

Rye Academy Trust

Safeguarding Working Party

22 March 2018

Meeting Notes

A meeting of the Safeguarding Working Party was held on Thursday 22nd March 2018 from 09.30 to 11.00 in the Corporate Services Office.

PRESENT: Jest Carpenter (JCA), (Chair); Katie Banister (KBA), Courtney Cooper (CCO), Kelly Martin (KMA), Sally Welch (SWE), (Clerk).

Apologies were received from Andrew Ferguson, Pip Gasson, Leah Greenough, Tim Hulme, Fran Rattray.

		ACTION BY:
1.	Matters of an urgent nature	
1.1	<u>Designated Trustee for Safeguarding</u>	
1.1.1	SWE reported that following the resignation as a trustee of Helen Mucci, Pip Gasson (PGA) has agreed to become the designated trustee for safeguarding. PGA is booked to attend governor safeguarding training on 27 th April. PGA will meet JCA and KMA to be briefed on safeguarding matters and will complete the safeguarding governors' checklist.	In Action Plan
1.2	<u>Designated Teacher for Looked After Children</u>	
1.2.1	KMA agreed to take on this role for RCPS, replacing Margaret Stonham who has left the trust. HR to book training for Matt Townsend and KMA.	In Action Plan
1.3	<u>Private Fostering</u>	
1.3.1	<u>It was agreed to review admissions documentation to incorporate notification of private fostering.</u>	Added to Action Plan
2.	Notes of last meeting	
2.1	These were agreed for publication on the website.	SWE
3.	Review of actions from the last meeting	
3.1	Where appropriate, ongoing actions from the last meeting and actions arising from this meeting will be added to the Trust Action Plan.	
	<ul style="list-style-type: none"> • 2.3.1 (c): <u>KMA reported the door codes at the primary have not been changed.</u> • 2.4.1(b): <u>KBA reported the noticeboard outside Corporate Services has not yet been moved to Pugwash.</u> • 3.2 (b): JCA reported the county Safeguarding review (10th & 11th May 2018) will be led by Dion Page-Hammond. JCA will check RCPS are in scope of the review. <u>It was agreed that the next meeting of the Working Party should focus on preparing for the review.</u> • 5.1.1 (c): KMA reported concerns about cleaning standards in the primary are not resolved. During the recent primary INSET, the TAs had focused on cleaning and tidying. CCO reported that the trust has advertised for cleaners and interviews are taking place this week with the intention to start new appointees as soon as possible subject to DBS clearance. • 5.1.1 (d): <u>KBA reported the back gate to the primary is not yet fixed.</u> As reported at the last meeting, the company have to make a return visit to site which the site team 	<p>Site team</p> <p>Site team</p>

	<p>are arranging.</p> <ul style="list-style-type: none"> • 7.2.2 (b): It was agreed to extend the deadline for colleagues to complete Flick Learning modules to 16th April 2018. <u>It was agreed that RCPS should send Flick certificates to HR (CCO).</u> • 7.2.2 (c): JCA offered to show KMA Blue Sky (date to be arranged). • 8.2.1: JCA reported that a meeting has been held with PBA to review the groups and threshold violation triggers within Future Digital (FD) monitoring software for college and studio. <u>JCA and SWE need to review the groups.</u> • 9.1 (a): JCA reported that the project to review CCTV installation in Rye College is ongoing. An initial scoping exercise has taken place to determine the optimum positioning of CCTV but any works will need to be programmed alongside other works to be undertaken in the college and is therefore likely to take place no earlier than the summer vacation period. • 9.1 (g): KBA confirmed that the suggestions made at the previous meeting to organise emergency foil (space) blankets and a shoe box for fire drills have been actioned. KMA reported she is not aware of any ongoing issues with Chartwells staff failing to comply with academy safeguarding procedures. • 10.1 (b): JCA reported the action to identify a date for WRAP training is ongoing. 	<p>Site team</p> <p>KMA JCA/KMA</p> <p>JCA/SWE</p> <p>In Action Plan</p>
3.2	<ul style="list-style-type: none"> • Administration of Medicines: The meeting discussed two suggested online training providers – Opus Pharmacy and Pro Medication. <u>It was agreed that KMA should send information on the providers and names of RCPS colleagues needing training to CCO to make the booking.</u> • First Aiders: <u>It was agreed to circulate colleagues with a call for volunteers to increase the pool of available first aiders.</u> First aid training should then be provided to all volunteers to ensure they have the requisite knowledge and skills to carry out the role safely. JCA reported she is undertaking (3-day) first aid training in April. • Radios: JCA reported concerns about the reliability of the radios used by the First Aiders in the college/studio <u>and asked if new radios could be purchased. The credit on the mobile phone used by the First Aiders also needs to be topped up.</u> 	<p>KMA/HR (CCO)</p> <p>HR (CCO)</p> <p>JCA/AFE</p>
3.3	<ul style="list-style-type: none"> • Single Central Register (SCR): Arrangements for maintaining the SCR moving forward were discussed. CCO reported she is attending training in April and it is planned that HR will assume responsibility for maintaining the SCR. KMA raised a concern about SCR compliance in relation to Ofsted monitoring visits. It was agreed that this is best resolved by CCO and KJE continuing to work closely together to ensure the SCR is up to date. CCO reported that a visit by the HR Manager of Beacon Academy has been arranged to review the SCR and she will report any recommendations to the next meeting. CCO also reported that personnel files will be transferred to central HR during the Easter vacation. 	
4.	Rye Academy Trust Safeguarding Action Plan	
4.1	<p>(a) Progress against actions identified at the last meeting was reviewed in the meeting as attached to these notes. <u>See Safeguarding Action Plan.</u></p> <p>(b) The Staff Behaviour Policy was reviewed and adopted as ratified by trustees.</p>	
5.	Safeguarding Review	
5.1	As agreed earlier in the meeting, the next meeting will be used to plan for the safeguarding review. JCA to check RCPS are in scope.	JCA
6.	Updates	

6.1	Updates from HR, Premises, ICT are covered elsewhere on the agenda.	
7.	Date of Next Meeting	
7.1	It was agreed to aim for a meeting in the week commencing 23 rd April 2018. SWE to consult members for availability outside of the meeting. JCA agreed to chair.	