



Stay Safe Action Plan 2014-2015

<p>Area of Responsibility: Behaviour and Safeguarding</p> <ul style="list-style-type: none"> Objectives: To provide a higher level of workshops for children, staff and parents to develop awareness and skills in Safeguarding, current issues and managing behaviour. <p>Staff Subteam: Jo, Nina, Kelly and Sunni</p>				<p><u>Links with agencies:</u> Manchester and Trafford Social Services Quality First Training and Consultancy Specialist Outreach Services One Education Cluster Networks NSPCC School Nurse EBS (Health and Safety - Pascal)</p>	
Key Action: Behaviour and Safeguarding	Leadership	Support	Resources	Success Criteria	Completion Date
To set up a wide variety of workshops to support behavior, safeguarding and pastoral care for children.	Donna, Nina, Jo, Kelly and Debbie Carter	All staff SLT	Resources for clubs e.g. Lego	Evidence of impact including children's voice, exit questionnaire data and changes in behaviour in observations.	Spring 1
To make expectations clear and explicit to children – moving around school, class room, assembly, lunchtime, playtime and dining halls through having an expectation of the week and assemblies linked to behavior and expectations..	SLT, TLR Holders and Debbie Carter all subteam staff around school	All staff	Certificates, displays, prizes/.	Children move around school in a calm manner. Behaviour at transition times meets school expectations at all times	Ongoing
Strengthen circle times, PSHCE, assemblies and workshops to reflect behaviour expectations and safety.	Jen Beech, Sunni andDebbie	All staff	Resources for assemblies.	Triangulation during Spring term to audit PSHE / SEAL teaching throughout school. Proactive assemblies to address current issues.	Ongoing
To provide a wide variety of workshops for parents based on current issues including safeguarding.	Donna, Sunni and Debbie and relevant subject leads.	All staff, SLT and agencies listed above.	Resources for assemblies.	Awareness raised around current issues with a proactive approach. Impact through parent feedback.	Ongoing
To focus on CPD for staff around Safeguarding and current issues.	Donna Wealleans, SLT and Debbie Carter	All Staff and SLT	Domestic Violence Training costs.	Increased awareness of current issues on staff and higher quality safeguarding practice.	Aut/Spring

Area of Responsibility: Attendance				Links with agencies: Manchester and Trafford Social Services Quality First Training and Consultancy Specialist Outreach Services One Education Cluster Networks NSPCC School Nurse EBS (Health and Safety - Pascal)	
<ul style="list-style-type: none"> Objectives: To research current practice in regards to attendance and review systems in place and to continue to improve attendance and punctuality. <p>Staff Subteam – Kassandra, Debbie and Helen A</p>					
Key Action: Attendance	Leadership	Support	Resources	Success Criteria	Completion Date
To set up update training for attendance leads from LEA Advisor and review current systems in place.	Donna, SLT, Sue and Debbie	All staff SLT	Training costs	All relevant staff are trained on current practice and current procedures are reviewed.	Spring
To set up workshops and drop in sessions for Parents/Carers and Children who need support with attendance and punctuality.	Helen Wright, Helen A Debbie Teachers	All staff Office staff	-	Workshops create a scaffold of support for the family and attendance improves.	Ongoing
To support families going through difficult times to help improve attendance.	Debbie and Kassandra Teachers	Teachers and TAs	Potential cost of agency	A relationship is built with school staff and families feel supported, Outside agencies involved if necessary.	Ongoing
To set up welcome meeting for children from families that we know have involvement of other agencies and find attendance difficult.	Helen Wright, Helen A, Debbie, Kassandra and Donna	All staff	-	Families are aware of attendance procedures and attendance improves if it was initially an issue. Increased understanding of missed education.	Ongoing
To continue to tighten up on lates and contact parents where attendance below 90% including Reception. Parents/carers to provide proof of medical appointments. Use of penalty notices. Weekly analysis and graph for classes. Maintain rewards for attendance e.g. Ozzy Owl, 5 to 9 Club.	Helen A, office staff and Debbie	All staff, SLT and agencies listed above.	Certificates printing and rewards and prizes	Attendance figures and graphs to be supplied to teachers on weekly basis and targets met. Fewer children arrive late each day. Trophy and certificate given to winning key stage class at highlight assembly. Parents/carers providing proof of appts and records regarding absence are accurate. Attendance is improved Class teachers are aware of attendance and children more focused to improving their attendance.MCAF in place for any families in need of this and families feeling supported and key staff trained.	Ongoing

Area of Responsibility: Safeguarding with particular focus on ESafety				Links with agencies: Manchester and Trafford Social Services Quality First Training and Consultancy Specialist Outreach Services One Education Cluster Networks NSPCC School Nurse EBS (Health and Safety - Pascal)	
<ul style="list-style-type: none"> Objectives: To update and develop current practice and procedures in school with regards to Safeguarding and ESafety. <p style="text-align: center;">Staff Subteam – Chris, Adam, Rose and Lynne</p>					
Key Action: Attendance	Leadership	Support	Resources	Success Criteria	Completion Date
Whole school training on Safeguarding and current issues and new members trained on MSCB course .	Donna and Adam	All staff	Training costs	Increased awareness of staff on current safeguarding issues and new members trained and invited to team meetings.	
Safeguarding AHT to be trained on current issues and attend relevant courses.	Donna and Debs	Debbie	Training costs	AHT to be fully trained and strategically leading area.	
All visitors and supply staff to be given a leaflet about safeguarding at our school and long term staff a debrief.	Sue, Helen Wright, Debbie and Adam	All staff and SLT	Printing costs	Visitors and staff fully aware of safeguarding procedures at our school and following procedures.	
To develop a New ESafety and Fair Usage Policy for families and children.	Chris and Lynne	All staff and SLT	-	Policy submitted to Governing body by the end of Spring and distributed afterwards to families.	
Information leaflets and workshops set up on key themes to address issues as they arise to support staff, parents, children and the local community.	Chris, Lynne, Adam and Rose.	All staff and SLT	Printing costs	Leaflets printed and emailed out when current issues arise ensuring we react quickly and are proactive to issues.	
Work with the NSPCC to integrate scheme into Year 6.	Debbie, Donna and Year 6 teachers.	NSPCC	-	Scheme of work integrated and date set for Summer for assemblies and workshops.	
Child focus group created to discuss current issues.	Chris, Lynne, Adam and Rose.	Teachers	-	Child focus group created and issues addressed quickly with families and local community.	

Area of Responsibility: Health and Safety				Links with agencies:	
Objectives: To increase the children's independence in accessing risks and managing health and safety situations. Staff Subteam – Phil Wood, Alex and Jo C				Manchester and Trafford Social Services Quality First Training and Consultancy Specialist Outreach Services One Education Cluster Networks NSPCC School Nurse EBS (Health and Safety - Pascal)	
Key Action: Attendance	Leadership	Support	Resources	Success Criteria	Completion Date
To set up and run a children's health and safety committee.	Laura T and Phil supporting	All staff	Training costs	Increased awareness round the school of health and safety issues. Children training children, pupil voice and assemblies and workshops supporting current issues.	
Refresher training for any staff who need updated training on First Aid.	Alex, Debbie Sue Lamb, First Aiders	Laura F	Training costs	Staff training updated and new staff trained if necessary.	
First Aid training for children in Key Stage 2.	Debbie, Laura F and Sue	Teachers	Training costs	Children from training using knowledge in first aid situations and confidence when supporting first aid.	
School nurse workshops to address current issues e.g. Safety Sam	Debbie and Jo	School Nurse Team	-	Workshops arranged quickly and issues addressed successfully and sensitively.	
Developing awareness and independence of children to manage risks e.g. Through Stranger Danger Workshops and key focus assemblies.	All subteam	All staff and SLT	-	Children become more independent in managing risks, decrease in reports of incidents.	
Resources ordered, collated, labelled and maintained for First Aid room e.g. cupboard, table etc	Alex, Debbie and Phil	All First aiders	Resource costs table and cupboard £400	Resources order, collated and labelled and being used correctly.	

