

Rye Academy Trust

Safeguarding Working Party

8th June 2018

Meeting Notes

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

PRESENT: Jest Carpenter (JCA), (Chair); Katie Banister (KBA), Courtney Cooper (CCO), Pip Gasson (PGA), Kelly Martin (KMA) (arrived 10.40am), Sally Welch (SWE), (Clerk).

Apologies were received from Andrew Ferguson, Leah Greenough, Fran Rattray.

		ACTION BY:
1.	Chair's Introduction	
1.1	Although the full Safeguarding Working Party has not met since 22.03.18, Rye College has been subject to two inspections – a Safeguarding Practice Review from ESCC, commissioned by the Trust (10.05.18) and a two-day inspection by Ofsted (22 & 23.05.18). These reviews confirmed safeguarding to be effective.	
2.	Matters of an urgent nature	
2.1	<u>Training – Compliance</u>	
2.1.1	(a) The Safeguarding Trustee reported they have completed the mandatory online Safeguarding training in Flick Learning; governor training on the role of the safeguarding governor (completed 27.04.18); governor training on the SCR (completed 22.05.18). (b) The Safeguarding Trustee and Chair of Trustees are attending Managing Allegations Training on 20.06.18. <i>(NB: Following the meeting, the Safeguarding Trustee tendered her resignation as a Trustee, effective 20.07.18 and offered to release her place on the training which was taken up by Kelly Martin).</i> (c) The HR Officer is attending SCR training on 19.06.18 and Managing Allegations Training in 10.18. (c) The chair reported that some staff in college and studio are yet to complete the mandatory online safeguarding training (Flick Learning). The working party agreed this is a breach of professional responsibilities and the identified staff will be followed up as a matter of urgency.	JCA & HR
2.2	<u>Cross-Trust integration of My Concern</u>	
2.2.1	(a) The meeting discussed the functionality of MyConcern. Currently, each setting has a separate site within MyConcern. This hinders DSLs' visibility of issues across the 2-16 age range. This view was strongly endorsed by the Safeguarding Trustee who reported Trustees had intended as much continuity as possible across the Trust, which is best achieved by having one, fully-integrated system. It was noted that some modifications of the MyConcern template will be required, including developing a Trust front-page which identifies the Trust's DSL network. <u>JCA agreed to liaise with MyConcern re the required updates.</u> (b) In connection to the above, the meeting queried SIMS integration and agreed there is a clear safeguarding requirement for SIMS to also be integrated across the Trust.	JCA AFE/BBL

3.	Notes of last meeting	
3.1	The notes of the 22.05.18 meeting were agreed for publication.	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.	
3.2	<ul style="list-style-type: none"> • KBA reported the door codes at the primary have been changed and the door release switches have been re-sited out of the reach of the children. Staff have been directed not to share the codes. <i>(Closed)</i>. • <u>It was noted that the issue with the back gate of the primary is unresolved, following several visits by the contractor to site.</u> The premises team are continuing to pursue the matter. • <u>'Show and tell' of Blue Sky performance system (JCA to KMA) is still to be arranged.</u> • <u>The review and agreement of revised groupings within Future Digital monitoring software is still to be finalised.</u> • JCA is continuing to keep First Aid procedures in the college under review and is planning a further meeting of the First Aiders before the end of the academic year. The meeting endorsed broadening out the available pool of First Aid support by calling for volunteers who would be offered appropriate training. • The SCR was confirmed as compliant during the Safeguarding Practice Review and Ofsted inspection of the college. <u>A number of best practice recommendations arising from inspection are to be addressed by HR as a matter of urgency.</u> • The implications of the GDPR in respect of the management and retention of records was raised and <u>it was agreed to request that training for staff should be scheduled during INSET – ideally at the start of the new academic year.</u> KBA raised the issue of <u>leavers' files for the nursery and it was agreed to take advice on this.</u> • <u>The meeting called for a systematic approach to be developed for staff to report hazards to the premises team (along the lines of the Spiceworks IT support system), enabling issues to be logged, acknowledged, tracked and closed, efficiently.</u> New reporting arrangements should be implemented for 09.18 if possible. <u>In addition, all staff should receive training on their professional responsibilities under health & safety, including managing risk.</u> 	Premises team JCA/KMA JCA JCA HR BBL AFE BBL
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) It was agreed there should be a strong focus on closing out actions for the next meeting so that the final meeting can be used to focus on strategic planning for 2018/19.</p>	
5.	Safeguarding Practice Review – Rye College	
5.1	<p>(a) Covered under 1.1 above.</p> <p>(b) Local Authority templates for the following were reviewed in the meeting:</p> <ul style="list-style-type: none"> • DSL Report to Governing Board • Safeguarding Governor Checklist (updated) <p>(c) It was agreed to adopt the report format for the DSL report to the governing board (Board of Trustees). The suggested process is that the reports will be submitted to the Safeguarding Working Party and discussed there before being presented to the next available meeting of the Board of Trustees. <u>It was agreed to trial this for the next working party meeting (06.07.18) for onward transmission to the 18.07.18 meeting of the Board of Trustees.</u></p>	DSLs

	(d) The updated safeguarding governor checklist was received. <u>It was agreed to complete this alongside the ESCC audit for 2018/19.</u>	DSLs
6.	Home Visit Policy	
6.1	A draft Home Visit Policy and Procedure – including risk assessment was reviewed in the meeting. It was agreed to adopt this with immediate effect across the Trust.	DSLs
7.	Keeping Children Safe in Education	
7.1	The Government response to the consultation on changes to KCSIE was reviewed in the meeting. It was noted that any proposed changes will be wrapped up in the next update to the ESCC model safeguarding and child protection policy which normally comes out to schools in September.	
8.	Any Other Business	
8.1	(a) KBA advised that a child had injured themselves on the lower set of adjusting bolts on gates at the nursery. The bolts have been wrapped in insulating material as a temporary measure while replacements are awaited. (b) KMA reported that several children at the primary had eaten vegetation growing through the fence from the allotments adjoining the school. The plant material was non-toxic and the area has been cut-back.	
9.	Date of Next Meeting	
9.1	It was agreed to hold the final meeting of this academic year on Friday 6 th July 2018 at 09.30 – 11.00.	