



## Plymouth Catholic Schools Trust Multi Academy Trust Notice 1713

### **TITLE: Safeguarding and Governance 2017/2018**

#### **Introduction**

The “Desktop Review of Governance and Safeguarding in Plymouth CAST” was undertaken in July and August 2017 with the resulting paper presented to the Plymouth CAST Board on 14 September 2017. (Paper attached for information.)

The Board have agreed that there should be a standard process in place to ensure that our Safeguarding procedures throughout the Trust are fit for purpose. This being the case the following actions have already been communicated to the Clerks for immediate implementation at the first full governing body of the academic year 2017/2018:

*Extract from Board Paper – Item13 14.09.2017*

- 5.1 *All LGBs are required to have Safeguarding clearly identified as a Standing Item on agendas.*
- 5.2 *At the first LGB meeting of the new academic year 2017/18 and subsequent academic years:*
- (a) The Governor with responsibility for Safeguarding is confirmed in role and together with the Chair of the LGB sign the Statement of Intent approved by the Plymouth CAST Board on 17 May 2017.*
  - (b) All governors must sign to confirm they have read KCSIE (2016 or later version), with the record to be kept by the Clerk to the LGB.*
  - (c) Governors to receive a copy of the Safeguarding Monitoring and Evaluation Cycle approved by the Plymouth CAST Board on 17 May 2017 (see Appendix A below).*

Following the first meeting of the LGB each Clerk should send an email to the CAST Support Office Manager [safeguarding@plymouthcast.org.uk](mailto:safeguarding@plymouthcast.org.uk) confirming the above actions; providing contact details of the named Safeguarding Governor and attaching a copy of the signed Statement of Intent.

The Board has also agreed that each Clerk should liaise with the Designated Safeguarding Lead to ensure receipt of completed forms SG1, SG2 and SG4 in line with the deadlines stated in Appendix A. The Clerk should then place these forms on the agenda of the next LGB meeting in the corresponding meeting cycle and send a copy of the completed forms to the CAST Support Office Manager.

Each Clerk should also liaise with the Designated Safeguarding Governor to agree a deadline for the completion of SG3 for consideration by the LGB. The Clerk should email the CAST Support Office Manager with the agreed date and forward a copy of the completed form on that date.

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This will ensure compliance with Sections 5.3 and 5.4:

*Extract from Board Paper – Item13 14.09.2017*

5.3 *Future LGB meetings to include receipt of the following documents in accordance with the safeguarding Monitoring and Evaluation Cycle:*

*SG1 Safeguarding Self-Assessment*

*SG2 Annual Safeguarding Report to the Governing Body and Plymouth CAST*

*SG3 Governor Checklist for Safeguarding*

*SG4 Safeguarding Termly Summary Support for LGB and Plymouth CAST – Referrals and Multi-Agency Working.*

5.4 *All Governors with Responsibility for Safeguarding to undertake a minimum 1 visit/audit of Safeguarding/year and provide a written report for discussion at the LGB.*

The CAST Support Office Manager will ensure the information provided by the Clerks is collated for central review and analysis.

#### **APPENDIX A - Extract from the Safeguarding Strategy Part B Section 6 Monitoring and Evaluation**

<b>Autumn Term</b>			
<b>Type of Monitoring</b>	<b>Date to be completed</b>	<b>Evaluation</b>	<b>Further actions</b>
Schools complete SG2	31 <sup>st</sup> October	Reviewed by Area DSL Meeting	Formation of school safeguarding action plans
Governors complete SG3	15 <sup>th</sup> December	Schools to review	Will form the basis of Governor Training
Area Adviser Attendance report	15 <sup>th</sup> December	Analysis by School Improvement Officers and Head of School Improvement	Dependent on analysis
Schools complete SG4	15 <sup>th</sup> December	Extrapolated to look at trust wide safeguarding data	Information shared with schools to benchmark and with the board

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<b>Spring Term</b>			
<b>Type of Monitoring</b>	<b>Date to be completed</b>	<b>Evaluation</b>	<b>Further actions</b>
Staff, Pupils & Parents surveys	31 <sup>st</sup> March	Data analysed at Trust and School level	Dependant on analysis
Area Adviser Attendance report	31 <sup>st</sup> March	Analysis by School Improvement Officers and Head of School Improvement	Dependent on analysis
Schools complete SG4	31 <sup>st</sup> March	Extrapolated to look at trust wide safeguarding data	Information shared with schools to benchmark and with the board
<b>Summer Term</b>			
Schools complete SG1	1 <sup>st</sup> June	Report completed for the board to outline Trust and/or school areas of concern.	Board to commission either external or internal safeguarding health checks. Training needs to be determined.
Area Adviser Attendance report	1 <sup>st</sup> July	Analysis by School Improvement Officers and Head of School Improvement	Dependent on analysis
Schools complete SG4	1 <sup>st</sup> July	Extrapolated to look at trust wide safeguarding data	Information shared with schools to benchmark and with the board

#### **Distribution:**

##### **Action:**

All Plymouth CAST Clerks to the Local Governing Bodies  
 All Plymouth CAST Local Governing Body Chairs  
 All Plymouth CAST Local Governing Body Governors with Responsibility for Safeguarding  
 All Plymouth CAST Head Teachers  
 All Plymouth CAST Designated Safeguarding Leads  
 CAST Support Office Manager

##### **Information:**

Plymouth CAST Chair  
 Plymouth CAST Director with Special Responsibility for Safeguarding  
 Plymouth CAST Interim CEO  
 Plymouth CAST COO  
 Plymouth CAST Head of School Improvement  
 Plymouth CAST School Improvement Officers

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