

Boarding Action Plan updated - 16 June 2017**In response to Ofsted Social Care Inspection (11-13 October 2016)**

A. Overall experiences	Lead	Monitor by	Time scale	Progress to completion
<p>1. Senior Houseparents to review all student files in Houses. All records of behavioural incidents to be passed to PRT for checking and central filing. PRT to act on unresolved records and refer any Child Protection concerns including records of bullying behaviour and self-harming records to PC and the relevant authorities. This new method has been implemented and is now being monitored by PRT.</p>	Senior House parents	PRT	By 11.11.16	Staff made aware ☑ Action agreed ☑ Action in progress ☑ Action completed ☑
<p>2. Review the use of CCTV in the Sanctuary and discuss other methods to safeguard staff. CCTV now removed from The Sanctuary (09.12.16) and placed in Hums corridor.</p>	PC	IHL	16.12.16 09.12.16	Staff made aware ☑ Action agreed ☑ Action in progress ☑ Action completed ☑
<p>3. All Sixth Form boarders to meet PRT to discuss their role and action to be taken if disclosures are made to them. Only students who opt to undertake the role to be used. Training to be delivered annually. This is to reinforce the training already carried out by housestaff and the Prefect Terms of Reference document they have already received. Prefects have undergone the necessary training as confirmed by PRT and Ofsted.</p>	PRT	IHL	18.11.16	Staff made aware ☑ Action agreed ☑ Action in progress ☑ Action completed ☑
<p>4. Housestaff to arrange minuted quarter termly supervision meeting with prefects in their house to discuss problems and review progress. Housestaff are meeting on a fortnightly basis with prefects to discuss issues – checked by PRT.</p>	Senior House parents	PRT	18.11.16	Staff made aware ☑ Action agreed ☑ Action in progress ☑ Action completed ☑
<p>5. Fortnightly random recorded checks by Senior Houseparents regarding night time supervision (11pm) in Houses to check that all students have settled. This new intervention has been implemented and is being monitored regularly by PRT.</p>	Senior House parents	PRT	14.11.16	Staff made aware ☑ Action agreed ☑ Action in progress ☑ Action completed ☑
<p>6. Use of language in all documents as per the school's Behaviour Policy – avoid the use of the word 'punishment' - the use of 'consequences' and 'sanctions' is more appropriate. Notices in Boarding Houses to reflect this language. This point has been implemented and the language has been amended in various school documents and this has been reflected in notices in Houses too.</p>	Senior House parents	PRT	14.11.16	Staff made aware ☑ Action agreed ☑ Action in progress ☑ Action completed ☑
<p>7. Ensure that the Behaviour Policy and other policies are followed rigorously and consistently by all staff to ensure greater consistency. Staff training 09.11.16 Behaviour Policy was updated over the Christmas holiday and has been discussed by colleagues in Pastoral Meetings (Mon 16.01.17). It, together with the Drugs Policy, will be discussed with all teaching staff on 22.05.17 during Monday inset and will be ratified by the Full Governing Body on 28 June 2017.</p>	PC	IHL	09.11.16 16.01.17 22.05.17 28.06.17	Staff made aware ☑ Action agreed ☑ Action in progress ☑ Action completed ☐
B. Quality of Care	Lead	Monitor by	Time scale	Progress to completion
<p>1. Repeat training on the storage and issue of medication and common conditions and House staff signing to indicate understanding. To be repeated annually. Catch up training within a week if training missed. Training was delivered by Nursing staff to Housestaff on Fri 10.02.17</p>	RL/HH	PRT	09.11.16 and Annually	Staff made aware ☑ Action agreed ☑ Action in progress ☑ Action completed ☑
<p>2. Create school forms for students who self-medicate to record that they have taken their medication and to ensure they store their medication in a secure place. Nursing Staff to check and sign these records</p>	RL/HH	PRT	By 21.10.16 27.01.17 10.02.17	Staff made aware ☑ Action agreed ☑ Action in progress ☑ Action completed ☑

Sexey's OFSTED Action Plan (Social Care) last reviewed 02.06.17

weekly. Forms have been prepared by the nursing staff and have been disseminated to Housestaff after the necessary training had taken place on Fri 10.02.17. Checks are being made by Nursing staff (22.02.17)				
3. Construct, conduct and record a system of audit for medication (stock control). The 'Pharmacopia' stock control system implemented by Nursing staff is now up and running (20.02.17)	RL/HH	PRT	By 07.11.16 03.02.17 20.02.17	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
4. Discuss with the Bruton Surgery the clinical supervision of the School Nursing staff. Wednesday pm meetings to be recorded and minuted. Spoken to Dr Gompertz and clinical supervision will take place every Weds pm with minutes of the meeting taken and recorded. RL will also receive professional supervision from her nursing association – 8 hours supervision has taken place through the Nurses Forum at Wellington School in Feb 2017. HH also receives a weekly one hour session clinical supervision with RL on Friday am before their combined clinic.	HMR RL	IHL	By 18.11.16 By 13.01.17	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
5. Boarding Improvement Plans (BIPs) to be completed and kept on S:Staff Resources in password protected files – access to all staff in house, PRT, PC, IHL and Health Centre. BIPS are now password protected on the network with access to certain colleagues. BIPs have been replaced by Care Plans and Risk Assessments for high risk students and are in preparation for all boarding students. This should be completed by 30.04.17	PRT	IHL	By 18.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
6. BIPs to be updated within 3 working days of receiving information and reviewed half termly by Senior Houseparents. To include important information from home, Risk Assessments, Behavioural interventions, welfare concerns, Child Protection information, Health Issues. Fortnightly sample checking of BIPs to be recorded. Care plans will be reviewed termly by the Safeguarding Team with input from all staff who have a role in supporting each student.	Senior House parents PRT	IHL		Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
7. Checking of contents of BIPs, Compatibility Risk Assessments and Health Care Plans (HCP) to ensure all Housestaff are aware of needs of children in their care. All these documents must be linked. Weekly boarding meetings in House to disseminate important information and during Monday's Senior Boarding Staff Meeting. Dorm compatibility RAs have been rewritten to include information from students RAs. Now to be reviewed termly.	All House staff inc Boarding Tutors	Sr House Parents (PRT)	21.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
8. PRT and PC to visit Brymore to share good practice on safeguarding. Visit organised and scheduled for 23.02.17 Visit completed and useful information gleaned – updated risk assessments, health care plans (08.03.17)	PC	PRT	By 20.02.17	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
9. Forms to be provided for the recording of medical incidents in Houses and filed securely in Houses; copies to Health Centre. System in place – forms in Staff Resources and orange copies sent to Health Centre. Nursing Staff have been briefed by PRT.	LD/TG	PRT	By 18.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
10. Check that the Boarding Induction Pack for new students correlates with all school policies. This initiative has been implemented with the Admissions Registrar (SJB)	SJB	PRT	18.11.16 09.01.17	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
11. At discretion of Boarding staff, boarders who take part in school matches/activities may be given permission to miss boarding activities – providing down time for our boarders. This strategy has been implemented in the boarding houses	House parents	PRT	14.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
12. House Student Council meetings to be held at least half termly and minutes to be lodged with the Director of Boarding. Student Council have met and minutes have been passed onto PRT and shared with Ofsted.	Senior House parents	PRT	16.12.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>

13. Posters advertising Independent Listener to be more widely displayed in houses and in school This initiative has been completed. The Independent Listener will be invited into the boarding houses on a termly basis to meet with students.	PRT	IHL	14.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
14. SENDCO to ensure that Housestaff are briefed about the needs of SEND students in their house. SENDCO has provided information to Housestaff and meets with colleagues when necessary to update them with relevant information.	PH	IHL	16.12.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
C. How well boarders are protected	Lead	Monitor by	Time scale	Progress to completion
1. Boarding staff training for all residential staff, matrons and tutors on procedures for receiving a disclosure and passing the information on. Clarify the need to pass on all cases of bullying and self-harm however small; to be recorded in Child Protection files to collate information. Self-harm information also to be sent to School Nurse. Training took place on 09.11.16. Subsequent Educare 'Boarding Induction' training (BSA) completed Spring 2017. The accredited and complete Somerset County Council (SCC) Safeguarding training will be delivered to colleagues on 23.06.17	PRT / PC	IHL (BSA)	09.11.16 09.01.17 23.06.17	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input type="checkbox"/>
2. Detailed review of bullying offences to be conducted quarter termly to identify trends and patterns – gender, year groups, houses, day/boarding. A bullying and behaviour analysis is conducted every 6 weeks by PC to look at trends. This is reported as a standing agenda item to the SLT and to the Senior Boarding Team. A report on boarding bullying is written each term. The school is to purchase CPoms which will make analysis easier and so this procedure will remain under constant review (16.05.17)	PC/PT	IHL	By 07.11.16 16.05.17	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input type="checkbox"/>
3. Review of the school's response to bullying and serious behavioural issues to ensure a consistent approach and protection of students. Initial discussion completed – new initiatives to be implemented. A whole school approach to bullying is planned. Antibullying Alliance online training has been completed by boarding staff (Spring 2017) and has been disseminated to all staff on 08.05.17. The new Anti-Bullying Alliance programme of audit and student/staff training will be followed and is published by the ABA on 24.04.17	PC/PT	IHL	16.12.16 24.04.17	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
4. Student Risk assessments and Victim Support Plans to be put in place where appropriate and stored as part of Boarding Intervention Plans and copied to CP file New Health Care plans (HCPs) and 'how to write them' training have been introduced and implemented with boarding colleagues since visit to Brymore (08.03.17) Subsequent to the Brymore visit, new Health Care Plans and Risk Assessments have been written for all students who have an identifiable need. These will include Victim Support Plans. Students from Year 11 and 13 who are going to leave the school have not been included unless they are high risk.	PRT	IHL	By 07.11.16 08.03.17	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
5. PRT to meet with Senior Houseparents to discuss safeguarding concerns for students in their care immediately. Senior Houseparents to cascade need to know information to Assistant Houseparents, Matrons and Boarding tutors as appropriate. Information is being shared appropriately by PRT with colleagues during Snr Boarding Meetings on Mondays.	PRT/PC	IHL	By 21.10.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
6. Review of forms for Child Protection to include space for a timeline of actions to show chronology and how decisions are reached in terms of actions. This initiative has been completed.	PC (DG & LT)	IHL	By 21.10.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
7. Outcomes of referrals to be sought from Social Services and the Police and to be recorded on the student's file. We need to be persistent with these agencies. This initiative is being carried out and all agencies are being contacted as attested by Ofsted.	PC (DG & LT)	IHL	By 07.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>

Sexey's OFSTED Action Plan (Social Care) last reviewed 02.06.17

8. Ensure that all reports of bullying and self-harm (Day & Boarding) are recorded in CP records. This initiative has been completed.	PC/PRT (DG & LT)	IHL	By 18.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
9. Transition of DSL responsibility to PC. Consideration to building the safeguarding team in school. Transition is complete (21.10.16) and the safeguarding team now includes, PC (DSL), PRT (Dep DSL), IHL (Dep DSL) and LT (Dep DSL).	PC (AG)	IHL	By 14.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
10. Review referral procedures to ensure that they are made without investigation and that both Police and Social Services are informed in the case of a police referral.	PC	IHL	By 21.10.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
11. Records of student disclosures to include as much detail as possible in their own words. Whole staff training carried out on Mon 09.01.17	PC (DJB)	IHL	By 30.11.16 09.01.17	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
12. Fortnightly safeguarding meetings to review cases to be held and minuted half termly meetings held with DSL and Safeguarding Governor. Formal timetabled meetings: IHL, PC & PRT - Thurs Wk A 1120-1220. Meetings with Safeguarding Governor has been formally timetabled.	PC/PRT	IHL	By 21.10.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
13. Admissions application form to include a question on Safeguarding concerns so that the necessary support can be put in place before the child starts. Request for student safeguarding files to be made in Trinity term (or at time of application for in-year entrants) to previous schools This initiative has been implemented with the Admissions Registrar	SJB (PC & PRT)	IHL	By 18.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
14. Risk Assessments (RA) for residential activities to include review of sleeping arrangements and actions to be taken by supervising staff. This information is included in the RA and the Trips & Activities system currently in place is fully compliant with DfE guidance and legislation - email from PRT to CoG (24-01-17)	JW/LC	PRT (EVC)	By 21.10.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
15. Review of supervision of CLA (Children Looked After). Assurance CLA file to be produced. This initiative has been completed.	PHo	IHL	By 14.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
16. LAC supervisor to ensure that all LAC files are in a locked, secure place – PC, PRT, DJB and IHL have access.	PHo	IHL	By 21.10.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
17. Put in place a 'Children Missing from Home/Boarding' policy and produce a summary for boarding staff. Policy is available on Moodle with PC responsible for it.	PRT	IHL	By 07.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
18. Put in place a 'Children Missing from Education' policy This was tested during Boarding Ofsted's Monitoring visit (19-20 Jan) and found to be compliant with current guidance.	PC	IHL	By 18.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
19. PRT to review CP files to ensure that incidents from previous schools are adequately summarised in the running record and that other county's CP procedures are discussed and reviewed.	PRT (PC)	IHL	By 07.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
20. All incidents involving 'Bullying' (PC) and 'Student going missing' (PRT and PC) to be fully investigated and a report written. This initiative has been implemented and will be monitored by PRT and PC on a 6 weekly basis.	Senior House parents	PRT/PC	9.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>

Sexey's OFSTED Action Plan (Social Care) last reviewed 02.06.17

21. All incidents of Restraint being used to be reported and investigated fully by a Senior Manager. This initiative has been implemented and will be monitored by PRT and PC (Boarding and School respectively).	PRT	IHL	7.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
22. Summary instructions for staff: 'What to do if...' to be placed in a file in boarding houses. To include missing children, medical instructions, search procedures and restraint.	PRT	IHL	09.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
23. Routine use of support plans and risk assessments for students who are at risk of exploitation, those who are a risk to others and those who have been victims. Emphasis on support put in place for victim and perpetrator of poor behaviour, bullying etc. to be recorded on Incident Summary forms (to be updated to require this) and on BIPS and HCPs. This is now in place in the form of Risk Assessments and Care Plans.	Senior House parents	PRT	07.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
24. All behavioural issues to be recorded on SIMS including any consequences/sanctions Minor behaviour issues will be dealt with in house in line with a new Minor Consequences Procedure. This clarifies the point at which instances of poor behaviour will be recorded on SIMS.	Senior House parents	PRT	14.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
25. Ensure no personal information pertinent to the child is kept in the Communications Book (formerly Day Book). New books have been purchased and PRT to monitor.	House parents	PRT	14.10.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
26. Ensure that all allegations of bullying are fully investigated and referred to DSL.	House parents	PC	Ongoing	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
27. All House services logs and Boarding Accommodation Risk Assessments should be kept centrally with the Estates Manager who will advise Houses when services are due.	Senior House parents	NB	14.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
28. All house offices to be kept locked when staff are not there throughout the day. Investigate the use of electronic locks – cost is prohibitive at £1500 per door. Mechanical locks are suffice and have been implemented.	House staff, Matrons,NB	PRT	16.12.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
29. Organise ELSA training for both Pastoral Assistants. Four week course booked for Weds 25.01.17 and attended by DG, LC, TH and LT Completed on 09.03.17	PC (AG)	IHL	21.10.16 09.03.17	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
30. Ensure that at least two references are taken up for all appointments. Character references should be sought for relatives living in Boarding. Character references should be sought for visiting tutors that are not employed by the school but paid for by the parents and use the school premises	AG	AC	14.10.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
31. A 'summary evaluation' should be completed for all candidates at interview to summarise their suitability for the role (or otherwise). Paperwork has been prepared and completed for this.	AG	AC	21.10.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
32. The SCR to be audited termly by SLT (first audit carried out by PRT on 23.09.16). Second audit was carried out by IHL on 31.01.17. Third audit with DJB tba. Audit paperwork prepared. Audit of SCR carried out by PRT (Autumn), IHL (Spring), DJB (Summer) and Governor overview.	AG	AVC	31.01.17	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>

D. Leadership	Lead	Monitor by	Time scale	Progress to completion
1. Boarding Staff Appraisals (BSA) to be carried out as per the Performance Management cycle for Staff Appraisal and stored centrally in staff files. Cycle has begun – to be completed first fortnight of the Spring Term. This was completed 31.03.17	AC (PRT)	HMR/IHL	14.11.16 31.03.17	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
2. Ensure all staff are aware of their roles and responsibilities in boarding. Half termly 1:1 supervision meetings for all boarding staff including Nurses, to be carried out, which will include reflective practise. Planned – first meetings to be implemented first half of the Spring Term. Asst HoM to be involved in the process who will provide 1:1 supervision of Tutors (08.03.17). First cycle has been completed	PRT/AC Senior House parents	IHL	14.11.16 08.03.17	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
3. Boarding Staff Appraisals to be divided up to cover the areas of their roles and responsibilities and to include training needs and development opportunities.	AG	AC	14.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input type="checkbox"/>
4. SLT and House Governors to visit the Boarding Houses on a regular basis to support Housestaff and their work. House Governors to be included in the Annual House Reviews. Regular visits carried out by IHL inc Thursday evenings since Jan 2017. PRT drafting timetable for House Reviews which will take place in the Summer term. Housestaff to meet with Govs and SLT on a termly basis from Sept 2017 to discuss boarding issues.	PRT	IHL	Ongoing	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input type="checkbox"/>
5. All school forms, policies and records to be completed, dated and signed. Instruction issued to staff. It will take time to work through – aim to complete by end of Spring Term 2017. Policies reviewed by SLT on 20.04.17	AG	HMR	Ongoing 20.04.17	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input type="checkbox"/>
6. Audit of staff training and training needs to be carried out. Training to be provided as necessary and registers of attendance taken. Understanding to be checked and signed. Jane Wetherall from SCC visited on 09.03.17 to discuss safeguarding training and systems. Staff safeguarding training to take place on Fri 23.06.17. IHL attended training organised by SASH with JW on 28.03.17	PRT	IHL	14.11.16 09.03.17 28.03.17 23.06.17	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
7. Ensure boarding staff have a sound knowledge of the main school policies and follow them. Understanding to be checked and signed. Instructions given – checking process to be implemented through 1:1 supervisions. Checking of knowledge is done through the Boarding House Review process	PRT	IHL	30.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
8. Notices of Complaints procedure to be posted in boarding houses and in the school. Student-friendly version prepared, distributed to the Houses and displayed	IHL	HR	16.12.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
9. Review the personnel structures within boarding to ensure that staff have sufficient time to carry out their duties. Discussed in various forums. Some extra paid time given to Housestaff. Situation needs to be monitored and reviewed. Further discussion at Senior Boarding meeting (08.03.17) Under Review.	SLT	Govs	30.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input type="checkbox"/>
10. Staff flats to have Staff Names on them so as to make them look more inviting and friendly.	NB	HMR	16.12.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
11. A thorough Risk Assessment of the entire site is carried out in conjunction with Mr John Saunders (H&S) at Somerset County Council RA of site took place on Tues 07.03.16 with HMR, NB, WH and Mr John Saunders from SCC. HMR working on entire estate RA (23.05.17)	NB	HMR	20.02.17 23.05.17	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input type="checkbox"/>
12. All fire doors in Houses will be kept closed and checked by Facilities Team on a regular basis. Every door in the boarding houses is being numbered so that a record of the monitoring that takes place on these doors can be carried out effectively by the Estates Team.	NB	HMR	14.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/>

				Action completed <input checked="" type="checkbox"/>
13. All cleaning products (COSHH) should be locked away securely. All cleaning cupboards including those under sinks now have locks fitted on them.	NB	HMR	14.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
14. Space outside staff flats to be cleared of all items (forms a barrier to students); staff flats need to be locked for security; all offices with sensitive information should be locked at all time when not in use.	Senior House parents	PRT	11.11.16	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input checked="" type="checkbox"/>
15. BSA colleagues from SBF to audit Boarding Action Plan and provide feedback and areas of improvement prior to Ofsted monitoring visit. Two BSA support visits this 16/17 academic year. a) Dale Wilkins (OSH - DSL), Tanya Davidson (WA - DoB) & Lee Smith (Queen's - DoB) b) Dale Wilkins (OSH - DSL) & Alana Davidson (SGS – Ofsted & ISI)	PRT	IHL	13.01.17 27.06.17	Staff made aware <input checked="" type="checkbox"/> Action agreed <input checked="" type="checkbox"/> Action in progress <input checked="" type="checkbox"/> Action completed <input type="checkbox"/>

IHL & PRT

07 November 2016 v1

Updates below -

- Updated 16 November 2016 v2
- Updated 07 December 2016 v3
- Updated 10 January 2017 v4
- Updated 25 January 2017 v5 (post monitoring)
- Updated 03 February 2017 v6
- Updated 22 February 2017 v7
- Updated 09 March 2017 v8
- Updated 16 March 2017 v9
- Updated 18 April 2017 v10
- Updated 24 April 2017 v11
- Updated 08 May 2017 v12
- Updated 10 May 2017 v13
- Updated 16 May 2017 v14
- Updated 02 June 2017 v15
- Updated 15 June 2017 v16