

Safeguarding Review - Action Plan May 2016

March 2016

During the academic year 2015-2016 a Safeguarding review was carried out at Victoria College. The review found the school to be effective in terms of Safeguarding but the following recommendations, detailed below, were noted. This Action Plan is the first step in terms of ensuring the recommendations are implemented. The plan will evolve and result in the production of more detailed pastoral data/evidence which will allow us to monitor and implement further changes, as required, to reduce negative incidents such as bullying. The key overall aim of the plan is to ensure the well-being of our students and to create a caring and nurturing environment at VCJ.

Recommendations:

1. Planning: Improve how the school collects evidence and information about pupils' personal development and welfare. Use this data to improve how the school plans and organises safeguarding and measures its effectiveness in this area.
2. Wellbeing: Use these improved planning frameworks to create a strategic plan to address all aspects of pupil wellbeing, including bullying. There should be a commitment to seek the views of parents as part of an open culture that actively promotes all aspects of welfare.
3. Pastoral care: Improvements have been made recently in pastoral care, PSHE and SEN but these new initiatives now need to be closely and consistently monitored so that the school can identify trends. It can then identify areas for improvement, set priorities and assess how effective its action has been.
4. Personal, Social and Health Education (PSHE): Teaching of PSHE should be reviewed to ensure it is consistent and structured and becomes a formal part of the curriculum. PSHE should be widened to further address religious, racial and sex/gender issues.

Rec	Action	Who	Key Indicators	Success Criteria	Complete by	Status/ Priority
1	Planning					
1.1	Development /implementation of the Review Action Plan	MDG/AW /MG/ JR	Minutes from meetings Action taken Data to confirm impact	Safeguarding Committee (SC) recommendations resulting in measurable improvements in student well-being.	July 16	High
1.2	Appointing a Safeguarding Committee (SC). To meet on a half termly basis. The committee will consist of Parent Governors, representatives from VCJ staff and Shirley Dimaro the island safeguarding lead. Parent Governor Mark Godel to chair the committee.	Board of Gov/ MDG/AW /MG	As above	Committee set up First Meeting held 22/03/16 Meetings planned in for the rest of the year.	May 16	Complete
1.3	The focus of the group will initially be on the implementation of the Safeguarding Review Action Plan	SC/MDG/ AW/MG	As above	SC report to parents demonstrating improvement in student wellbeing.	July 2016	Ongoing
1.4	To introduce systematic collection of pastoral data	MDG/JSR	Data produced. Review of Data to ensure relevant data is captured.	System producing clear relevant information to capture data in relation to well-being & safeguarding.	June 16 - Nov 17	High
1.5	Data to be analysed/evaluated and acted upon by Housemasters, LSU & other relevant members of staff. The data will focus on incidents of bullying in particular: Homophobic, Racist, Sexist and Physical bullying.	MDG/ Teaching Staff MDG/AW	Review of Data by staff and any actions arising. Subsequent action taken to reduce types of bullying is confirmed by future data.	Reduction in specific types of bullying behaviour e.g. homophobic or racist bullying. <i>(numerical indication of the extent of expected reductions to be added)</i>	Monthly	Ongoing

Rec	Action	Who	Key Indicators	Success Criteria	Complete by	Status/ Priority
	<p>Data will also be collected on incidents of Cyberbullying / E-Safety concerns and will also focus on: Homophobic, Racist, Sexist and Physical bullying</p> <p>Data will also be collected on attendance figures which could be categorised on a House by House basis & year group's basis as well as individual student data.</p> <p>MDG will be liaising with the newly appointed School Office Manager Julie Rothery in the collection and dissemination of such data.</p> <p>A termly report will also be issued to the School Governors focusing upon whether the data has resulted in improved well-being and safeguarding of students.</p>	MDG/JSR	Attendance Report	<p>Reduction in cyberbullying related incidents. <i>(numerical indication of the extent of expected reductions to be added)</i></p> <p>Reduction in absence and late <i>(numerical indication of the extent of expected reductions to be added)</i></p>	June 16	Ongoing
		MDG/JSR	Report and dissemination	Reports disseminated and measures taken to improve data.	July 16	
		MDG/AW	Report to SC	SC Report to Parents on measures taken.	July 16	
2	Wellbeing					
2.1	<p>Annual Safeguarding Questionnaires to be issued to staff, students and parents.</p> <p>Development of annual survey in line with questionnaires completed by the groups above as part of the Safeguarding Review. The next questionnaires will be modelled closely on those previously circulated in terms of</p>	MDG/AW /SJ/MG/ JSR	<p>Timely distribution</p> <p>Return rate</p> <p>Data Collection</p> <p>Review of Data</p> <p>Comparative data from previous questionnaires issued in Review.</p>	<p>Annual parental, student and staff surveys are embedded in to the school calendar.</p> <p>There is a positive outcome from data comparison.</p> <p>Questionnaires receive a high return rate (e.g. 70%?)</p>	Sept 16 - Nov 17	Ongoing

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	content and issued at Easter 2017.					
	The data from these questionnaires will be disseminated to these groups and appropriate action taken as a result of the responses in relation to safeguarding and the well-being of students.	AW/MDG /MG	Comparative data Response rate Actions taken following dissemination of information Report to SC SC to review data	Overall response from questionnaires is positive Report to SC is produced SC Review clearly identifies impact and whether further actions are required. Initial report is made to parents	May17	Ongoing
2.2	The school will hold a two today event focusing on the promotion of wellbeing and mental health in July 2016.	MDG/AW /SJ/MG			July 16	High
3	Pastoral Care					
3.1	SEN data will be collected to identify possible trends and patterns Data will be analysed and disseminated to promote student well-being.	MDG/ SW/HM/ PSHE/ Tutors	Quality of data produced by SEN department. Liaison between SEN and other Departments.	Close co-operation between key groups within the school with particular focus on: SEN / Key Stage 3 & 4 co-ordinators / Housemasters / Head of PSHE / Tutors	April 16- Nov17	High
3.2	Implement a range of meetings to become mechanisms for the promotion of safeguarding and wellbeing. These will ensure key departments are working together to achieve a positive impact. They will include: Housemaster meetings with MDG, Housemaster and Tutor meetings, SMT meetings. These meetings will support the analysis and	MDG/ SW/HM/ PSHE/ Tutors	Notes from meetings Further development of data Measures taken to improve communication Report to SC Committee Termly	Continuity and improvement in communication between departments showing positive impact on support for students.	May 16 onwards	

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3.3	dissemination of Student Behaviour / SEN plans to further support students. Head of PSHE to use these meetings / data to help shape the content and delivery of PSHE The Safeguarding Committee to review data and consider impact and subsequent actions on students.	Ho PSHE	Notes from meetings Further development of data Measures taken to improve communication Report to SC Committee Termly	Pupil behaviour and development data shows evidence of improvement by complete by date.	July 16	High
4	Personal, Social and Health Education					
4.1	Resources and time will continue to be allocated for the effective delivery of PSHE and the development of a comprehensive programme	MDG / AW / SJ /J Br/ SW / MG	Fewer concerns from questionnaires. Data confirming well-being has been improved. Safeguarding Committee to ensure the above is measured and implemented.	PSHE to become embedded in the school curriculum from 2017. An anti-bullying charter which is understood by all and displayed in each House Room. Change to student ethos Development of a culture of vigilance within school community Staff /Tutors trained effectively to support the previous aims .	April 16 201-Nov 2017 Sept 16 Ongoing	Medium (to be implemented in coming months)
4.2	<i>The school will continue to focus on inviting specialists to deliver key aspects of the PSHE programme such as mental health, substance abuse, sex education and bullying.</i>					

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	<i>The PSHE programme will be formally embedded in the school curriculum as from September 2017</i>	AW/MDG /SJ			Sept 17	Medium (as above)
	Improved monitoring of the PSHE programme will begin in the summer term of 2016. This will involve lesson observations by the SMT and pupil feedback to aid the process of review and improvement in PSHE.	SMT	Fewer concerns from questionnaires. Safeguarding Committee to ensure the above is measured and implemented.	PSHE to become embedded in the school curriculum from 2017.	Sept 16-17	Medium (as above)
	Anti-bullying charter will be developed to further promote a culture & ethos of vigilance. To be implemented by SJ in the summer term of 2016.	SJ	Data confirming well-being showing improvement.	An anti-bullying charter which is understood by all and displayed in House Rooms	Sept 16	Medium (as above)
	Marketing and the development of a strap line will reinforce this process which will be supported by the Safeguarding Committee.	All	Communications to enforce the process.	Response from communications High response to survey material	2016-2017	Medium (as above)
	Ethos of pupil care and concern in relation to well-being will be supported & monitored by: Questionnaires & Surveys, Assemblies & Tutor periods, PSHE sessions.	MDG/ Teaching Staff	Positive Behaviours	Change to student ethos Development of a culture of vigilance within school community	Ongoing	Medium (as above)

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	<p>Inclusivity will be promoted and encouraged from the student body with the further development of the Anti-Bullying Ambassadors and Peer Mentors. An Y12 to Y7 buddy system will be developed as part of the transition process.</p> <p>Staff will continue to receive training in relation to the promotion of well-being within the school</p>	MDG/ Teaching Staff	<p>Fewer concerns from questionnaires.</p> <p>Data confirming well-being has been improved.</p> <p>Safeguarding Committee to ensure the above is measured and implemented.</p>	<p>PSHE to become embedded in the school curriculum from 2017.</p> <p>An anti-bullying charter which is understood by all</p> <p>Change to student ethos</p> <p>Development of a culture of vigilance within school community</p> <p>Staff /Tutors trained effectively to support the previous aims .</p>	Sept 2016-17	Medium (as above)
	Training – Safeguarding Com?	SM	Training Taking Place	Training to take place after Board of Governors Meeting on 21 June 2016	July 16	Arranged a

Key

AW	JBr	Status	
Alun Watkins	Jacky Bryant		
MG	JSR	High- completion due by July 2016	Julie Rothery
MDG	SJ	Medium – work has either started or preparation is being carried out to begin and implement process.	Suzanne Job
SC	SW	Complete/Improvement seen.	Sue Watkins
HM			House Master

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