**Development and management schedule**

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| **Monitoring / Evaluation** | **Date** | **Focus**  | **Action**  | **Policy revision? Y/N** | **Cost (£).** | **SLT feedback if any concerns**  | **SLT Sign and Date** |
| **Accident log** | 23/09/19 | Monitoring file,Checked and recorded logs?Any concern with number of accidents? RIDDOR related / Public health? | Meeting with Shaheda (dh) planned Whole school induction 2/09/2019 new accident books to purchaseDH to share with team during meeting  | Yes ZF to upload revised on website and printed on policy folder | Half termly |  Good reminder notices around school for pupils to follow in walking down safely and quietly  | RB, NR, SK |
| **Bullying & Behaviour** | 11/11/19 | Monitoring file,Checked all recorded logsany concern with number of incidents?  | Shaheda met and handed behaviour log band shared within staff meeting as an agenda item discussed new rewards and sanctions and strategies  | Yes  | Monthly  |  | NR SK RB |
| **Fire Evacuation** **Weekly Alarm****Fire safety**  | 3/12/19 | Termly checks Weekly checks validated Fire retardant sprayed on displays  |  | Yes  |  |  | NR SK |
| **PAT Test** | 28/11/19 | Date of certificate External Lights installation  | Expires27th March to rebook in February 2020 | no | £300£350 | Staff to bring in any devices used for assessments eg chargers for tablets | NR SK |
| **Whole School** **Risk Assessment** **Cosh cupboard**  | 27/09/19 |  (USE OF CLEAPS WITHIN SUBJECTS)EDUCATIONAL VISIT, AND VISTOR VETTING/ SPEAKER: CHECK VISITOR BOOK SIGN IN Security and safety content check and 1 physical walk around of whole school conducted | met with DH staff inset planned in 29/11/2019 | Risk assessment amended to include Curriculum Risk assessments with CLEAPSEmbedded within daily risk assessments | £42£499 |  | RB, NR SK |
| **First Aid Check****Paediatric Training** **Administrating medicine file**  | 19/09/1921/01/2020 | first aid room, first aid supplies and children’s medicine in storage date check – cross referenced with monitoring SLT training certificates and file check e.g. faw certificates, safeguarding certificatesReview dates, Register of current pupils on medicine, implementation of policy | meeting with welfare health safety officer went through revised monitoring folder meeting with SLT appointment of Zahina as new FAW training scheduled and leaders revised and created a robust system to support children on short term/ long term – e.g.: daily diagnostic recording  | No Yes No  | £500£700 | Half termly checks made by AHBook for this termStaff confidence and skills  | NR  |
| **Attendance, Admission & Punctuality** | 27/03/2020 | Any concerns? Sickness letters from parents Local Authority informed (on roll /off roll file check)Lateness file AHT MONITORING WELFARE FILE  | Safeguarding reinforced and staff skills improved to notice concerns New attendance system  | No  | £1480 |  | RB, NR SB SK |
| **Single Central Register** | 09/10/1910/11/19 | DBS details entered, date Passport ,2 suitable legible references,Medical form, application, start date, Prohibition TRN details, sec 128 check? SCR UNDER ISA  | meeting with SLT Zahina intro ISA introc Behaviour Training Equalities Act training TO BE SCHEDULED FOR Compliance check with ISA Lyn full day, new forms under ISI discussed and how to complete. delegation to the materials FOR RCSI to staff, SK, NZ, RB, NR,SB | NO  |  | New template given by ISA inspector to prepare for ISA users TEMPLATES ADDED ONTO DRIVE | NR, ZF, LN, SK RB |
| **Visitor vetting file** **Visitor book**  | 12/12/2019 | DBS, social media checksGaps? TriangulationForms revised lettings policy and tenants to undergo vetting prior to considering letting. | Visitor checking system is rigorous and tightLettings policy and procedures for tenant’s documentation created | No  |  |  | NR  |
| **GAS CERTIFICATE** **Boiler Service** | Completion by sept 2020 | Certificate and health check  | Renewal due book by Jan 2020 |  |  | Book engineers to do a safety check f | NR |
|  **ELECTRICAL SAFETY CHECK**  | Same as above  | Certificate and health check  | Renewal due book Jan 2020 |  |  | Book engineers to do a safety check  | NR |

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| **TERM**  | **Date Of visit**  | **PART**  | **AREA** | **FOCUS** |  OBSERVED | **OUTCOME**  | **Names of Proprietor/s/ SLT**  | **Review date to check outcomes**  |
| Term 1 | 17/09/ 2019 |  **3 , 8**  | * Safeguarding
 | * SCR
* First Aid
* Administration of medicine

Policies check and sign Training file* Online safety
 | Learning Box Pro Training Tutor CareMonitoring officer & Health & Safety officer files checkedAnti-bullying week and E safety  | Safeguarding, Behaviour training –via learning Box CPD certified LA training DSL appointment DH –(SK)Induct and send SB ZH to ISA training and courses relating to SCR and welfare health and safety SCR School covered various Areas within anti bullying week e.g. Homophobic bullying  | Nadeem Rehman RB, SK Zarina Connelly  |   |
| Term 2 | 13/10/20194/12/2019  |  1-8 | Equalities/InclusionSafeguardingTraining file  RSE/protected cSafeguarding Isi documentation  | CURRICULUM * PSHE
* British Value
* Equality act
* Bullying / Behaviour
* Training needs

CURRICULUM EAMTP afterschool club dismissal isi documentation getting ready for inspection  | Plans, Scheme of work, workbooks triangulated,Pupil interviewsBehaviour Training Equalities Act training dismissal ISI Documentations  | Plans are cross curricular and have PSHE, fbv and protected Characteristics and RSE, embedded in.Met with SK, NZ PC and RSE to be amalgamated into whole school ltp publish on website under curriculum. Staff planning meeting reminder for all staff during staff meeting around dismissal of students and what to do during lateness Delegate SEF, RCI to SK, NZ ZH to compile and make ready  | Rena Begum Nadeem Rehman whole school meeting Wednesday RB, SK, NZ |  January 7th, 2020 3RD January 2020 |
| Term 3 | 10th Jan 202031st January   |  2-8 | Attainment & Progress: School Safeguarding | * Fire safety
* Pupil interviews /questioning

SCRFIRE SAFETY - EVAC | fire risk assessment  | Attendance is good and progress is on track see separate outcome file DH security Pat test booked gas and electric safety booked | Nadeem RehmanFeroz Adam  |  |
| COVID INTERRUPTION Term 4 | 04/02/2020 |   8 | * Attainment & Progress: School
* Improvement Priorities

Safeguarding  | Intervention schedule:* More able
* Pupil premium/low income –
* SUSPENDED – SEE COVID SDP
* Building and security

KEY CHILDREN GDPR  | Policies Revised and Areas Adapted and Implemented with addendum to COVID-19 Assess vulnerable children  | Routine maintenance alarm EssexTraining Booked for Most Senior Staff Good communication with vulnerable pupil and families. government guidance strictly adhered to and support given to vulnerable children and families Care packages offered to families and fees have been ceased temporarily  | Rena Begum Zarina Nadeem Rehman Feroz  |  |
| Term 5 | 6/3/2020 |  2 | Improvement PrioritiesSafeguardingHealth and safety  | training * Online safety Parents workshop
* Mental health first aid training

Building maintenance –Stair well carpets replacement needed   | Staff training files lift, stairs, streets cleanLightingSanitisers  | Met SK – feedback on consultant (ZC health review on school) report received. updated on new draft 2020 Safeguarding and recent training, RSE curriculum and PSHE/ mental health plan  | 23/04/2020SK, NZ, SB, ZF– Verbal call ZCFeroz  |  |
| Term 6 |  |  3 | * Attainment & Progress: School
* Improvement Priorities
* Moderation

Planning Safer recruitment  | * Outcome
* Safer recruitment
* Training mental health recovery of curriculum
* SIP
* New staff inductions
 | SK pupil progress outcome |   | RB, SK ZC Feroz |  |

**September 2020-2021**

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| **Monitoring / Evaluation** | **Date** | **Focus**  | **Action**  | **Policy revision? Y/N** | **Cost (£).** | **SLT feedback if any concerns**  | **SLT Sign and Date** |
| * **Safeguarding**
* **Attendance**

**Health and safety** **Curriculum**  | 23/09/19 | Absences Monitoring absences to detect any fluctuation of Covid 19 cases and safeguarding cases Missing from education Hygiene and cleanliness of school HSE Walk around to see posters for: * catch it bin it
* Wash Hands (toilets)
* Sanitiser stations
* Visitor prohibition poster

Supply of PPE Staff update on Symptoms for isolation and sick pay rights Staff to continue teaching via Teams / zoom if isolating to minimise disruption.Provision for isolated pupils Foundation and Provision for closing GapsFLIP LEARNING – Physical education  | Meeting with Welfare officer Ms Sulthana and (dh) planned Whole school induction 2/09/2019 new format for absence monitoring created and staff trained on vigilance and monitoring for COVID procedures relating to calls with sickness and symptoms. dfe and HPT number is always accessible for advice.Welfare calls made in between days of absence to provide support Met with Zahina h/s Officer: discussed increased hours of school cleaner to ensure surface areas cleaned regularly esp high traffic areas. E.g. handrails taps door handles.PPE in stock to deal with cases of COVID-19.Met with DH – DFe Material from Oak to look into. asked to match objectives and lessons from school weeks to reduce staff workloads and enable some form of learning to correlate between school and home.New plan devised for autumn term Met with DH- risk assessed and discussed new changes for term  | Y – Covid addendumZF to upload revised on website and printed on policy folder | Half termly£5000- term | Good reminder notices around school for pupils to follow Lack of finance available to assist with laptops for disadvantage families. school is in receipt of no funds and has lost out on 6 months school fees due to lockdown.  | RB, NR, SK |
| * **Mental Health**
* **Behaviour**
 |  | Number of known bereavements? Divorce? Anxiety relating to pandemic  Support for families  | Shahida met handed behaviour log band shared within staff meeting as an agenda item discussed new rewards and sanctions and strategies PSHE curriculum adapted and devised to be rolled out sept 2020* Care packages to be offered for families isolating
* To update daily dfe guidance regularly on websites and all communication devices so that parents and staff are aware of any new changes
 | yes  | Monthly  |  | NR SK RB |
|  |  |   |  |  |  |  |  |
| **Welfare health and safety**  |  | Pat Test: Date of certificate External Lights installation Emergency lights Fire alarm test  | Expires27th March to rebook in February 2021Fire alarm checks rebook with First fire attendance  | No | £300£350 |  | NR SK |
| **1ST term:*** **Whole School**

**Risk Assessment**  | 20/09/2020 |  (USE OF CLEAPS WITHIN SUBJECTS)No visits for first term (COVID-19)Security and safety content check and 1 physical walk around of whole school conductedLETTINGS | Sultana briefed with continuation of * First aid checks
* Outdoor
* Admission register
* Fire checks

SAFEGUARDING AND DBS CHECKS VET PRIOR TO LETTING COMPLETED 20/10/2020 |  | £42£499 |  | RB, NR SK SB |
|  **AREAS MONITORED**  |
| **First Aid Check****Paediatric Training** **Administrating medicine file**  | 01/09/202003/07/202005/11/2020 | first aid room, first aid supplies and children’s medicine in storage date training certificates and file check e.g. faw certificates, safeguarding certificatesReview dates, Register of current pupils on medicine, implementation of policy | 14 members to be booked before school year  |   |  |  |  |
| **Attendance, Admission & Punctuality****Safeguarding**  | 27/12/2020 | Any concerns? Sickness letters from parents Local Authority informed (on roll /off roll file check)* Remote learning provision

Lateness file MONITORING WELFARE FILE  |  |   |  |  |  |
| **Single Central Register****repat** | 09/12/2020 | DBS details entered, date Passport ,2 suitable legible references,Medical form, application, start date, Prohibition TRN details, sec 128 check? SCR- UNDER ISA  |  |  |  |  |  |
| **Visitor vetting file** **Visitor book**  | 12/01 /2021 | DBS, social media checksGaps? TriangulationForms revised lettings policy and tenants to undergo vetting prior to considering letting. |  |  |  |  |  |
| **GAS CERTIFICATE** **Boiler Service** |  | Certificate and health check  |  |  |  |  |  |
|  **ELECTRICAL SAFETY CHECK**  | Same as above  | Certificate and health check  |  |  |  |  |  |