

Rye Multi Academy Trust
Safeguarding Working Party

23 November 2017

Meeting Notes

A meeting of the Safeguarding Working Party was held on Thursday 23rd November 2017 from 9.30am to 11.00am in the Corporate Services Office.

PRESENT: Jest Carpenter (JCA), (Chair); Courtney Cooper (CCO), Jane Howard (JHO), Tim Hulme (THU), Kelly Martin (KMA), Helen Mucci (HMU), Fran Rattray (FRA), Sally Welch (SWE), (Clerk).

Apologies were received from Katie Banister, Andrew Ferguson and Leah Greenough.

		ACTION BY:
1.	Terms of Reference	
1.1	Draft terms of reference were distributed with the agenda. These were agreed without further amendments.	
1.2	ACTION: It was agreed to publish the terms of reference on the safeguarding pages of the school and trust websites along with the notes of working party meetings.	SWE
2.	Matters of an urgent nature	
2.1	There was general discussion about the consistent operation of safeguarding procedures across the trust.	
2.2	<u>Staff ID</u>	
2.2.1	(a) THU has witnessed staff in both school settings without visible ID. He proposed that the wearing of Rye Academy Trust lanyards and photo identification should be extended to RCPS to support a standard corporate approach. JHO expressed concerns about the health and safety implications of standard-length lanyards when working with small children. It was agreed to explore ways to mitigate this such as attaching crocodile clips to the lanyards to enable them to be secured to clothing when required. (b) JHO suggested that the bus escort for the primary school should also be issued with a trust lanyard to enhance their visibility to parents and children. (c) Staff should be reminded of the requirement to have their ID visible at all times whilst on the premises and to challenge anyone wearing a red visitor lanyard (not DBS checked) who is not accompanied by a member of staff.	SWE ALL
2.2.2	ACTIONS: (a) Crocodile clips to be sourced as soon as possible. (b) Trust lanyard and photo identification to be adopted by RCPS as soon as possible.	SWE SWE
2.3	<u>Visitor Procedures</u>	
2.3.1	(a) JCA outlined the system of orange lanyards which signify visitors are DBS checked. It was agreed to adopt this system for RCPS. All settings use red lanyards to denote other visitors (i.e. non-DBS checked). (b) All settings are using the trust's safeguarding leaflet for visitors. Further supplies of the leaflets would be provided for the nursery. (c) Access to the primary school was raised in connection with the height of the door release switches and concerns these are accessible to the children.	

	JHO asked for these to be repositioned and suggested that extending the electronic fob access to the primary school and primary car park would provide additional safeguarding protection. (d) There was a general discussion on the procedures followed by each setting for signing-in visitors and releasing students. FRA outlined the password system used by the nursery which was commended as strong practice. JCA to consider the benefits of introducing passwords for Year 7 and vulnerable students identified in other year groups. Information was shared in the meeting on the procedures in place to ensure each setting safeguards changes in respect of parental access/court orders etc. and assurances given as to their robustness.	
2.3.2	ACTIONS: (a) It was agreed to adopt the orange lanyard system across the trust. (b) THU to speak to AFE re extension of electronic fob access to the primary. (c) Primary bus escort to be issued with a trust lanyard (2.2.2 (b) above. (d) Visitor safeguarding leaflets to be provided to the nursery.	SWE THU SWE SWE
2.4	<u>Safeguarding & Prevent Posters</u>	
2.4.1	(a) JCA reported that advisory notices for staff in relation to procedures for reporting safeguarding and prevent concerns have been put up in all admin offices/canteen/cleaning cupboards/staff toilets/reception (trust/college/studio). (b) JHO confirmed that RCPS will adopt the posters subject to minor editorial amendments, including the addition of the LADO and to reflect reporting procedures within the primary setting.	
2.4.2	ACTION: JHO & KMA to advise SWE of amendments to wording.	JHO & KMA
3.	Safeguarding Audit Toolkit & Action Plan for schools and colleges in East Sussex, 2017-18	
3.1	(a) It was agreed that all settings will complete the ESCC safeguarding audit toolkit by 4 th December to enable identified actions to be compiled into one action plan for the trust to be discussed at the next safeguarding working party meeting. (b) The 5 th January 2018 published deadline for submission of the completed audits to ESCC was noted. (c) There was general agreement to commission a safeguarding review from ESCC in term 3 (January/February 2018 date to be advised) to review all aspects of the trust's safeguarding provision.	
3.2	ACTIONS: (a) Individual audits to be submitted to SWE by 4th December 2017. (b) THU to contact ESCC re commissioning the safeguarding review.	ALL THU
4.	Safeguarding Statutory Compliance Checklist for Safeguarding Governors, 2017-18	
4.1	HMU confirmed she would be completing the checklist which would offer sound evidence for Ofsted and reassurance to the trust board on compliance.	
4.2	ACTION: HMU & SWE to agree timeline for checklist completion.	HMU & SWE
5.	Current Issues in each setting	
5.1	<u>RCPS</u>	
5.1.1	(a) KMA reported that the recent issues identified by HMU with respect to volunteers' knowledge of child protection and fire evacuation procedures have been addressed through refresher training and the reissuing of key documentation. (b) Support from the site team was requested to supervise deliveries to the nursery which the nursery staff have taken on since Jim Playford's departure.	

	(c) The cleaning schedule for the primary school/nursery was raised. THU advised that AFE is working on the appointment of additional cleaning capacity to the site team. (d) A review of locking-up procedures was raised.	
5.1.2	ACTIONS: THU agreed to raise points (b) – (d) above with AFE.	
5.2	<u>Rye College & Studio School</u>	
5.2.1	(a) JCA queried the functionality of MyConcern based on the fact that the DSLs' access is restricted to each individual setting. JHO noted that trustees' personal emails have been used within MyConcern to create trustee logins. JCA reported that the accounts created for trustees provide basic user access and trustees are required to login under their individual usernames and passwords and is considered to be low risk. The general issue of the creation of Rye Academy Trust emails for trustees was raised and it was agreed to take this to the board. (b) JCA outlined the use of Classcharts within college & studio.	
5.2.2	ACTIONS: (a) JHO to review Classcharts to give opinion to JCA on functionality. (b) JCA to consider retention of MyConcern. (c) JHO & KMA to support JCA in closing concerns previously opened up by ABA. JCA to check JHO & KMA access to MyConcern to enable this. (d) JCA to suggest names to be trained on MyConcern by JHO & KMA. (e) Trustees to discuss email account preferences at next available board meeting.	
7.	HR Update	
7.1	<u>SCR</u>	
7.1.1	CCO outlined the planned review of the SCR, including the further development of tabs to indicate which staff/trustees are safeguarding trained for compliance.	
7.2	<u>Training</u>	
7.2.1	(a) JHO & KMA confirmed all primary staff are safeguarding trained. New online training system (Flick) goes live on 1 st December 2017. Trust/college/studio staff need to complete safeguarding module in Flick. Safeguarding training for trustees is scheduled for 28 th November 2017. Volunteers to be included in Flick online. (b) JCA outlined the current position with staff reading KCSIE. Ten staff in RC & RSS have not responded and are being chased. All staff in RCPS including nursery have completed. Trustees have been issued with KCSIE and will sign to say they have read at 19 th December meeting. (c) JCA reported the Blue Sky has been purchased and is being used for staff appraisal/CPD. JHO to be provided with access to review benefits. (RCPS currently use SIMS).	CCO
7.2.2	ACTIONS: (a) All staff to complete KCSIE. (b) Flick online safeguarding training roll-out for all staff and volunteers. (c) JHO to be provided with access to Blue Sky.	CCO CCO JCA
7.3	<u>Induction</u>	
7.3.1	Induction procedures for staff who join in-year was raised. KMA confirmed induction procedures are in place for RCPS. CCO will be doing a deep dive on induction training across the trust to develop a common framework.	
8.	ICT Update	

8.1	<u>Passwords (College & Studio)</u>	
8.1.1	Action: It was agreed that PBA should be issued with an instruction to change access to the system on a termly basis – i.e. every 12 weeks. ICT should also issue guidance on strong passwords.	AFE
8.2	<u>Filtering</u>	
8.2.1	ACTION: AFE to review Smoothwall as part of discussion with Orbis.	AFE
9.	Site Update	
9.1	ACTIONS: THU agreed to convey the following to AFE: (a) Review CCTV installation across campus. (b) Cover/fence off skips in playground (RC). (c) Space between MUGA and primary mobiles to be fenced off. (d) Review access/supervision of lorries/deliveries to the nursery. (e) Re-site door switches in primary/extension of electronic fobs for primary access, including primary car park. (f) Key code to Studio blocked to control student access. (g) Review fire procedures/diarise fire drills. (h) Review crises management/disaster recovery plan – to include scenario of intruder on site with a gun.	
10.	Policy Update	
10.1	ACTIONS: (a) Prevent risk assessment to be completed. (b) Training for staff on Prevent risk assessment to be arranged to be delivered by the police.	DSLs DSLs
11.	Date of Next Meeting	
11.1	Thursday 7 th December to review consolidated audit action plan.	