties in relation to GDPR requirements. Identification of any ongoing areas of improvement and gaps.</p>	Sarah N Sarah N Sarah N/ Andy W/ Jacquie C	3/12/2018 January 2019 March 2019		
<p>ACTION:2.To obtain approval from FGB for outstanding GDPR related policies HOW: Outstanding policies to be circulated to designated governors for review Feedback to be taken on board and policies amended accordingly for ratification at September FGB (Do not know dates of FGB meetings as yet)</p> <p>IMPACT: Completion of relevant policies to ensure compliance with GDPR legislation</p>	Sarah N Sarah N	06/09/18 September 2018		

<p>ACTION:3. Feedback to staff on policy implications, audit recommendations and any new developments.</p> <p>HOW: Dissemination of policy implications and audit recommendations to staff via staff briefings, to include PowerPoint presentation and copies of salient points.</p> <p>IMPACT: Staff at the school know the impact of GDPR and how to implement requirements in their daily duties.</p>	Sarah N/ Andy W/ Jacquie C	15/04/2019		
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Monitoring

Who	What	Where	When	How	External Validation
Donna/Mat leave Cover and the Team Deborah. Governors Parents/Carers	SIP Inset Review of SIP Plan Sent to Governors Plan to be shared Plan/Mindmap to be shared	In house - - Through Governors meetings	04/09/18 and 8/11/18 Spring Review date Summer Review date Termly	- Meeting in-house. - Review of SIP Plan -RAG Plan and evaluation. - Debs to send plans to governors to review. - On School Website	GDPR Officer and Local Authority

Impact: Evaluation *Have the intended outcomes been achieved? What are the key strengths and development points?*

SUCCESS CRITERIA	MILESTONES	EVIDENCE OF IMPACT FROM MONITORING
<ol style="list-style-type: none"> Confirmation that the school is undertaking it's duties in relation to GDPR requirements. Identification of any ongoing areas of improvement and gaps. Completion of relevant policies to ensure compliance with GDPR legislation. Staff at the school know the impact of GDPR and how to implement requirements in their daily duties. 		

END OF YEAR EVALUATION	NEXT STEPS

Stay Safe 2018/19				
Priority 3 – ESAFETY (Ongoing target from last year)				
Co-ordinator: Donna Wealleans Mat leave Co-ordinator TBC	Year 2018/19	Cost of plan: tbc		
Action(for each action include briefly 'how' and what the intended impact on the provision will be)	Lead person accountable for the action	Time Scale Start and End dates (W/C)	CPD	Resources/Costs /Time
<p>ACTION: 1. Acceptable use policy for children and visitors.</p> <p>HOW:</p> <ul style="list-style-type: none"> - Create an acceptable use policy for KS1 and KS2 - Children and visitors into school to sign before using school computers - Copy of policy on website <p>IMPACT: All users of computers in school will have read and signed the acceptable use policy. Children will be safer online and more aware of their safe use of ICT.</p>	<p>KS1 – Fiona KS2 – Jen Jen</p> <p>Fiona</p>	<p>3.9.18 3.9.18</p> <p>22.10.18</p>	<p>Assembly time to introduce</p>	
<p>ACTION: 2. To complete a self-evaluation process for Online Safety and then create an Online Safety Strategy.</p> <p>HOW:</p> <ul style="list-style-type: none"> - Keep a self-evaluation process for Online Safety up to date. - Reporting and incident management process to be monitored and CPOMS and through evaluations of cases when needed. <p>IMPACT: An online Safety Strategy is continuously used and all staff are aware and following policies. Outstanding actions are addressed and online security tightened leading to reduction of online incidents reported in and out of school.</p>	<p>Fiona Harvey</p>	<p>3.9.18 When needed</p>		
<p>ACTION: 3. To ensure that activity on iPads and tablets can be tracked and monitored.</p> <p>HOW:</p> <ul style="list-style-type: none"> - Lead teacher will maintain a sign-out sheet showing which pupils/staff are using which device to enable the log-file activity to be tied to a user. - Ipads to be numbered to identify who is using which ipad and when. - Ipads and signing in book to be kept in a classroom location. - Check with SN for any unusual activity on ipads. <p>IMPACT: There will be a more closely monitored system to keep track of usage of ipads. It will allow for any unacceptable usage to be easily identified.</p>	<p>Jen/ Sarah N</p> <p>Jen</p> <p>Jen/Class teachers Jen</p>	<p>12.10.18</p> <p>12.10.18</p> <p>12.10.18 Weekly</p>		

<p>ACTION: 4. Greater education about the use of social media and gaming outside of school for children.</p> <p>HOW:</p> <ul style="list-style-type: none"> - Nspcc workshops - o2 - Take part in 'internet safety day' across school. - Keep website and newsletter up to date. - Keep up to date with current online safeguarding issues. - Promote e-safety software/apps for parents <p>IMPACT: Pupil and parent voice will show more of an awareness of safe use of ICT at home. There will be reduced level of incidents recorded and any incidents that arise will be swiftly acted upon.</p>					
		Lisa Lisa Ellie/Fiona/Rashmina Fiona Lisa Fiona/Jen/Rashmina	12.11.18 12.11.18 Feb 2019 Weekly Ongoing Termly updates		
<p>ACTION: 5. Any confidential or sensitive information shared by email should be encrypted.</p> <p>HOW:</p> <ul style="list-style-type: none"> - Password protect - Different piece of software to be sourced - Emails need to be encrypted - Staff to be informed of the change - Use encrypted pen drives <p>IMPACT: School is in compliance with GDPR Data sharing.</p>					
		Harvey/Sarah N Harvey/Sarah N Harvey/Sarah N Harvey/Sarah N All staff	10.09.18 10.09.18 10.09.18 10.09.18 03.09.18		
<p>ACTION: 6. To ensure that all new apps for ipads have a risk assessment.</p> <p>HOW:</p> <ul style="list-style-type: none"> - Request for new apps sent to Harvey with a risk assessment attached. - Send out risk assessment to teachers. - Harvey to check risk assessment and install on all ipads - <p>IMPACT: Closer monitoring of apps and all apps are safe for children to use.</p>					
		Harvey Fiona Harvey	3.9.18 10.09.18 Termly		
Monitoring					
Who	What	Where	When	How	External Validation
Donna/Mat leave Cover and the Team Deborah.	SIP Inset Review of SIP Plan Sent to Governors	In house - -	04/09/18 and 8/11/18 Spring Review date Summer Review date	- Meeting in-house. - Review of SIP Plan -RAG Plan and evaluation. - Debs to send plans to governors to review. - On School Website	GDPR Officer and Local Authority
Governors	Plan to be shared	Through Governors meetings	Termly		
Parents/Carers	Plan/Mindmap to be shared				
<p>Impact: Evaluation <i>Have the intended outcomes been achieved? What are the key strengths and development points?</i></p>					

SUCCESS CRITERIA	MILESTONES	EVIDENCE OF IMPACT FROM MONITORING
<ol style="list-style-type: none"> 1. All users of computers in school will have read and signed the acceptable use policy. Children will be safer online and more aware of their safe use of ICT. 2. An online Safety Strategy is continuously used and all staff are aware and following policies. Outstanding actions are addressed and online security tightened leading to reduction of online incidents reported in and out of school. 3. There will be a more closely monitored system to keep track of usage of ipads. It will allow for any unacceptable usage to be easily identified. 4. Pupil and parent voice will show more of an awareness of safe use of ICT at home. There will be reduced level of incidents recorded and any incidents that arise will be swiftly acted upon. 5. School is in compliance with GDPR Data sharing. 6. Closer monitoring of apps and all apps are safe for children to use. 		

END OF YEAR EVALUATION	NEXT STEPS