



Clovelly House School OFSTED Action Plan, November 20

Part 3. Welfare, health and safety of pupils

1. 'Leaders have not followed correct procedures in reporting concerns about staff conduct to the appropriate authority. Leaders have not taken swift enough action to manage potential risks while concerns are investigated.'

Objectives	Procedures/Process	Action by:	Time Deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. For the leader to report concerns about staff conduct to the appropriate authority	* To ensure all staff members report an allegation to Jennifer immediately * To contact the LADO immediately when staff members report an allegation	Jennifer,	By end of October 20	Staff are aware that they need to contact Jennifer immediately a concern is raised Concerns are reported to the LADO immediately they are raised	OFSTED	Time for training	-	The Principal has updated training on Safeguarding L3 The Principal has completed 'Allegations Management training' The Principal has completed KCSIE 2020 training 2 further concerns have been reported to LADO timeously
2. For leaders to take swift action to manage potential risks while concerns are investigated	* To ensure all staff members report an allegation to Jennifer immediately * For Jennifer to contact the LADO immediately when staff members report an allegation	Jennifer	By end of October 20	Staff are aware that they need to contact Jennifer immediately a concern is raised Concerns are reported to the LADO immediately they are raised	OFSTED	Time for training	-	All staff have completed 'Induction Safeguarding training' including processes for raising concerns All staff completed KCSIE training in Dec 2020. – completed 14 th Dec 20 All teaching and support have completed Safeguarding L3 course – completed The LADO has been contacted twice to report concerns, nether concern met the threshold for LADO

2. 'Leaders do not know the statutory safeguarding guidance well enough. They are not aware of the most recent changes to it, including those relating to allegations against members of staff.'

Objectives	Procedures/Process	Action by:	Time deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. To ensure that leaders are aware of the most recent changes to statutory guidance.	* To take out a subscription to a policy writing and compliance service to ensure that policies are up-to-date and that leaders are notified of statutory changes timeously * To update the policies timeously	Jennifer, all staff	By end of October 20	* The school subscribes to a policy writing and compliance service * Policies are being updated according to guidance from the policy writing and compliance service	OFSTED	Subscription to policy writing and compliance service	-	School has subscribed to 'Key for School Leaders' service. Changes are earmarked and sent to CHS Principal. Principal gets updates from DRB regularly Company is



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									now registered with 'Safeguarding Network' for training and updates Safeguarding Policies have been updated Completed 20 th November 2020
2. To ensure leaders are aware of the most recent changes to statutory safeguarding, including those relating to allegations against staff.	<ul style="list-style-type: none"> * For all leaders and appointed administration staff members to note emails and updates about statutory guidance changes and bring them to the attention of leaders * To have an agenda item at weekly SLT meetings, (SIP), to raise notifications about policy updates * To action any changes relating to statutory updates 	Jennifer, All staff	By end October 20	<ul style="list-style-type: none"> * All leaders note statutory updates and bring to SIP * Policy updates are discussed at weekly SIP meetings * Policy updates are itemized at weekly SIP meetings, actions are noted and all leaders receive a copy of the minutes. These are reviewed the following week 	OFSTED	-	-	See above All leaders are vigilant about policy changes are bringing them to SIP for discussion and action (see minutes) Completed and Ongoing	

3. 'Safeguarding leaders have not had sufficient training to be able to carry out their roles effectively. They have not kept themselves informed of recent safeguarding updates and developments.'

Objectives	Procedures/Process	Action by:	Time Deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. To review and update leaders' safeguarding training.	<ul style="list-style-type: none"> * To ensure that all leaders undertake 'Safeguarding L3' training again. * To ensure that the principal undertakes 'Allegations' training again 	Jennifer, all leaders	End Nov 20	All leaders have completed 'Safeguarding L3' training The Principal has completed 'Allegations' training	OFSTED	Time to renew safeguarding L3 training Funding for training	Safeguarding L3	Leaders have completed Safeguarding L3 training, KCSIE 2020 and 'Allegations' training 2 new Deputy DSLs have been appointed and have been allocated DSL training All DSLs have been allocated 'Allegations' training.
2. For leaders to keep themselves informed of recent safeguarding updates and developments	* For leaders to discuss recent safeguarding updates and developments at SIP and 'Safeguarding' meetings	Jennifer All staff	End Nov 20	To timetable an agenda item at weekly SIP meetings to discuss safeguarding updates To review safeguarding updates and developments at monthly 'safeguarding'	OFSTED	Time to discuss safeguarding at meetings	-	Updates and developments are discussed at SIP and at monthly 'Safeguarding' meetings. Actions arising are recorded, monitored and reviewed (see minutes) Updates are received from 'Keys', 'Safeguarding Network' & DRB A manager on the Senior Leadership Team has been appointed to function in a 'governor' role to support the



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				meetings				school's safeguarding team
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4. 'Leaders do not provide staff with regular safeguarding training so that it becomes part of everyday practice. Staff are not aware of recent changes to statutory guidance. They are not confident about the procedures they should follow if they have concerns about an adult working at the school.'

Objectives	Procedures/Process	Action by:	Time Deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. To ensure that staff safeguarding training is updated regularly and that safeguarding training is embedded into everyday practice	<ul style="list-style-type: none"> * To update staff training to include statutory policy updates * To ensure that statutory training is embedded into everyday practice * To undertake supervision and compliance checks to check each staff member's understanding of statutory guidance 	Jennifer, All staff	By end of November 20	Safeguarding training including new safeguarding guidance is updated All staff embed training into everyday practice All staff undertake half termly supervision All staff undertake compliance checks every six monthly	OFSTED	Funding for Safeguarding training on updates Funding for all staff to be booked on 'Safeguarding L3 training	KCSIE Sep 2020	Safeguarding training was in date pre-statutory update Training on updates was completed on 14 th December 2020 All staff have completed Safeguarding training L3 during Dec 20 to Feb 21. Compliance checks are undertaken 6-monthly and are in date (see records) Supervision books have a section for discussing safeguarding (up to date). Supervisions are undertaken half termly and are in date (see records)
2. School staff are retrained on updated statutory guidance.	<ul style="list-style-type: none"> * To update staff safeguarding training to include statutory updates 	Jennifer	By mid-Dec 20	* Staff have updated statutory training	OFSTED	Time for training Funding for training	KCSIE 2020	Safeguarding training was in date pre-statutory update Training on updates was completed on 14 th December 2020. All staff completed Safeguarding L3. Most of team booked on 'Allegations training
3. Staff to be confident about the procedures they should follow if they have concerns about an adult working at the school.	<ul style="list-style-type: none"> * For all staff to have safeguarding training around the updated statutory guidance * For all staff to be confident about the updated guidance concerning an adult working at the school 	Jennifer	By mid Dec 20	Safeguarding training with all staff is updated Staff are confident about the procedures they should follow about an adult working at the school	OFSTED	Time for training Funding for training	-	Safeguarding training was in date pre-statutory update Training on updates was completed 14 th December 2020 Compliance checks are undertaken 6-monthly and are in date (see records) Supervision books have a section for discussing safeguarding. Supervisions are undertaken half termly and are in date (see records) Safeguarding agendas are raised at weekly staff meetings – see minutes



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5. 'Leaders do not maintain detailed, comprehensive safeguarding records. As a result some records lack the necessary detail and accuracy. For example, it is not always clear what action leaders have taken in response to concerns about pupils' welfare.'

Objectives	Procedures/Process	Action by:	Time Deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. To ensure that leaders maintain detailed, comprehensive safeguarding records.	<ul style="list-style-type: none"> * To appoint a deputy DSL to support DSL with paperwork To timetable admin time to update safeguarding records * To review systems for recording safeguarding in one single file * To ensure that safeguarding records are maintained in one single file 	DSL and safeguarding team	By end Oct 20	A deputy DSL is appointed Time is timetabled for the safeguarding team to review records A new system is employed which records all records in one single file Safeguarding records are maintained using new systems	OFSTED	To train a deputy DSL Funding for DSL training Time for safeguarding administration	DSL	Deputy DSL was appointed On 15 th October 2020 Deputy DSL was booked on DSL training. Safeguarding meetings being held weekly in school to update files A second Deputy DSL was appointed February 2021 and training allocated Safeguarding admin time was timetabled weekly from 1 st Nov 20 The safeguarding team are updating records to ensure all safeguarding records are in one file and not in different files The leadership team have a 'safeguarding meeting every three weeks to oversee safeguarding across the organisation'
2. To ensure safeguarding records have the necessary detail and accuracy.	<ul style="list-style-type: none"> * To ensure that the DSL and deputy DSL employ comprehensive systems for recording safeguarding records in one single file 	DSL and safeguarding team	By end Nov 20	Comprehensive systems for recording safeguarding concerns are implemented The 'safeguarding file' is updated with all the information in one file.	Jennifer	Time to update the 'Safeguarding file'	-	The Safeguarding team have implemented new procedures which shows a 'tracking sheet' for each child with cross referencing so that all details can be found in relation to a safeguarding concern. This is accessible for anyone needing to track a concern. The team have also implemented a 'near miss' tracking record to collect information which may add up over time to a concern

6. The school's safeguarding policy is out of date. Leaders have failed to review this policy to include the most recent statutory guidance.

Objectives	Procedures/Process	Action by:	Time Deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. To update the school's safeguarding policy to include the most recent statutory guidance.	<ul style="list-style-type: none"> * To update the school's safeguarding policy in line with model provided by policy writing and compliance service 	Jennifer,	Mid Nov 20	Policy is updated in line with new statutory guidance	OFSTED	Time to rewrite policy Funding for policy writing and compliance service	-	Policy has been updated using the model provided by the 'Keys for School Leaders' Completed 20 th November 2020



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7. The other policies related to keeping pupils safe, including the whistleblowing policy and the radicalisation and extremism policy, contain inaccurate information. This includes information about who staff should contact if they have a concern.

Objectives	Procedures/Process	Action by:	Time Deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. To review and update the other policies related to keeping pupils safe.	* To update the whistleblowing policy to include the revised statutory guidance KCSIE 2020 * To update the radicalisation and extremism policy to include the revised statutory guidance	Jennifer	End Oct 2020	The whistleblowing policy is updated The radicalisation and extremism policy is updated	OFSTED	Time to update policies	-	All policies were updated by mid November 2020 and uploaded to the website Completed 20 th November 2020
2. To ensure that the policies include information about who staff should contact if they have a concern.	* To update the whistleblowing policy to include information about who staff should contact if they have a concern * To update the radicalisation and extremism policy to include information about who staff should go to to report a concern	Jennifer	End Oct 20	The whistleblowing policy includes information about who staff should contact if they have a concern The radicalisation and extremism policy is includes information about who to go to to report a concern	OFSTED	Time to update policies	-	Policies were updated to reflect who staff should go to to report a concern by mid November Completed 20 th November 2020

8. Staff know the pupils well. They recognise the signs to look for that may show a pupil is at risk. Weekly discussions allow staff to share any worries they have about a pupil. However, leaders have not ensured that staff follow the school's procedures when reporting a concern about pupils.'

Objectives	Procedures/Process	Action by:	Time Deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. For leaders to ensure that staff follow the school's procedures when reporting a concern about pupils.	* To retrain staff on the procedures to follow when reporting a concern about pupils.	Jennifer	Mid - November 2020	The staff are retrained on procedures to follow when reporting a concern about pupils.	OFSTED	Time to update policies	-	Training on KCSIE 2020 safeguarding updates was completed 14 th December 2020 All staff have completed Safeguarding L3 training and most of the team are booked on 'Allegations training to complete by end of Apr21

9. The school's risk assessment policy does not provide guidance for staff on how to measure the severity of any risk that may have been identified for particular pupils or activities. This prevents staff from being able to identify risk accurately.'

Objectives	Procedures/Process	Action by:	Time Deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. For the school to update the risk assessment policy to measure the severity of any risk identified for particular pupils or activities.	* To improve the risk assessments by using a numbering system to measure risk * To retrain staff on the measuring the severity of any risk identified for particular pupils or activities.	Jennifer	End Oct 2020	The risk assessments are improved by using a numbering system The staff are able to measure the severity of any risk identified for particular pupils or activities.	OFSTED	Time to retrain staff.	Training to measure risk	Staff were trained on Risk Assessments during July 2020 All risk assessments were updated by 30 th October to include more information and a scoring process Staff were retrained on the risk assessment measurement process on 6 th November 2020



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2. For staff to be able to identify risk accurately.	* Staff to be trained to accurately measure risk using the numbering system	Jennifer, all staff	By mid November 20	Staff are trained to accurately measure risk	OFSTED	-	-	Staff were retrained on measuring risk and are contributing to pupil's risk assessments at weekly meetings Completed 6 th Nov 20 RA are updated on an ongoing basis
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10. 'Risk assessments do not identify the specific hazards that pupils may face. This includes individual pupil risk assessments and risk assessments for different subjects and activities. Often the risk assessments do not identify specific strategies that staff should adopt to reduce identified risks.'

Objectives	Procedures/Process	Action by:	Time Deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. For the school to update the risk assessment policies to detail the specific hazards that pupils may face.	* For the risk assessments to be improved by adding more detail about the specific hazards pupils may face * For all staff to be retrained on the improved risk assessments particularly around the specific hazards pupils may face	Jennifer	End Oct 2020	The risk assessments are improved by the addition of more detail about the specific hazards pupils may face All staff are retrained on the improved risk assessments around the specific hazards pupils may face	OFSTED	Time to retrain staff.	Risk assessment	Staff were trained on Risk Assessments during July 2020 All risk assessments were updated by 30 th October 20 Staff were retrained on the detail about recording specific hazards on 6 th November 2020 Completed 6 th Nov 20
2. For the school to update the risk assessments to identify specific strategies that staff should adopt to reduce identified risk.	* For the risk assessments to be improved by adding more detail about the strategies staff should adopt to reduce identified risk * For all staff to be retrained on the improved risk assessments, particularly around the strategies staff should adopt to reduce identified risk	Jennifer, all staff	By end Oct 20	The risk assessments are improved to include more details about the strategies staff should adopt to reduce identified risk Staff are retrained on the improved risk assessments and the strategies staff should adopt to reduce identified risk	OFSTED	Time to retrain staff	Risk Assessment	Staff were retrained on measuring risk and are contributing to pupil's risk assessments at weekly meetings Staff were retrained on the strategies staff should adopt to reduce identified risk and are contributing to risk assessments at weekly meetings Completed 6 th Nov 20 RA are updated at least termly

11. 'The proprietor, who is also the headteacher, has not ensured that school leaders demonstrate good knowledge and expertise, so that the independent school standards are met consistently.'

Objectives	Procedures/Process	Action by:	Time Deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. For the proprietor to ensure that school leaders demonstrate good knowledge and expertise.	* For all school leaders to update safeguarding training to Level 3 * For all school leaders to update training on KCSIE 2020	Jennifer	Mid Nov 2020	All school leaders have updated training to safeguarding level 3 All school leaders	OFSTED	Time to retrain staff. Funding for Safeguarding level 3 course	-	School leaders have completed Safeguarding level 3 courses and Allegations Management Training on KCSIE 2020



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				have updated training on KCSIE 2020				safeguarding updates was completed 14 th December 20 Safeguarding meetings are held at school and organisational level regularly (school, weekly, Safeguarding team, three weekly)
2. To ensure the school meets the Independent school standards consistently.	* For the school to meet all Independent school standards consistently * For the school to check compliance against the guidance provided by a policy writing and compliance support service, 'The Keys for school leaders'.	Jennifer, all the SLT	By the next OFSTED Inspection	The school meets all the independent school standards consistently.	OFSTED	Time to meet all the standards Subscription to a compliance service	-	The SLT have met to go through the compliance checklist to ensure that the school meets the Independent school standards. This is reviewed half termly. Completed 16 th Nov 20

12. 'The proprietor and school leaders do not understand fully their safeguarding responsibilities so that they take appropriate action when necessary, particularly in the light of recent changes to statutory guidance.'

Objectives	Procedures/Process	Action by:	Time Deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. For the proprietor to ensure that school leaders demonstrate that they fully understand their safeguarding responsibilities.	* For all school leaders to update safeguarding training to Level 3 * For all school leaders to update training on KCSIE 2020	Jennifer	Mid Nov 2020	All school leaders have updated training to safeguarding level 3 All school leaders have updated training on KCSIE 2020	OFSTED	Time to retrain staff. Funding for Safeguarding level 3 course	-	School leaders have been booked on Safeguarding level 3 course and Allegations Training and have completed Training on safeguarding by January 2021. All staff completed KCSIE 2020 Training is on 14 th December 2020
2. For the proprietor to ensure that school leaders take appropriate action when necessary, particularly in the light of recent changes to statutory guidance.	* For the proprietor to ensure that school leaders are trained to take appropriate action when necessary to report concerns about staff members * For the proprietor to strengthen the safeguarding team to include a deputy DSL to support paperwork and to monitor systems are in line with statutory guidance	Jennifer, all the SLT	By the next OFSTED Inspection	School leaders are able to take appropriate action when necessary to report concerns to the authorities. The safeguarding team is strengthened to ensure systems are in place for monitoring and implementing statutory guidance	OFSTED	Time to meet Time and funding for training Subscription to a compliance service	-	The SLT have completed KCSIE 2020 updates, safeguarding training The new deputy DSLs has been appointed The new safeguarding team meets weekly to update paperwork and review paperwork. The SLT safeguarding team for the company meets three weekly.

13. 'Safeguarding procedures and processes to identify and reduce risk are not sufficiently robust to ensure that all staff know how to promote pupils welfare and keep them safe.'

Objectives	Procedures/Process	Action by:	Time Deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
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1. For the proprietor to ensure that risk assessments are updated to ensure that they are more robust.	<ul style="list-style-type: none"> * To update all risk assessments to ensure that there is a more robust numbering system to evaluate risk * To strengthen the description of the hazards involved in the risk assessments * To strengthen the description of strategies for staff to use to control risk * To train staff on the revise new risk assessments 	Jennifer	Mid Nov 2020	All Risk assessments are updated with a more detailed numbering system The description of o hazards in risk assessments is strengthened The description of strategies for staff to use is strengthened Staff are retrained and contribute to the new risk assessments.	OFSTED	Time to retrain staff. Funding for Safeguarding level 3 course	-	Risk assessments were rewritten by 30 th October 2020. Staff were retrained on new systems on 6 th November 2020. These now include more detail and a scoring system as advised. Staff are meeting weekly and contributing to the new risk assessments. Completed 6 th Nov 2020
2. To ensure the school staff know how to promote pupil's welfare and keep them safe.	* For the school to ensure staff know how to promote pupil's welfare and keep them safe	Jennifer, all the SLT	Ongoing	The school staff all know how to promote pupils welfare and keep them safe	OFSTED	-	-	Children at the school are thriving and being well cared for. The proprietor and staff at the school are committed to ensuring that all the children at the school are safe and well cared for. There have been no safeguarding concerns involving the children while at school during the past year. Completed. There have been two concerns raised involving children in out of school time which have been reported as required.

14. 'The proprietor has not paid due care and attention to the policies required to meet the standards. Key policies relating to safeguarding refer to out of date statutory guidance. Some include detail that is not relevant to the school's setting or contact information that is out of date.'

Objectives	Procedures/Process	Action by:	Time Deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. For the proprietor to ensure that school policies meet the standards.	<ul style="list-style-type: none"> * For the proprietor to renew all the safeguarding policies in line with the model policies provided by the policy writing and compliance service, 'The Keys for School leaders'. * For the proprietor to ensure that new policies are accessible for all. 	Jennifer	Mid Nov 2020	All school safeguarding policies have been updated to reflect updated statutory guidance New policies are accessible for all.	OFSTED	Time to renew policies	-	The proprietor has renewed all the safeguarding policies All new policies are accessible. Completed 20 th November 2020
2. For the proprietor to ensure that key policies are updated to reflect updated statutory guidance.	* For the key policies in the school to reflect updates statutory guidance	Jennifer, all the Safeguarding teams	By the next OFSTED Inspection	The key policies reflect statutory guidance.	OFSTED	-	-	The SLT have met to go through the compliance checklist to ensure that the school meets the Independent school standards. This is reviewed half termly. Completed 6 th Nov 2020



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3. For the proprietor to ensure that details about the schools' setting and contact information are updated.	* To update information about the school's setting and contact information on the website.	Jennifer	By end of Oct 2020	Contact information and school details are updated on the school's website.	OFSTED	Time to update website		Information is updated on the school's website Completed 20 th Nov 2020 and ongoing

This action plan will be reviewed weekly until all objectives are met, and termly thereafter until reinspection by OFSTED. The school has a 'good' grading and is due for reinspection in April 2021.

Signed: (Principal)

Date:

Review date:

Review date:

Review date:

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