Safeguarding Measures and Procedures to keep EVERYBODY safe

Child Protection

Senior Designated Safeguarding Lead for Child Protection, and Deputy
Named Governor for Safeguarding
Child Protection Policy (adapted from County model and localised to meet needs of school)
All staff have at least annual training for CP
Termly safeguarding CPD for all staff
Clear procedures are in place to ensure that any suspicions about neglect or abuse are reported to relevant agencies as a matter of urgency
Notes of concern are raised and kept on file as evidence of ongoing concerns about children (CPOMS)
Bi-weekly DSL/DDSL monitoring
Clear chronology of events and communication/monitoring outcomes and progress on electronic system (CPOMS)
Secure pupil safeguarding documentation files
Safeguarding documentation and procedure for all transitions
Class profiles

Safeguarding Policies

Accessibility Plan
Admissions
AI
Allergy
Anti-bullying
Attendance
Behaviour
Capability
Complaints
Child protection
Code of conduct- staff/governors
Data protection
Exclusions and suspensions
First aid
Health and safety
ICT and acceptable use
Induction procedures
Intimate care
Lockdown
Low level concerns
Mental health
Mobile phones
Online safety
Privacy notices
Relationships
Restrictive physical intervention
Safeguarding
Safer recruitment
SEND
Social media
Supporting pupils with medical conditions
Values
Visiting speaker protocol
Zero tolerance smart devise procedures on school site
Whistleblowing procedure

Recruitment and Volunteers

Enhanced DBS checks for all adults/volunteers working in school
Safer recruitment procedures followed
Safer recruitment trained member of staff on interview panel
Volunteer agreement and application procedures
All volunteers wear a visitor sticker or lanyard
Child Protection and Safeguarding Statement shared with volunteers/ supply staff
Robust induction for all staff, governors and volunteers
Single central record (SCR)

Inter-Agency Working

Educational Psychology Service, CAHMS, charities including NSPCC, food banks, Early Help Hub, Primary Behaviour Support Team, Children's Services, Health Visitors/School Nurse, Family Support Workers, EMTAS, Speech and Language Therapists, transition Information sought and sent, Virtual School, Police Liaison Officer, local schools, Inclusion Team, Local Partnership

Mental health

Staff training in recognising signs
Mental health policy in place
School devised 'Mental Health Risk Identification' procedures and Mental Health Support and Referral Pathway

Visitors

All visitors report to school reception desk to sign in
All visitors wear a sticker /lanyard
All visitors confirm they have read safeguarding information including use of mobile phones
All visitors notified of fire evacuation procedures
ID checks made. No unregulated activity without suitable DBS

Training

All Designated Leads attend training biannually and refreshers
All staff and governors attend at least annual safeguarding training (linked to KCSiE and Working Together to Safeguard Children) plus updates
All staff and governors have completed Prevent training
Regular staff updates on specific safeguarding issues
Safeguarding induction for all staff and governors
All staff and governors signed to say they have read and understood relevant KCSIE
Health and safety training for all staff including fire safety, first aid
Specific Health & Safety training for named staff
Staff know how to report an allegation against a staff member to the headteacher to to the LADO

Medical Needs

Supporting Pupils with medical needs policy in place
Named and trained First Aiders (posters around school displaying staff names) including paediatric first aid
Staff trained in management of allergies/anaphylaxis shock and asthma
School purchased auto-injector pens on site
As required specific training undertaken for individual needs as they arise
Register of medical needs and relevant care plans in place

Attendance

First day of absence calls made by Admin Team
Children Missing Education (CME) protocol for prolonged, unexplained absences.
Monitoring of attendance and actions taken to work with parents/carers to support high levels of attendance
Persistent absentees and lateness tracked and monitored and targets set for improvement
Attendance concerns addressed and supported by class teachers, senior staff, Safeguarding and Attendance Officer and headteacher
Attendance celebrated weekly for classes in assemblies and in newsletters
Termly attendance figures reported to parents
Monthly attendance figures, absence requests and penalty notices reported to governors termly
Great attendance (97%+) and 100% attendance celebrated for individuals termly/annually
Club procedures and registers held for all clubs and completed daily

Pastoral/Family Support

Open door culture
Bespoke 1:1 and small group emotional and social interventions
Home-from-Home Breakfast Club / after school club provision
Close work with services such as Early Help Hub and External FSWs
Places and funding for extra-curricular clubs and extended curriculum opportunities for vulnerable pupils
Sign posting for families to other agencies for support
Proactive approach through early intervention and strategic distribution of support staff to best meet the needs of children
Break and Lunch time support for vulnerable pupils
Parenting courses available to parents
Financial support through LA/charities
Safeguarding and Attendance Officer in post
Staff awareness of young carers and school reporting/support

Behaviour

Clear policy, based on restorative culture, clear rewards and sanctions including child friendly version
High expectations of behaviour and conduct for all
Values based ethos supported
Clear rules and expectations
Home-School Agreement
Systems and reporting followed by all members of staff
Creation of ILPs, behaviour maps and risk assessments as required with regular monitoring
Use of emotion coaching by all staff
Referral to other agencies when required
Staff training linked to identified needs

Online safety

Online safety policy, ICT and acceptable use policy, Social media policy, AI policy, Mobile phone policy
Online safety resources on website
Parental permission for use of digital images and photographs
All pupils are taught how to keep themselves safe when using the internet as part of Computing and PSHE curriculums
Annual Internet Safety Day
Workshops offered to parents
Internet filtering and network monitoring
Regular online safety reminders to parents via newsletters
Incidents reported to governors
No identifiable photos of pupils on school website in line with HCC advice
Named staff member reviews filtering and monitoring logs

Anti-bullying

Anti-bullying policy including child friendly version
Clear procedures for pupils to report bullying/behaviour incidents
Link to school values and PSHE provision
Termly anti-Bullying assemblies
Posters around school
Behaviour incidents monitored
Recording child on child abuse including bullying
Bullying, homophobic and racist incidents reported to governors termly

Curriculum

PSHE curriculum
Circle Time
Enrichment strategy
Values-based education
Regular 'Keeping Safe' assemblies including NSPCC
Relationship Policy and curriculum provision
Parent Workshops
School ethos and values
Online safety element of computing and PSHE
Risk assessments
Prevent/SMSC/British Values
Enhanced transition for vulnerable pupils
Local and emerging safety issues covered e.g. water safety, rail safety

Health and Safety

Annual Fire Risk Assessments
Regular Fire Evacuation and Evacuations drills and evaluation
Regular Health and Safety Checks carried out
Health and Safety Walks completed half termly
Half termly H&S meetings with reporting to governor with H& responsibility
Off-site visits follow clear procedures
Senior member of staff with EVC responsibility
Risk Assessments carried out for all offsite activities (Evolve)
Risk Assessments completed for pupils with medical needs
Annual Health and Safety Checklist completed
Security arrangements in H&S Policy
Risks assessments and Care Plans competed for pupils with medical needs and SEND as required