

PLYMOUTH CAST NEWSLETTER - 5 December 2016

Dear Heads, Governors, Staff and Volunteers

As promised this is the next newsletter providing a regular update on developments across CAST underpinned by the ethos: "We are all Plymouth CAST". This edition includes updates on:

1. Who's Who in the CAST Board and CAST Central Staff
2. Appointment of the Chief Operations Officer (COO)
3. Support for Schools and Access to FREE Confidential Counselling Service
4. Action Plan Updates
5. Target Tracker
6. SAFEGUARDING – A Culture of Safeguarding
7. HR Policy Development
8. Date of Next Newsletter

UPDATES

1. **WHO'S WHO in the CAST Board and CAST Central Staff:**

Named Board Members with Specific Responsibilities are:

- a. Safeguarding – Maria Edwards
- b. RE and Section 48 Inspections – Fr Mark O'Keefe
- c. More able students (whether disadvantaged or not) and Deputy Chair – Nick Appleby
- d. Disadvantaged students – Graham Johnson
- e. Finance – Fr. Francis Straw
- f. Audit and Risk – Dan Rogerson
- g. SEN / Disabled pupils – Veronica Towers

Mini Biographies including photographs are being prepared and these will shortly be uploaded to the Plymouth CAST website.

CAST Central Staff

- John Mannix CEO
- Neil Maslen – Area Adviser West
- Mary Cox – Area Adviser Central
- Jon Wood – Area Adviser East
- David Wells Project Manager for Evangelisation
- Sarah Adams RE Adviser
- Richard Thorns HR Manager; reporting to him are Christine Forman HR Adviser (3days St Boniface), Adelle Pope HR Adviser (4 days West and Central Areas) and a.n other HR Adviser (3 days East Area starting shortly)
- Paul Jones Principal Finance Officer; reporting to him are Mark Woodhouse Finance Officer (2days St Boniface 3days Central Area), Maggie Day Finance Officer (3 days East Area) and a.n.other Finance Officer (West Area starting March/April 2017).
- Helen Moram Office Manager and PA to the CEO; reporting to her are Karen Grute Administration Officer and Debbie Beech Events Co-ordinator.
- Diana Taylor Recruitment and Development Coordinator

2. **Appointment of Chief Operations Officer (COO).** We received a very good response with 28 applicants of a high standard. We shortlisted 5 candidates and have now appointed Marcus Taylor, currently Head of Transformation and Business Improvement with major PLC, who will join us early in the New Year.
3. **Support for Schools and Access to FREE Confidential telephone Counselling Services:**
 - a. **David Wells** has been asked to concentrate on visiting and supporting the schools that have received a poor Ofsted to ensure that those affected have the care and support they need.
 - b. **Zurich Municipal**, our Insurance Company through DAS, provides a FREE confidential counselling service available 24 hours a day to ALL CAST employees, volunteers and their families. The number is 0117 934 2121
 - c. **The Education Support Partnership Charity** provides a FREE Confidential Telephone Support and Counselling Service available 24 hours a day to all teachers and staff in primary and secondary schools. The number is 08000 562 561.
<https://www.educationsupportpartnership.org.uk/helping-you/telephone-support-counselling>
4. **Action Plan Updates: OFSTED, School Improvement and Website Review:**
 - a. Following publication of the **OFSTED Report**, we have received a letter from the **Regional Schools Commissioner** requiring us to submit our action plans to address all the points raised in her letter. Our response must be in her hands by the Friday 16 December 2016. This is an absolute priority for the leadership team.
 - b. **School Improvement:** The priority for the Area Advisers is to focus on school improvement. Please contact St Boniface House for all other urgent queries eg HR and Accounts please call 01364 645450 or email admin@plymouthcast.org.uk.
 - c. If you have urgent queries on **buildings and maintenance** please email Sandy Anderson direct: sandydaa13@gmail.com.
 - d. **Review of all CAST websites:** Please accept our apologies. This review has taken longer than anticipated. All schools should have received a report by Monday 5 December 2016.
5. **Target Tracker:** It has become apparent that a number of schools have been using an alternative system and feel they need to continue with their current system until after they had been reviewed by Ofsted. These schools will therefore move to the Target Tracker system after their Ofsted Inspection. All schools will be on the Target Tracker system by the start of the next academic year.
6. **SAFEGUARDING - A Culture of Safeguarding**

"The Catholic Church and its individual members will undertake appropriate steps to maintain a safe environment for all and to practise fully and positively Christ's Ministry towards children, young people and adults at risk and to respond sensitively and compassionately to their needs in order to help keep them safe from harm. This is demonstrated by the provision of carefully planned activities for children, young people and adults, caring for those hurt by abuse and ministering to and robustly managing those who have caused harm." [Source: National Catholic Safeguarding Commission - Policy Statement February 2016]

“Safeguarding and promoting the welfare of children is **everyone’s** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child. [Source: Department for Education – “Keeping Children Safe in Education - Statutory Guidance for Schools and Colleges September 2016”]

The above statements have been kept at the forefront of our minds when developing the following actions:

A. Safeguarding Audits.

- (a) The Area Advisers have been undertaking Safeguarding Audits using the “Safeguarding Processes Checklist” in the schools due to be inspected by OFSTED between January and July 2017. These will be completed by Friday 9 December 2016, with follow-up checks on resulting action plans taking place during the week beginning 12 December 2016.
- (b) Safeguarding Audits on the schools already inspected by OFSTED will be undertaken during the Spring Term 2017.
- (c) A safeguarding audit on the Board and Central Cast is being undertaken by the Director with Special Responsibility for Safeguarding. This audit includes the creation of a Single Central Record for the Board Directors and Central Cast Staff. These records will mirror the Single Central Record held in schools and reflect our commitment to Safe Recruitment including DBS Checks for all Directors and Central Staff and a comprehensive Safeguarding Training Programme for Directors and Central Staff.

B Policy Development

(1) School Safeguarding and Child Protection Policy and Procedures – The aim is to provide a single proforma, which meets the statutory requirements in the latest DfE guidance, for use in all CAST schools. The proforma will go through the following stages:

STAGE 1: A draft has been developed from good practice models in existing CAST schools and external models. This is currently being reviewed and will be presented for approval by the CAST Board on Thursday 15 December 2016.

STAGE 2: Once approved by the Board it will be sent to the Head/DSL of each school to customise the policy with (a) the School’s Name; (b) the appropriate LSCB details; and (c) Multi-Agency Referral Agency details

STAGE 3: The customised policy will then be adopted by the School Governing Body and uploaded to the School website.

(2) Whole CAST Model for Safeguarding: The aim is to provide an “overarching strategy for monitoring and evaluating the effectiveness of safeguarding procedures in the CAST’ Schools” as required by OFSTED. It is proposed that the strategy will include the following:

- (a) A clear Statement of Intent reflecting the “Culture, Values and Ethos of CAST” (in development)
- (b) Clarity on the roles and responsibilities of Leaders at all Levels within CAST.

Eg The Terms of Reference for a Safeguarding Committee are being developed.
(c) Policies and Reporting Procedures
(d) Safeguarding Training and Development Plan
(e) Guidance on the Sharing of Good Practice on Safeguarding between CAST Schools.
This list is not exhaustive and your contributions to this model will be welcomed:

Invitation to Contribute to the Whole CAST Model: Maria Edwards, Director with Special Responsibility for Safeguarding would be pleased to receive your thoughts on a Whole CAST Model for Safeguarding. Please email: maria.edwards@prcdtr.org.uk by **Wednesday 14 December 2016**.

(3) Sharing SAFEGUARDING Best Practice across CAST – The aim is to draw on the wealth of knowledge and expertise that exists within CAST to ensure we have a consistent approach across key areas of Safeguarding. The first area we would like to consider is: **“WELCOME AND RECEPTION IN OUR SCHOOLS”**

STAGE 1: Area Advisers have been asked to identify examples of best practice from across the 3 areas in the following aspects of “Welcome and Reception”:

- (a) Security and access from Reception to the rest of the school
- (b) Clear Signage in Reception which states “CAST Safeguarding Expectations”
- (c) Signing-in Protocols which are clear and easily understood by all.
- (d) An accurate record of ALL visitors to the site for monitoring purposes by the DSL/Governor with Responsibility for Safeguarding

STAGE 2: The development of a CAST-wide approach to “Welcome and Reception” for training and implementation by **Monday 9 January 2017**.

8. HR POLICY DEVELOPMENT: As you are aware the existing HE Service Level Agreements with your Local Authorities come to an end between April and July 2017. In preparation for this the following actions are being undertaken:

(a) **The Appointment of HR Officers/Advisers in Central CAST** to ensure continuity of advice and support for School Staff (further details will follow in the next newsletter)

(b) **The Joint Consultative Committee (JCC)** has been and continues to work on developing CAST-wide HE policies. The first policy on “MAKING A DISCLOSURE IN THE PUBLIC INTEREST WHISTLEBLOWING POLICY” was agreed by the JCC on 7 November 2016 and approved by the CAST Board on 23 November 2016. It will be circulated to all schools for adoption by the School Governing Body and uploading to the school website. Further policies agreed by the JCC will be presented for approval at each Board meeting to ensure we have a complete set of HR policies in 2017.

9. DATE OF NEXT NEWSLETTER: 12 December 2016

Please look out for this document.

Sandy Anderson, Chair
For and on behalf of the CAST Board