

Appendix B

Planned Outcome	How will we know if we have achieved the outcome?	Timescale	Owner
<p>Improve the consistency of incident reporting by:</p> <ul style="list-style-type: none"> - Continuing to investigate how to send an automatic notification to staff through Core HR - Reviewing the guidance flowchart to further exemplify expectations of the manager/employee post incident discussion to correctly determine if the incident is reportable through Core HR - Ensuring appropriate linkage to Prejudice Incident Reporting arrangements which will have to be reviewed following publication of national guidance on Preventing and Responding to Racism and Racist incidents. - Reviewing arrangements further in light of the National Behaviour Plan (to include clear definitions when Included, Engaged and Involved Part 2 and Respect for All has been refreshed) 	<p>Staff will be aware when an incident report has been submitted</p> <p>Quality Assurance reviews of the system will show that incident reports are more consistent in nature</p>	<p>In progress and to be completed by August 2024</p>	<p>Chief Officer, Colin Leaver and TUs</p>
<p>Gain further assurance around the knowledge of/compliance with agreed policies by:</p> <ul style="list-style-type: none"> - Co-designing a mandatory E-Learning module for all staff to cover key policies and procedures with TUs to include Person Centred Risk Assessment, Incident Reporting, Exclusion, Health and Safety and Whistleblowing (this will be subject to further review following publication of refreshed Included, Engaged and Involved) - Implementing E-Learning module as part of induction arrangements/mandatory yearly training and reporting compliance to ECS Committee - Update the Health and Safety policy exemplar template to include incident reporting and expected collaboration with TU H&S reps - All schools to update their Health and Safety policy in keeping with local exemplar - All schools to add a Health and Safety place holder in whole staff meeting agendas - Short Health and Safety briefings to be developed in collaboration with Trade Unions and posted on the Edu-Sharepoint site 	<p>An agreed E-Learning module will be in place and used by all staff</p> <p>Updated school Health and Safety policies, in keeping with the local guidance, will be in place in all schools</p>	<p>All to be completed or established by August 2024</p>	<p>Chief Officer/ Colin Leaver and Trade Unions</p>
<p>Refresh Behaviour and Relationship policies:</p> <ul style="list-style-type: none"> - All schools to provide the central team with copies of current policies by May 2024 - Undertake an audit of what is working well with regard to nurturing approaches by the end of October 2024 - Engage in peer learning around risk assessment, managing bullying, distressing and violent incidents (including support for pupils and parents) in keeping with the National Plan - All schools to table the National Plan with key stakeholders when published - Local Negotiating Committee for Teachers (LNCT) safeguarding group to develop an agreement and guidance note for schools based on the refreshed Included, Engaged and Involved Part 2 including relevant definitions - Each school community to lead a local refresh of their Behaviour/Relationship Policy to reflect changes in refreshed Included, Engaged and Involved Part 2 in collaboration with and through consultation with stakeholders (parents, school staff, young people and recognised Trade Unions). Policies to include agreement of how policy effectiveness will be monitored and reflect national best practice. - Implementation of school behaviour policies to be considered as part of quality assurance arrangements for 2024/25 through the updated Quality Improvement Framework in July 2024 	<p>Updated school policies will be in place which reflect local guidance and the National Behaviour Plan</p> <p>There will be evidence that all stakeholders were actively involved in their development</p> <p>Quality assurance activity will demonstrate that policies are being consistently followed.</p>	<p>In progress and to be completed as national publications are available</p>	<p>Central team and head teachers</p>
<p>Ensure robust provision of risk assessments by:</p> <ul style="list-style-type: none"> - Building a generic staff risk assessment into the general school risk assessment process (this will be subject to review when the refreshed Included, Engaged and Involved Part 2 is published) - Make an accessible whole school stress risk assessment approach available to support the monitoring of staff wellbeing (and include reference to this in the Health and Safety guidance) 	<p>Refreshed Person Centred Risk Assessment guidance will be in place and being consistently used for all</p>	<p>All to be complete by August 2024</p>	<p>Central team and head teachers</p>

<ul style="list-style-type: none"> - Collaboratively reviewing and updating Person Centred Risk Assessment guidance to include escalation arrangements, FAQs, the frequency of review alongside considerations of how best to provide targeted support to the young person during this period - Provide guidance to shape post-incident discussion to encourage reflection and discourage blame (link to debrief guidance) - Quality Assurance process over 2024/25 to include sampling of Person Centred Risk Assessment processes 	<p>children with dysregulated behaviour</p> <p>School risk assessments will include a staff risk assessment</p>		
<p>Supporting staff by:</p> <ul style="list-style-type: none"> - Evaluating the impact of the whistleblowing form to determine next steps by July 2024 - Regularly reminding staff of Corporate wellbeing supports through the education newsletter - Developing debrief guidance (including decompression time) to be agreed at LNCT and issued by July 2024 - Clarifying location of Education Scotland resources to support improvement at school level - Clarifying how schools should enable Police investigations - Resilience training offered to schools through Winning Scotland / Able-Futures 	<p>Staff better aware of supports available to support their wellbeing</p> <p>Debrief guidance consistently being utilised</p>	<p>In progress and to be completed by August 2024</p>	<p>Chief Officer</p>
<p>Further build the capacity/capability of staff by:</p> <ul style="list-style-type: none"> - Continuing to deliver Compassionate and Connected Communities - Continued focus on the CIRCLE framework - Continuing to roll out CALMs theory (de-escalation) training to all school communities - Continuing to offer bespoke training through the Educational Psychology Service - Reviewing the programme of Professional Learning/Thinglinks to increase the range of professional learning opportunities for all school staff by August - Continuing to work with head teacher colleagues to develop and implement a spending proposal for £33,000 received from Scottish Government for staff training by the end of May - Programme of restorative practice training being put in place from August 2024 - Implement Restorative Justice training (currently being negotiated) - Consider PSE review as part of National Improvement Planning 2024/25 	<p>All staff have engaged in professional learning to support de-escalation strategies and approaches</p>	<p>All in place from August 2024</p>	<p>Chief Officer Central Officers and Trade Unions</p>
<p>Improve knowledge of the legislative framework by:</p> <ul style="list-style-type: none"> - Co-designing a Webinar on the legal framework with Trade Unions - Launching the Webinar and ensuring its availability to all school staff 	<p>Webinar in place for all school staff</p>	<p>October – December 2024</p>	<p>Officers/ legal colleagues</p>
<p>Ensure effective mechanisms are in place to support continuous improvement by:</p> <ul style="list-style-type: none"> - Reviewing the Terms of Reference of the Safeguarding School Staff group in collaboration with the Trade Unions and the Health and Safety team (a further review in light of the National Behaviour Plan may be required) - Establishing a Terms of Reference for the Incident Reporting Group in collaboration with the Trade Unions and Health and Safety team in light of the National Behaviour Plan. - Commit to long term support of the nominated head teacher group to shape our use of resources to support those with a range of wellbeing and ASN needs. 	<p>Terms of Reference in place for Safeguarding and Incident reporting groups</p> <p>Proposal around our use of resources to be presented to Committee</p>	<p>To be completed by May 2024, with further review following publication of national documents</p>	<p>Chief Officer/Health and Safety and central team</p>
<p>Continue to focus on a positive culture by:</p> <ul style="list-style-type: none"> - Asking all head teachers to provide evidence of current arrangements for listening to staff and commit to keeping arrangements under review - Continuing to distribute wellbeing survey to staff (Trade Unions to help promote completion) - Collaborative review of learning from the staff wellbeing surveys with Trade Unions - Head teachers, central staff and Trade Unions to all encourage open and blame free reporting in all establishments - Trade Unions and central officers to exemplify expectations around respectful relationships and interactions for all staff 	<p>Evidence of staff at all levels feeling less blamed</p> <p>Evidence that staff are disagreeing respectfully and working together to secure a compromised position</p>	<p>Currently in progress, and will be on-going.</p>	<p>Head teachers and central officers</p>

<p>Engagement with parents and carers on behaviour and relationships by:</p> <ul style="list-style-type: none"> - Tabling this Action Plan with the City-Wide Parent Forum for comment - Tabling the National Plan at Parent Council meetings - Actively involving parents/carers in the review of Behaviour/Relationship policies - Work with Trade Unions to better understand the levels of violence from parents and carers and establish a protocol for staff who face aggression from parents and carers 	<p>Parents and carers report that they have been fully informed of the plan and actively involved in the review of behaviour and relationship policies at school level</p>	<p>Currently in progress – dependant on publication date of National Plan</p>	<p>Head teachers</p>
<p>Committee business</p> <ul style="list-style-type: none"> - Review the Devolved School Management scheme as planned - Take the agreed Action Plan through the Education and Children’s Services Committee and report any impact on recruitment - Review the plan regularly in light of any updated national guidance - External review of our Whistleblowing Policy 	<p>Committee business will be presented on time</p>	<p>Currently in progress and will be on-going</p>	<p>Chief Education Officer/QIMs</p>