

## School Improvement Service: Leadership and Management of Safeguarding Course Offer 2024-2025

The School Improvement Service team offers a range of 'bitesize' courses (between 60-90 minutes) covering the key elements to ensure effective leadership and management of safeguarding in schools. Face to face sessions will be based in Papworth Everard.

### Audience

Headteachers, Senior Leaders, Safeguarding Governors, School Business/Finance Officers

### Aims

- To support school leaders to ensure effective practice and deliver statutory duties
- To share good practice
- To help leaders and key personnel monitor and evaluate the effectiveness of safeguarding policies and practice

<b>1a. Dealing with Challenging Parents</b> This 90-minute course aims to provide strategies and guidance to assist school leaders in dealing with challenging parents. This will cover areas such as social media posts, aggressive behaviour, harassment, threatening communication and serial complainants. All participants will receive a free toolkit of resources to support the school in responding appropriately to this growing concern.	<b>Face to face</b> 08/11/24 09:00 – 10:30 <b>Webinar</b> 20/01/25 09:00 – 10:30 20/03/25 09:30 – 11.00 06/06/25 09:30 – 11.00
<b>1b. School Workshop - Challenging Parents</b> A tailored twilight session to equip your staff (admin, support and classroom based) to deal with challenging parents. Delivered face to face in your setting, this workshop will cover areas including prevention, de-escalation, and preparation for meetings. Staff will rehearse using helpful scripts and scenarios. The school will receive a free toolkit of resources to support staff in responding appropriately to this growing concern.	Twilight – date to be arranged with setting. 60- or 90-minute sessions available.
<b>2a. Developing and Evaluating your Safeguarding Culture*</b> This 60-minute course explores how you can develop a safeguarding culture in school and evaluate the extent to which it is embedded in practice. You will leave with some ready to use strategies to help monitor and evaluate your systems and environment.	24/10/24 13:30 – 14:30 13/01/25 11:30 – 12:30 28/04/25 13:30 – 14:30
<b>2b. School workshop - Developing and Evaluating your Safeguarding Culture</b> A tailored twilight / early evening session to enable your governors and senior leaders to work together, gaining a common understanding of how to develop the safeguarding culture in your school. Governors can gain insight into the school's monitoring of systems and better understand the evaluative processes to which they can contribute.	Twilight – date to be arranged with each setting. 60-minute session.
<b>3. Managing Allegations and Low-Level Concerns*</b> This 60-minute session will discuss the response of Headteachers and School Leaders to allegations, low-level concerns, and complaints. By the end of the session leaders will have reflected on a range of scenarios, be confident about when to make referrals to LADO and in following the appropriate processes including undertaking investigations.	30/09/24 11:00 – 12:00 11/12/24 13:30 – 14:30 13/03/25 11:00 – 12:00

<b>4. Single Central Record*</b> This workshop focuses on all the key checks required to ensure your single central record is kept fully compliant and 'Ofsted ready'. You will leave with an improved knowledge and understanding of all the statutory requirements, and how to apply them, together with a free copy of an audit tool to enable you to review your school single central record with confidence. This course will also be particularly applicable for administrative staff who have a responsibility for managing the SCR.	15/10/24 13:30 – 14:30 09/12/24 11:30 – 12:30 28/02/25 13:30 – 14:30 02/05/25 11:30 – 12:30
<b>5. Critical Incident Planning*</b> How would you put Cambridgeshire's critical incident guidance into practice, quickly and appropriately, were an emergency response required? Due to the unpredictability and impact of these events, you need to have plans and procedures in place. This workshop will help schools be prepared for a critical incident and to ensure effective management in a difficult situation.	18/11/24 09:30 – 10:30 25/04/25 13:30 – 14:30
<b>6. Safeguarding for Support Staff*</b> Your support staff are crucial in ensuring the safeguarding culture is embedded in your school. This session discusses some of the challenges facing support staff and provides a package of ready-made training resources so you can run one or more sessions for your non-teaching team to revisit on boundaries, the code of conduct, and refer to key areas which are sometimes the focus of allegations.	11/10/24 09:30 – 10:30 04/02/25 09:30 – 10:30

#### Cost Details

- £35 per place per session for Cambridgeshire LA maintained schools (hour course) / £55 for 90-minute course.
- £45 per place per session for out of county, Cambridgeshire academy and independent schools / £70 for 90-minute course.
- Courses 1b / 3b can be delivered for up to 25 delegates. 60 minute session - £200 (£220 academies); 90 minute session - £250 (£275 academies). For further details please contact [phil.nash@cambridgeshire.gov.uk](mailto:phil.nash@cambridgeshire.gov.uk) or [rachael.schofield@cambridgeshire.gov.uk](mailto:rachael.schofield@cambridgeshire.gov.uk).
- **\*SPECIAL OFFER – Book three courses for £90 (LA maintained schools) or £110 (out of county, academy, independent); offer extends to courses 2a, 3, 4, 5 and 6\*.**

#### How to Book:

Each of the scheduled courses is bookable via the [Cambridgeshire School Improvement Service course booking system](#) under the 'Leadership and Management of Safeguarding' tab. If you have any questions please contact Course Booking at [Course.Booking@cambridgeshire.gov.uk](mailto:Course.Booking@cambridgeshire.gov.uk)

For further details please contact [phil.nash@cambridgeshire.gov.uk](mailto:phil.nash@cambridgeshire.gov.uk) or [rachael.schofield@cambridgeshire.gov.uk](mailto:rachael.schofield@cambridgeshire.gov.uk).

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