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| Grad2Teach – NCFE Level 4 Award in Teaching Fundamentals  Independent Learning Journal W3: Part 2 – Reflection on my School’s Safeguarding Policy |

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| Trainee Name: |  | Week Number: | 3 |
| Date: |  | Focus Topic: | ***Reflections on 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.
* In academic writing, **reflection** is the process of deeply analysing past experiences, events, or ideas to understand what happened, why, and how it has impacted your learning and future actions. It involves moving beyond simple description to critically evaluate strengths, weaknesses, and implications, often using academic models or theories to provide structure and depth to your insights. This is a really important skill for teachers.
* 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:**

**For this part of your *Independent Learning Journal (ILJ)*, use *Gibbs’ Reflective Cycle* to critically examine the significance of having a *Safeguarding Policy* in place within educational settings. Your reflection should explore the reasons why all staff must not only be familiar with the policy but also consistently apply it in their daily practice. Alternatively - what are the likely consequences when staff do not know/follow the school policy? (A01/1.2)**  
  
**Your reflection should include the following stages of *Gibbs’ Reflective Cycle*:**  
**1. *Description:* Briefly describe your experience or understanding of safeguarding practices in schools. What prompted this reflection?**  
**2. *Feelings:* How did you feel about the importance of safeguarding before gaining your current insights? Has this changed?**  
**3*. Evaluation:* Consider what has worked well in safeguarding practice, either in your own experience or from observed examples. What have been the challenges or shortcomings?**  
**4. *Analysis*: Examine why having a safeguarding policy is essential. What are the broader implications when staff are unaware of or fail to follow it? Think in terms of pupil welfare, legal responsibilities, and school culture.**  
**5*. Conclusion*: Reflect on what you have learned about your own responsibilities in relation to safeguarding. What key insights have you gained?**  
**6. *Action Plan:* What steps will you take to ensure you uphold safeguarding responsibilities going forward? How will you stay informed and ensure consistent application of the policy?**

## 1. My reflections on my school’s Safeguarding policy

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## 2. Action plan – if it arose again, what would you do?

Plan for future improvement.

* 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.**