

End of Year Safeguarding Checklist

01

Teams and staffing

- ☐ Hold final safeguarding team meetings, assess progress towards annual goals
- ☐ Review and revise DSL/CPO and other team roles and responsibilities
- ☐ Identify and schedule response and advisory team beginning of year meeting

02

Training

- ☐ Plan annual induction for school safeguarding training and workshops
- ☐ Check training schedule and plan for those needing external training in fall
- ☐ Plan and schedule trainings and review workshops into annual calendar

03

Policies and protocols

- ☐ Response team review and revision of policies, procedures and protocols
- ☐ Update names, signage, website
- ☐ Identify and plan new policy and/or protocol building as needed

04

Response audit

- ☐ Cases audit - review patterns, numbers, action areas
- ☐ Plan sharing of audit results with staff - what, when, how
- ☐ Ensure confidential and organised data collection and filing

05

Voice and connections

- ☐ Survey students and teachers
- ☐ Curriculum and advisory programme review
- ☐ End of year contact with external organisations

06

Transition care

- ☐ Summer planning for students at risk
- ☐ Plan for student and family transition - leavers and intake programming
- ☐ Beginning of year student screening and check ins