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| Grad2Teach – NCFE Level 4 Award in Teaching Fundamentals  Independent Learning Journal W3: Part 1 -Safeguarding Policy |

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| Trainee Name: |  | Week Number: | 3 |
| Date: |  | Focus Topic: | ***My school’s safeguarding policy*** |

## Top Tips for Using This Journal

* Write in clear, short sentences.
* Keep paragraphing focused and remember your topic sentences (a sentence that expresses the main idea of the paragraph in which it occurs).
* Avoid jargon unless you explain it.
* Keep it confidential – no full student names.
* Declare any use of ChatGPT/AI if you have used it to help you complete the task\* (\*You will need to complete the AI Use Declaration Form and upload it if you have)
* Remember to keep within the word count. This document should be **500-750 words**.

**Brief:**

**Read your placement school's *Safeguarding Policy* and complete *Entry 3, Part 1 of the Independent Learning Journal (ILJ)*, in which you examine the school's *Safeguarding Policy* in detail. Then, begin by summarising the defining characteristics of the policy, such as its purpose and any recent changes based on national trends or incidents at your school (A01/1.2)**

## 1. Your school’s Safeguarding Policy

It’s extremely important that you read and understand your school’s Safeguarding policy. You can commit the key aspects of the policy to memory by summarising it – so this is your first ILJ task. Begin by **summarising the defining characteristics of the policy**, such as its purpose and any recent changes based on national trends or incidents at your school.

* Summarise the policy

(Aim: focus on facts without analysis or judgment)

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## 2. Checklist for yourself/all staff

Reflect on your summary and what people really need to know/accept as an important part of their daily responsibility to keep children safe..

* Compile a checklist of questions (ie. A mental checklist) that would act as a mental process of what **all** staff working in a school **need to know** and **what responsibilities everyone working in a school** has to the pupils at the school.

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## 3. Action plan

Plan for future improvement/knowledge/improving your confidence with safeguarding.

* How will you apply your learning?
* What specific steps will you take next time?
* Do you need training, support or resources?

(Aim: turn reflection into tangible, future-focused action)

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**Well done for completing your first Independent Learning Journal using Gibbs’ Reflective Cycle. We hope that using Gibbs’ reflective questions have challenged and inspired you to reflect in more depth.**