

QUALITY IMPROVEMENT PLAN FOR: Safeguarding
Year: 2010-2011

Identified area for development: 1. All aspects for Staff, Governors, 3 rd Parties, Learners						
Detailed Action Required	Person Responsible	Target Date	Target Outcome or Performance Indicator to Evidence Achievement	Monitoring/Reporting Arrangements (who/when?)	Monitoring See Monitoring Scale Below	
					Monitoring Grade	Date
1. All staff to be appropriately trained	AD – QA &SD	July 2011	All staff to be qualified to Level 1. Identified staff to be qualified to level 2	SMT	C	Nov 2010
					C	Dec 2010
2. All Governors to be appropriately trained	AD – QA&SD	July 2011	All new and existing governors to have completed safeguarding training	Corporation	E	Nov 2010
					C	Dec 2010
3. All governors to be regularly updated on safeguarding activity	JK/KJS	July 2011	Reports and updated QIP to be presented to governors termly	Employment and Remuneration	E	Nov 2010
			Training completed on Governor programme	Corporation	B	Dec 2010
4. All staff and governors to be trained in E safety awareness	D-Q&LS	July 2011	All staff and governors to complete training	SMT	E	Nov 2010
			Toolkits completed on E safety aspects	Corporation	D	Dec 2010
5. All managers and identified staff to complete recruitment training	AD –QA&SD	July 2011	All staff involved in recruitment process have completed training within 2 year cycle	SMT	D	Nov 2010
					C	Dec 2010
6. Audit of personnel files	DP	July 2011	Random audit of personnel files reported as appropriate	SMT	D	Nov 2010
					C	Dec 2010
7. All CRBs with activity managed appropriately.	DP/ AD FSVE	July 2011	All staff and learners interviewed and action taken/ reported. Reports to ISA when appropriate	SMT	C	Nov 2010
				Corporation	C	Dec 2010

Monitoring Grade: A Well ahead of performance target; B Achieved performance target; C Significant progress towards target; D Too early to assess; E Needs significant further action; F Potential difficulties identified, currently not achieved; G Target no longer relates to plans.

8. Visits and trips	AD - FSVE & STEM AD -C&P	July 2011	All visits and trips are appropriately risk managed and organised	SMT	C C	Nov 2010 Dec 2010
9. Recruitment policies and process up to date	DP D - T&L	July 2011	All policies and procedures up to date and maintained	SMT Corporation	C C	Nov 2010 Dec 2010
10. All contractors hold up to date CRB	DP	July 2011	All on site contractors have NLC validated CRB and are monitored if activity recorded	SMT Corporation	C	Nov 2010 Dec 2010
11. All policies which impact safeguarding regularly updated and monitored	DP D- Q&LS	July 2011	All policies up to date and communicated to all relevant stakeholders	SMT Corporation	B	Nov 2010 Dec 2010
12. Health and safety	DP AD- C&P	July 2011	All health and safety policies, arrangements and activity up to date, monitored and communicated to all stakeholders	H&S committee SMT Corporation	C	Nov 2010 Dec 2010
13. Learner CRB	DP D- Q&LS	July 2011	All learner course material to identify need for Clean CRB Learners with active CRB to sign disclaimer	SMT	E C	Nov 2010 Dec 2010

Progress Comments:

1. 3 toolkits (60) staff now trained to Level 2 – 2 sessions planned for 4 January, waiting list for next years toolkits. Some targeted staff to complete Level 1. Target 250 staff for Level 2 by July 2011.
- 2.
3. Safeguarding to each Corporation.
4. Most Governors trained to Level 1 – E Safety Training planned for May. SMT/CMT trained.
5. Currently moratorium on recruitment – training planned January 2011.
6. Random audit completed October – next audit before half term.
7. DP meets with everyone with activity on CRB and reports to ISA as appropriate.
8. Toolkits for staff completed and ongoing.
9. Remit policy updated November 2010 to Corporation February 2011.
10. All contractors being monitored and further communication planned between HR and Premises.
11. All policies updated to schedule from Clerk.
12. Safeguarding section added to H&S worker handbook.
13. Wording to Marketing and disclaimer for admissions procedure and staff aware – checked by Solicitor.

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