

Rye Academy Trust

Safeguarding Working Party

8 February 2018

Meeting Notes

A meeting of the Safeguarding Working Party was held on Thursday 8th February 2018 from 09.30 to 11.00 in the Corporate Services Office.

PRESENT: Katie Banister (KBA), (Chair); Jest Carpenter (JCA), Courtney Cooper (CCO), Andrew Ferguson (AFE), Kate Jenner (KJE), Helen Mucci (HMU), Sally Welch (SWE), (Clerk).

Apologies were received from Leah Greenough, Kelly Martin, Tim Hulme, Fran Rattray.

| | | ACTION BY: |
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| 1. | Welcome | |
| 1.1 | KBA welcomed KJE to the meeting. KJE reported she has partly completed the DSL training. (Action 3.1 (b) from 19 th January 2018 meeting). | |
| 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): AFE confirmed the work to raise the height of the door release switches at the Primary will be undertaken during the Easter closure. He reported indicative costs of £1k per door to install a card reader access system (estimated cost of £7-10k for full installation at the primary). These costs are not in the budget. AFE has asked RAD to obtain other costings for comparison. RAD is trying to locate the instructions for changing the door codes to change these on a regular basis. <u>It was agreed these instructions should be held centrally for ease of access.</u> • 2.4.1(b): KJE requested additional Safeguarding and Prevent posters for the primary school. The location for these was discussed. (NB: <i>Updated posters in production to reflect staff changes</i>). <u>AFE advised RAD will speak to KBA about the location for the external notice board outside Pugwash to move it during half-term.</u> • 3.2 (b): JCA reported she is liaising with ESCC to confirm the date for the safeguarding review. (NB: <i>Confirmed following meeting as 10th & 11th May 2018. Working Party to discuss planning and preparation at March meeting</i>). • 4.1: HMU reported she will contact KMA on her return to school to close out the safeguarding governor review for RCPS. HMU's governor training in connection with her role as nominated trustee for safeguarding is booked for 24.01.18. (NB: <i>HMU completed training on 24.01.18 but has since resigned as a trustee. Trustees have been asked to nominate a trustee for safeguarding</i>). • 5.1.1 (c): KBA raised ongoing issues with the cleaning of the primary. AFE reported cleaning capacity across the trust is stretched and the recent attempt to recruit externally had been unsuccessful. The trust would be going back out to advert. | Site team |

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| | <p>AFE is obtaining quotes from local companies to bring in contract cleaners for a period which could include deep cleaning areas of the site.</p> <ul style="list-style-type: none"> • 5.1.1 (d): KBA queried progress with fixing the back gates. AFE reported the company responsible has made a site visit but were unable to fix the problem and will need to return. The site team are pursuing the company re the date for the return visit. A notice has been placed on the back gates indicating the entrance is for deliveries only and directing visitors back round to the main school entrance. • 5.2.2 (d): JCA reported she has contacted MyConcern regarding further training for staff on the system. KBA raised a concern about MyConcern being used to report matters which are not safeguarding concerns. JCA has run training for colleagues in the college and studio on this issue to clarify when MyConcern should be used versus SIMS. <u>KBA and KJE will produce user guides for colleagues in the primary on the appropriate use of MyConcern versus SIMS.</u> • 5.2.2 (e): KJE asked for trustees' contact information to be shared with the primary. • 7.2.2 (b): AFE confirmed that colleagues would be receiving an email with their logins for Flick Learning and would be directed to complete specific, mandatory, modules by 9th March 2018. Colleagues will be directed to forward certificates of completion to HR. HR will monitor training logs and inform colleagues when training has to be refreshed/renewed. • 7.2.2 (c): KMA will be invited to review Blue Sky on her return from leave. • 8.2.1: The action to review the information contained in the daily report pack and threshold alerts generated by Future Digital (FD) monitoring software in the college and studio is ongoing. <u>JCA and SWE took an action to pick this up with IT.</u> • 9.1 (a): AFE reported that he has walked the site with JCA to review the positioning of CCTV. AFE is meeting an external provider this afternoon to discuss specification and costings. • 9.1 (g): KBA confirmed a fire drill has been carried out at the primary which went very well overall in relation to compliance with procedures. However, KBA raised an issue of the nursery children becoming very cold outside. <u>The suggestion was made to add emergency foil (space) blankets to the nursery grab bag and to position the shoe box by the nursery door so this can be grabbed on the way out.</u> AFE reported that he and RAD are key holders now. Regular fire drills will be carried out moving forward. JCA raised a recent incident at the primary of a member of Chartwells staff failing to sign in at reception. JCA had challenged the person at the time. CCO confirmed the trust has addressed with Chartwells the requirement for all staff to comply with the trust's safeguarding protocols at all times and whilst there should be no repetition, all should monitor and report any further breaches. JCA added she has spoken to kitchen staff at the primary about keeping the outer door to the kitchen locked and to exercise vigilance when supervising activities which require the door to be unlocked – e.g. during deliveries. • 10.1 (a): The Prevent Risk Assessment as previously circulated was agreed. HMU reported key points from recent ESCC safeguarding training which had raised animal rights campaigning under extremist risks in the local area. JCA confirmed this risk is covered in the Prevent risk assessment. • 10.1 (b): JCA reported she is continuing to pursue a date for trust-wide INSET on Prevent/WRAP. | <p>RAD</p> <p>KBA/KJE SWE</p> <p>HR</p> <p>JCA/SWE/PBA</p> |
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| 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 draft role description for the Designated Safeguarding Leads (DSLs) as previously circulated was discussed. KJE queried the scope of operational responsibility of the Deputy DSLs. The meeting agreed that the DSL remains the accountable authority at all times. The Deputies act under the direction of the DSL and should refer matters to the DSL for advice and guidance. The DSL role description was agreed. <u>HR to notify post holders of update to job descriptions. Added to Action Plan.</u></p> <p>(c) An example risk assessment template for online activity produced by KCC was reviewed in the meeting. It was agreed to establish a task & finish group to develop a risk assessment template appropriate for local needs. <u>Added to Action Plan.</u></p> <p>(d) A draft statement for FGM was tabled and reviewed in the meeting. This was agreed subject to minor editorial amendments.</p> | <p>HR</p> <p>LGR/JCA</p> <p>SWE</p> |
| 5. | Rye College Review of First Aid Procedures | |
| 5.1 | <p>(a) JCA reported outputs from the review to tighten up first aid procedures in the college & studio. A number of changes have been introduced to improve the first aid response for major incidents, including new incident report forms to record information to support any subsequent investigation. The method for recording/reporting minor incidents has also been clarified. KJE asked for copies of the incident report forms for the primary school. JCA offered her support to review the primary's procedures if required.</p> <p>(b) The meeting discussed training requirements for colleagues with responsibility for first aid and administration of medicines. There was general agreement on arranging training for all colleagues to 'reset the clock' with respect to updating knowledge and skills. HR will assume responsibility for monitoring training requirements moving forward and alerting colleagues when training needs to be refreshed/renewed. <u>It was agreed that members would explore cost effective options for delivering training for discussion at the next meeting.</u></p> | All |
| 6. | Updates | |
| 6.1 | Updates from HR, Premises, ICT were covered elsewhere on the agenda. | |
| 7. | Date of Next Meeting | |
| 7.1 | This was agreed as Thursday 22 nd March 2018 at 09.30 – 11.00. JCA agreed to chair. | |