

Local Procedure Title	Reflective Practice Procedure
Service	Roehampton Gate School
Local Procedure date	13.10.2025
Local Procedure review date	13.02.2025
Local Procedure Author(s)	Anzhela Popova
Local Procedure Ratification	Checked and Approved by: Keziah Raphael

<p>1. Purpose</p> <p>a. To ensure that a reflection practice is made so lessons learnt are identified and acted upon and escalated where necessary.</p> <p>b. To clarify responsibility for ensuring that lessons are identified and acted upon</p> <p>c. To ensure the school's ethos of reflection is communicated effectively.</p> <p>Identifying, recording, and distributing lessons learned</p> <p>a. To ensure an operational system is in place to capture and assess lessons emerging from incidents.</p> <p>b. Provide an accessible document for the recording of daily briefing reflection and share this document consistently with the staff team.</p> <p>c. The operational system will ensure that a robust audit trail is maintained, and that progress is monitored.</p>
<p>2. The role of the staff in identifying, recording, and distributing lessons learned.</p> <ul style="list-style-type: none"> Ensuring communication with parent / carer/ multi agency teams are sent and updated on the Engage communication log. Pastoral team takes minutes of daily debriefs and distributes these for the staff team to have access to and refer to. DSL and DSL team to communicate with parent/ carer/ multi agency teams following lessons learned identified regarding safeguarding incidents
<p>3. Daily Operations / Reflection</p> <p>A staff de-briefing is held at 3.30-3:45pm and provides the reflection review of the day. The agenda provides staff with information on incidents and reviews any additional information is shared in this forum. Areas of discussion are focussed on provisions:</p> <ul style="list-style-type: none"> Risk assessment and behavioural support updates are shared with staff clear on what their responsibilities are. Safeguarding incidents that have not been reported during the day. Please note staff are expected to report safeguarding concerns as soon as possible and not during debrief if possible. Case formulation, team teach practice reviews and additional therapy support. A reflection on best practice is shared.
<p>4. Weekly Operations/ Reflection</p> <ul style="list-style-type: none"> A weekly SLT meeting is held on Wednesdays and allows leaders to reflect on incidents, student, staff and stakeholder needs and plan proactive, informed strategies. This is the second reflection. A weekly safeguarding meeting is held on Thursdays across both sites to ensure peer-review of work. In addition, all safeguarding incidents will be discussed. A list of all

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<p>students is reviewed to ensure monitoring and adherence to closing the cycle is in place. A reflection is made to ascertain lessons learnt and risk assessment updates. This feeds into the second reflection with an emphasis on safeguarding best practice.</p>
<p>5. Monthly Operations/ Reflection</p> <p>A monthly governance report is shared with the Regional Director this report collates all the reflective data and identifies any trends and actions offering a third reflection.</p> <p>The Regional Director can then provide feedback and strategies for improved practice across pastoral, safeguarding, teaching and learning and SEND.</p>
<p>6. Central Team</p> <p>The Quality Team (Education) may be deemed appropriate to offer a fourth reflection and provide support/challenge, facilitate the operational team's achievement of best possible outcomes for children and young people.</p> <p>Further level of scrutiny accountability and challenge via the Proprietorial Governance and Risk process offers an additional fifth reflection. The following teams are available for response:</p> <ul style="list-style-type: none"> • Health and Safety Team • Policies Team • Regulations and Registration Team • Regulatory Support Team • Complaints and Claims Team • Independent Monitoring and Compliance Team
<p>7. Termly Governance</p> <p>Termly governance meeting offers a summative reflection and will focus on challenge to all areas of practice in the school across the eight independent school standards.</p> <p>Part 1: Quality of Education Part 2: Spiritual, Moral, Social and Cultural development of pupils (SMSC) Part 3: Welfare, health and safety of pupils Part 4: Suitability of staff, supply staff and proprietors Part 5: Premises of and accommodation at schools Part 6: Provision of Information Part 7: Manner in which complaints are handled Part 8: Quality of leadership in and management of schools.</p>

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions