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Introduction

What a half term we have had. I am conscious that it is a couple of weeks since I wrote an introduction, which reflects the incidence of Ofsted Inspections and pace of events in general. The last few weeks have seen inspections at Hannah More Infants and Yatton Infants (we are pleased with the experience in both cases) and inspectors are currently at West Leigh Infants in Backwell. High Down Infants get ready!

The above gives me the chance to say thank you to the Heads, Senior Leaders, governors, members of our Central Education Team and all the school staff who go shoulder to shoulder in presenting the best case for our schools. Ofsted inspections are inevitably stressful but we have been praised and validated in almost all cases. There has been a lot to celebrate.

You will see that the unintentional theme of this bulletin is safeguarding. We have a number of pieces of advice coming in at the same time. Can I ask that Heads ensure that the DSL and Safeguarding Governor see the text.

We are almost at half-term and I hope that our staff have an enjoyable and refreshing break.

With warm best wishes,

Gary

LSP Policies

The following policies have been approved by the Board of Trustees after consultation and review in the Summer term. These are now ready for schools to adopt:-

[Risk Management](#) - Please adopt as is, no further amendment required (pdf copy)

[Lettings of School Facilities](#) - Word Version for you to add your school details and adopt

RPA Risk Management Survey 2022

If you have not already done so, please can you complete the [RPA Risk Management Survey](#).

To help you complete the form, we have completed a partially completed survey ([RPA Risk Survey Completion Guidance](#)) and highlighted the answers in blue that apply to all LSP Schools (Questions 5, 6, 7, 11, 12, & 14).

However, there are some questions that require a specific answer from each individual school (Questions 1-4, 8, 9, 10, 13, 15, 16, 17 & 18).

Please can you email fforrest@lsp.org.uk when you have completed the survey as the Central Team are required to monitor your response.

Many thanks

One West Info

Please can all School Business Managers and Data Protection Managers read the updated [One West info](#) on being prepared for Subject Access Requests (SAR's).

URGENT ACTION FOR SENIOR STAFF & GOVERNORS

Register of Business & Pecuniary Interest, Gifts & Hospitality 2022-23

As detailed in the bulletin on 27th September, we extended the deadline for schools to return their summary of Business & Pecuniary Interest and of Gifts & Hospitality received. If you haven't already done so, please can schools return their completed summaries by the close of play on 21st October by sending to fforrest@lsp.org.uk

Reminder: Senior members of staff include all members of Senior Leadership Teams, all members of Schools Finance Teams and any members of staff that have, or contribute towards, authority to spend - such as budget holders.

Templates are available here:-

[Register of Interests Form](#) - for completion by individual Governors/Senior Staff

[Register of Interests Summary Form](#) - to be populated with information from each individual return and return to the Central Team

[Declaration of gifts and hospitality Form](#) - for completion by individual staff and Governors

[Declaration of gifts and hospitality Summary Form](#) (Appendix 4) - to be populated with information from each individual return and return to the Central Team

Beat - Raising Awareness of the UK's Eating Disorders Charity

On the 22nd of October, Richard Riordan (Headteacher, Portishead Primary) will be running The Gower Ultra 50 race, a complete 50 mile circumnavigation of the stunning Gower peninsula using the Wales Coastal Path.

In light of the cost of living crisis, Richard won't be collecting donations and instead would ask that Headteachers share a link to [Beat](#), the UK's eating disorder charity, on their school social media or end of term newsletter to raise awareness of the support available to families.



TRUST SERVICES UPDATES

Preferred Suppliers

We are putting together a panel of preferred suppliers for flooring and small maintenance jobs (putting shelves up, painting & decorating etc.). If you currently use anyone for this type of work and would like us to include them in this process, then please email bwatts@lsp.org.uk with their name and contact details. Thank you.

Online searches - KCSIE

Following an update from our Data Protection officer, we have prepared guidance for schools on how to carry out the 'online searches' as outlined in Keeping Children Safe in Education (KCSIE) 2022.

To assist schools in carrying out an online search for shortlisted candidates, we have developed an [online search form](#) which will need to be completed for each shortlisted candidate by a person who is not involved in conducting interviews or making decisions about recruitment within the school. The searches are to identify if candidates are unqualified for the role, pose a potential safeguarding risk, or risk damaging the reputation of the school or Trust.

The Central HR team have requested directly through Eteach for the safeguarding statement to be updated for all schools within the Trust. The wording to include online searches is outlined below:

Safeguarding Statement for Adverts:

*The Lighthouse Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all in our community to share this commitment. Suitability to work with children and young people will form part of the selection process. **As part of the shortlisting process, an online search will be carried out.** All appointments will be subject to vetting, including an enhanced DBS check.*

We are also committed to creating a diverse and inclusive workplace and welcome applications from all suitably qualified candidates, particularly those from underrepresented groups.

Can we please ask all schools to check that their safeguarding statement has been updated in line with the above wording prior to adverts being placed.

The Central HR team are updating other documents to reflect the online searches, including the Privacy Notice for Job Applicants, which we hope to send out to schools this week. The Recruitment Policy we anticipate will be finalised during the October half term and sent out to schools at the start of term two.

uCheck - online DBS checks

At present, the Trust carries out online DBS checks through uCheck via a third party. This has caused difficulties in the Trust making changes to admin users of the system when new staff are appointed or leave schools within the Trust. We have been in contact with uCheck directly and are looking at moving onto their platform to allow the Trust more control over users and reporting. We have also negotiated a lower cost per DBS check, which will result in savings for schools.

The Central HR team will be in contact with School Business Managers during October and November to agree the best time for them to move over to the LSP platform. Those that have current DBS applications being processed will need to wait until these are completed before the school can transfer over to the new platform.

Governors - Link Governor Safeguarding Training Reschedule

Please can all Safeguarding Links complete this poll to enable us to set a new date (choice of three dates):

[Choose a date for Safeguarding Link Training](#)

Governor & Trustee Training - Term 2

- Effective Governance in the LSP - CANCELLED
- Effective Governance in the LSP - 20th October, 7.00-8.30pm (Teams)
- Clerks Network - iWest - Question & Answer Session 'all matters relating to GDPR and SARs' - Tuesday, 15th November 1.00-2.30pm (Teams) - please also send questions in advance to fforrest@lsp.org.uk.

