**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 purchase  DH 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 logs  any 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 CLEAPS  Embedded within daily risk assessments | £42  £499 |  | RB, NR SK |
| **First Aid Check**  **Paediatric Training**  **Administrating medicine file** | 19/09/19  21/01/2020 | 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 certificates  Review 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 AH  Book for this term  Staff 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** | 09/10/19  10/11/19 | 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 checks  Gaps? Triangulation  Forms revised lettings policy and tenants to undergo vetting prior to considering letting. | Visitor checking system is rigorous and tight  Lettings 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 Care  Monitoring officer & Health & Safety officer files checked  Anti-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 | 13/10/2019  4/12/2019 | 1-8 | Equalities/Inclusion  Safeguarding  Training file  RSE/protected c  Safeguarding  Isi documentation | CURRICULUM   * PSHE * British Value * Equality act * Bullying / Behaviour * Training needs   CURRICULUM EA  MTP  afterschool club dismissal  isi documentation getting ready for inspection | Plans, Scheme of work,  workbooks triangulated,  Pupil interviews  Behaviour 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 2020  31st January | 2-8 | Attainment & Progress: School  Safeguarding | * Fire safety * Pupil interviews /questioning   SCR  FIRE 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 Rehman  Feroz 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 Essex  Training 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 Priorities  Safeguarding  Health 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 clean  Lighting  Sanitisers | 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 | 23/04/2020  SK, NZ, SB, ZF– Verbal call ZC  Feroz |  |
| 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 Gaps  FLIP 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 addendum  ZF 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 2021  Fire 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 conducted  LETTINGS | 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** | 01/09/2020  03/07/2020  05/11/2020 | first aid room, first aid supplies and children’s medicine in storage date  training certificates and file check e.g. faw certificates, safeguarding certificates  Review 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 checks  Gaps? Triangulation  Forms 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 |  |  |  |  |  |