**Annual Safeguarding Planner – 2024 / 2025**

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| **Annual safeguarding training** | Date: Monday 2nd September |

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| **Annual safeguarding audit – led by Trust / Sarah Turner** | Date: 24.06.2025 |

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| **Safeguarding Check-in meeting on Teams** | Date: |

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| **DSL Network meetings** | Wednesday 6th November 2024 |
| Monday 2nd February 2025 PM |
| Wednesday 23rd April 2025 PM |

***All DSLs are required to attend the network meetings****. The network meetings will be led by Lisa Davies, Simon Cowley, Sarah Turner and other safeguarding experts. An agenda and teams links will be sent a week in advance of each meeting. The network meetings will consist of training, providing updates on policy and sharing best practice.*

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| **SCR monitoring by Headteacher** | Window 1 – By Monday 30th September |
| Window 2 – By Friday 31st January |
| Window 3 – By Friday 25th April |

***We expect you to monitor the SCR at least three times a year*** *(September, January, April). However, if you are in the Ofsted window, please monitor the SCR on a termly basis. i.e. six times a year. You must use the SCR monitoring checklist.*

**CPOMs – quality assurance**

Please refer to Trust’s CPOMS protocol for more information, as well as CPOMs user guide if you require support.

<https://thewhitehorsefederation.sharepoint.com/:f:/s/TWHF-Safeguarding/Eg63pAOKnqVEluEq3-qltbkBexsRencFpuckGsjcbEjniw?e=WmDao3>

<https://thewhitehorsefederation.sharepoint.com/:w:/s/TWHF-Safeguarding/EQmj3ym8Z4VHimY_QRm2C8UBF1x6rthcBYtccXwQzKQhlQ?e=A6rnbI>

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| **CPOMS – quality assurance process – termly reviews (please add in your own dates)** | **Autumn 1** | 9th October 2024 |
| **Autumn 2** | 14th December 2024 |
| **Spring 1** | 8th February 2025 |
| **Spring 2** | 27th March 2025 |
| **Summer 1** | 22nd May 2025 |
| **Summer 2** | 10th July 2025 |

DSLs should analyse CPOMS trends and priorities and use this information to inform support for children, training for staff, and what it taught across the curriculum.

DSLs should also review quality of written CPOMS, actions on CPOMS, as well as documents for children.

At least termly, the Trust DSL will audit a sample of CPOMs cases, reviews decisions, actions, and application of the CPOMS protocol.

**Safeguarding Training and Updates for Staff**

It is expected that regular safeguarding training will take place for all staff. This is to provide updates on policy or procedures and check the knowledge of staff. Please indicate the themes which will be covered each term. Suggested themes are below. You do not have to complete the overview for the year but ensure you record what has been covered.

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| **Safeguarding updates for staff** | Autumn 1 | Autumn 2 | Spring 1 | Spring 2 | Summer 1 | Summer 2 |
| Teaching staff | Annual Safeguarding Training  Prevent Awareness Training through : <https://www.support-people-susceptible-to-radicalisation.service.gov.uk/portal>  Fire/ health and safety training  FGM for new starters | Neglect Update training | Ace’s training  Online safety training | CCE  Low level concerns/ allegations  Domestic abuse and parental mental health | Trauma and ACES  Physical and emotional abuse  Sexual Abuse and neglect training | Parental mental health and substance misuse training  Harmful practices  [Child Exploitation Awareness - Overview | Rise 360 (articulate.com)](https://rise.articulate.com/share/PzYywFsWdssvjbmDIzdx2O_i8GRTf1Vf#/) |
| Support staff | Annual Safeguarding Training  Prevent Awareness Training through : <https://www.support-people-susceptible-to-radicalisation.service.gov.uk/portal>  Fire/ health and safety training  FGM for new starters | Neglect Update training | Ace’s training  Online safety training | CCE  Low level concerns/ allegations  Domestic abuse and parental mental health | Trauma and ACES  Physical and emotional abuse  Sexual Abuse and neglect training | Parental mental health and substance misuse training  Harmful practices  [Child Exploitation Awareness - Overview | Rise 360 (articulate.com)](https://rise.articulate.com/share/PzYywFsWdssvjbmDIzdx2O_i8GRTf1Vf#/) |
| Lunchtime staff | Annual Safeguarding Training  Prevent Awareness Training through : <https://www.support-people-susceptible-to-radicalisation.service.gov.uk/portal> | Neglect Update training | Ace’s training  Online safety training | SEMH training on attachment and managing challenging behaviour  Low level concerns/ allegations – TD day  Domestic abuse and parental mental health – TD Day | Trauma and ACES  Physical and emotional abuse  Sexual Abuse and neglect training | Parental mental health and substance misuse training  Harmful practices  [Child Exploitation Awareness - Overview | Rise 360 (articulate.com)](https://rise.articulate.com/share/PzYywFsWdssvjbmDIzdx2O_i8GRTf1Vf#/) |
| Governors | Annual Safeguarding Training  Prevent Awareness Training through : <https://www.support-people-susceptible-to-radicalisation.service.gov.uk/portal> | Safeguarding updates | Safeguarding updates  Aces training | Safeguarding updates  Low level concerns/ allegations | Safeguarding updates | Safeguarding updates |
| Regular volunteers | Annual Safeguarding Training |  | Ace’s training | Low level concerns/ allegations |  |  |

Suggested themes to allocate below for termly updates, training scenarios and staff safeguarding newsletters:

Please highlight and date

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| Child on child abuse | Preventing radicalisation | Children missing from education | Domestic abuse | Low level concerns and allegations |
| Sexual violence and sexual harassment | Mental health issues | Fabricated or induced illness | Neglect | Early Help and the referral process |
| Understanding of the impact of trauma and adverse childhood experiences | Serious Violence, including knife crime | Modern Slavery and trafficking | Self-harm | Whistle-blowing |
| Child Criminal Exploitation | Honour-based abuse, including FGM | Child Sexual Exploitation | Online Safety | Information-sharing |

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| **Training required by safeguarding team members** | | | | | | |
|  | Autumn 1 | Autumn 2 | Spring 1 | Spring 2 | Summer 1 | Summer 2 |
| Check whether **Advanced/Level 3**/Core module training requires updating (2 yearly requirement) for all members of the safeguarding team | Brook traffic light training | Child neglect | Getting the right help at the right time | Recognising and responding to child sexual abuse |  |  |
| Check whether **safer recruitment** training is up to date for at least one member of all interview panels. | ERG completed July 2024 |  |  |  |  |  |
| Check whether **Prevent and FGM** training requires refreshing (no statutory timescales but good practice to update) | Prevent for new starters  Prevent refresher course for all members of staff | Channel training – safeguarding team | FGM for all members of staff |  |  |  |
| Additional specific ‘themed’ training to consider:  Eg  Brook Tool Training  Graded Care Profile  Early Help  Trauma/ACES | Brook Tool Training – ERG/ CK  CPOM’s review session  Attendance network event – ERG/ CK  First aid training – all members of staff | CPOM’s review session  DSL network event – WHF – ERG | CPOM’s review session  Attendance network event – ERG/ CK  ACE’s training – all staff – certificates | CPOM’s review session  DSL network event – WHF – ERG | CPOM’s review session  Attendance network event – ERG/ CK | CPOM’s review session  DSL network event – WHF – ERG |

Additional Safeguarding Tasks and Activities

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| **Safeguarding – additional termly tasks and activities** | | | | | |
| Autumn 1 | Autumn 2 | Spring 1 | Spring 2 | Summer 1 | Summer 2 |
| Review of emergency contact details for pupils/students |  | Review of emergency contact details for pupils/students |  | Review of emergency contact details for pupils/students |  |
| Transition of safeguarding and child protection information to new school/college | Review paperwork as and when children leave or join. | Review paperwork as and when children leave or join. | Review paperwork as and when children leave or join. | Review paperwork as and when children leave or join. | Information-sharing with teaching staff of new classes/tutor groups/ teaching groups identifying which children are open to social care |
| Website check to ensure all safeguarding information is up to date. |  | Website check to ensure all safeguarding information is up to date. |  | Website check to ensure all safeguarding information is up to date. | Update website with any changes to staff for September – August review |
| Check that safeguarding posters are up to date and show information about the current safeguarding team. Are these displayed around the school? | Safeguarding governors walk |  | Check that safeguarding posters are up to date and show information about the current safeguarding team. Are these displayed around the school? | Safeguarding governors walk |  |
| Site walk |  | Site walk |  | Site walk |  |
| Filtering and monitoring (formal check and review) |  | Filtering and monitoring (formal check and review) |  |  | Filtering and monitoring (formal check and review) |
|  | Student voice activity that capture views on safeguarding and safeguarding within the curriculum |  |  |  | Student voice activity that capture views on safeguarding and safeguarding within the curriculum |
|  |  | Complete S175 audit for Local Authority |  |  | Review audit for S175 with LA |

Please add on additional relevant tasks, including fire alarms, lockdowns and other procedures.

**Raising Awareness of Safeguarding Themes and Issues**

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| **Awareness raising for pupils/students (in addition to curriculum offer)** | | | | | | |
|  | Autumn 1 | Autumn 2 | Spring 1 | Spring 2 | Summer 1 | Summer 2 |
| In class | Jigsaw - Being me in my world  Visits – Harvest festival | Jigsaw - Celebrating Differences  Visits – fire – safety in the home | Jigsaw - Dreams and Goals  Visits – police | Jigsaw - Healthy Me  Visit – food and healthy bodies | Jigsaw – Relationships  Visit - police | Jigsaw - Changing Me  Visit - NSPCC |
| Assembly Focus  This may include British Values, e-Safety themes | Key adults in school  Key adults outside of school who help us  School rules and routines  What do we do if we are worried? | Fire work safety  Anti-bullying week  Road safety week  Review of school rules  Safe adults in community | Safer Internet day  Stand up to Bullying day  Walking in the dark  Children’s mental health day | Lighter nights  Young carers  What to do in an emergency  Stranger Danger  Speak out, stay safe - NSPCC | School rules and routines  Healthy living  Speak out, stay safe - NSPCC | NSPCC – pants  Healthy living week  Sports week |
| **Online safety**  **Assemblies** | **E-safety – Think U know – Details, Details** – to teach children that personal information is as valuable online as it is offline and should therefore not be shared without an adults permission. | **E-safety – Think U know – Welcome to the carnival –** to enable children to identify the characteristics of people that are worthy of their trust and who can help them make positive | **E-safety – Think U know – It’s a serious game –** to help children to identify situations in which it is wise to turn to a trusted adult for help. | **E-safety – Think U know – The info gang –** to ensure that children can identify some of the physical sensations that alert us to unsafe situations. | **E-safety – Think U know – Heroes –** to encourage children to be open about their online experiences with a trusted adult. | **E-safety – Think U know – You’re not alone –** Concluding assembly on internet safety – looks at all aspects covered over the academic year. |
| **Online safety curriculum** | **Self-image and identity**  **Privacy and security** | **Online Bullying** | **Online Reputation**  . | **Health, well-being and lifestyle** | **Online Relationships** | **Managing Online Information**  **Copyright and ownership** |
| **British Values** | **Democracy** | **The rule of law** | **Individual Liberty** | **Mutual Respect** | **Tolerance** | **Tolerance for those with different faiths and beliefs** |
| National Awareness ‘Days’  Here are some national awareness days / weeks /months for 2024-2025.  The ones in bold are ones that we suggest all schools should cover through curriculum, PSHE, assemblies, class assemblies etc | World Suicide Prevention Day – 10th September  Jeans for Genes – 16th September  HIV/AIDS and Aging Awareness Day- 18th September  World Mental Health Awareness Day - 10th October  Anti-Slavery Day – 18th October  Domestic Abuse Awareness Month -October  **Black History Month- October** | **Armistice Day – 11th November**  Odd Socks Day – 12th November  **Anti-bullying week – 11th -15th November**  Diabetes Awareness Day – 14th November | 27th January- Holocaust Awareness Day  **Children's Mental Health Awareness Week 3rd to 9th February 2024, theme = TBC**  **Safer Internet Day – 11th February**  February: LGBT History month  International Day of Women and Girls in Science Day - 11th February | Eating Disorders Awareness Week – 24th February – 2nd March  World Hearing Day- 3rd March  Young Carers Day- 13th March  CSE Awareness Day -March 18th  World Autism Acceptance Week - 2nd - 8th April 2024  World Autism Awareness Day- 2nd April | Stress Awareness Month - April  Mental Health Awareness Week –12th May- 18th May  World Cultural and Diversity Day- 21st May | Refugee Week – 15th -21st June  Pride Month - June  Disability Pride month - July |
| **Awareness raising for parents (in addition to curriculum offer)** | | | | | | |
|  | Autumn 1 | Autumn 2 | Spring 1 | Spring 2 | Summer 1 | Summer 2 |
|  | **What is safeguarding?**  **Online safety newsletter**  **PSHE/ values newsletter** | **Road safety week**  **Body safety**  **Anti-bullying newsletter**  **Online safety newsletter**  **PSHE/ values newsletter** | **Safer Internet day newsletter**  **PSHE/ values newsletter** | **Cyber bullying newsletter**  **Keeping safe outside of school**  **PSHE/ values newsletter**  **Healthy living newsletter** | **Stranger danger newsletter**  **Walk to school newsletter**  **Mental Health and well-being**  **PSHE/ values newsletter** | **Sun, Sea and beach newsletter**  **Keeping Healthy**  **PSHE/ values newsletter** |