



Safeguarding

What do we do?	Who?	When?
Safer Recruitment	3 members of the Resources committee are trained to ensure Safer Recruitment practices for all new appointments. The Office Manager has also undergone training.	All new appointments as well as current employees for disclosures during employment. Policy for Safer Recruitment and Vetting available on request.
Single Central Record	Office manager maintains this document and is updated daily for all staff, visitors, contractors and volunteers. Online verification checks, supported by production of face to face identity documents.	DBS detailed checks on rolling programme. Updated for ALL staff, visitors, contractors and volunteers. Enhanced checks for all. Coloured lanyards are issued to all visitors to denote status.
Attendance Tracking	Office staff check attendance daily through registers and SIMS system. First day absence procedures adhered to with phone calls home to check absences.	Daily, weekly and monthly to monitor trends and specific pupils. Letters sent home at trigger levels. Parents provided with a copy of SIMS attendance records at each Parents Meeting. Attendance Policy on website.
Behaviour Logs/Bullying incidents inc. racist and homophobic	All staff write these events as they happen on the O Track system.	Recorded as they happen, as with all behavioural incidents on the central system. SLT have access to this to enable half-termly analysis of patterns of types of behaviour. Positive Behaviour Policy and Governor Statement available on website.
Referrals to DSP / LA and brief outcomes	Overview of all referrals held electronically by DSP/Deputy DSP. Safeguarding concerns forms available electronically and in office for staff to complete	Overview updated monthly as and when events happen. All referrals and returned paperwork held both electronically and hard copy. Safeguarding Governor involved.
Tracking vulnerable pupils including those with multi- agency plans	SENDCo in line with multi-agency plans.	Information shared with HT and during PPM and SLT meetings where appropriate
Early Help – CAF	SENDCo, Classteacher and HT	As appropriate in line with external agencies
Promoting British Values	All staff and pupils. Influences every area of school life including Democracy, Rule of Law, Individual liberty, Mutual respect and tolerance of others with different faiths and beliefs.	Throughout all aspects of school daily. Statement available on website
PREVENT Duty	SLT, Governors supported in action by whole staff. Used to encompass all Governmental strategies to combat extremism	Statement available on website



	and radicalisation	
Radicalisation and Extremism	Linked to the PREVENT agenda – all staff	Policy available on website. CHANNEL referral documents available on shared documents
Safeguarding Training:	All staff are trained annually and updates provided within year. School has two DSP staff as well as a Safeguarding Team comprising of HT, DHT, SENDCo, Office Manager and Safeguarding Governor. All staff are asked to sign to record when they have received information such as policy updates	Information is shared as appropriate with all staff. Training is provided both face to face on all aspects of Safeguarding, as well as training and information materials available on secure shared drives
Staff	ALL staff, including teaching and non-teaching undergo training in school. The school also has a Safeguarding team who have overview of the whole safeguarding agenda and ensure its implementation.	Keeping children safe in education currently recommends every 2/3 years. In September 2016, this will be amended to annually. SLT and Teaching staff receive additional training when it becomes available during the year. SAFEGUARDING and CHILD Protection Policies are available on the website.
Volunteers	All volunteers who work in school undertake induction training so they are aware of current procedures. DHT is responsible for providing this with the support of the Phase team leaders and the Safeguarding team where necessary	Induction training provided on entry and handbook 'Guidelines for Helpers in school' given to support. This is also available on the website for reference.
DSP and Deputy	Mrs Worrall is the Designated Senior Person and the Mrs Long is her deputy.	Training is accessed annually through WSCB and termly through attendance at additional sessions and updates. Information is disseminated to all staff as and when needed
External Providers	All after school providers have shared with the school records of their own Safeguarding Policies and Procedures. Training has been given so that they are also understand our own policies in school.	This is renewed annually and all documentation, including DBS records, insurances, policy documents and procedures are held in the school office.
Start/End of Day Procedures	Responsibility of all staff. Registers are taken for all classes and before/after-school clubs. Office staff support with this.	Published to parents on the school website (Missing Child Policy) and on display in every classroom.
How well teacher's standards are met	SLT through performance management. All staff produce evidence documents for each statement on the Teachers Standards.	PM reviewers triangulate this through observations, discussions, learning walks, pupil voice discussions and external validation with peer moderation and monitoring. This is also further validation through the schools' Senior Advisor.



Pupil Voice – do they know how we keep them safe?	School Council weekly meetings – representatives are elected democratically from each class for a term of one academic year; Anti-Bullying Policy and Behaviour Policy in place and actioned by all staff including MDAs; Discussions with individual pupils; SEAL Curriculum (Social and Emotional Aspects of Learning) buddy system; playground leaders. TOOTTOOT online system to be rolled-out in school Spring 2 2017.	School Council weekly meetings where agenda is set by children and guided by two staff.; Anti-Bullying Policy and Behaviour Policy is available on the website; Discussions with individual pupils; SEAL curriculum delivered by each member of staff each half term; buddy system where pupils in Years 5 and 6 apply for the role, are interviewed and appointed to support children in FS and KS1 during break and lunchtimes- these children are identified by wearing red hi-vis vests; playground leaders work with groups of children at lunchtime to support playground games and activities – these are identifiable by blue hi-vis vests
Keep pupils healthy?	Healthy Schools Award; WBC School Meals service; encourage healthy snacks; lunchtime sports coaches; PE sessions; after school clubs; Wake and Shake before school	Daily, Weekly and Half termly through curriculum provision. Class teachers and MDAs monitor healthy snacks/lunches during school time.
Be safe with technology?	Acceptable Use Policy; Computing Curriculum; E-Safety training for staff and pupils; CEOP validated training for staff and pupils; PCSO involvement for E-Safety meetings for parents; Web-filtering service from LA; bought in tech support	Keeping Safe on the Internet is a key part of the computing curriculum, and each term starts with a unit on E-Safety each half term.

Designated Safeguarding Lead Anne-Marie Worrall

Deputy DSL Kathryn Long

Safeguarding Governor Michelle Harrison