



Appendix 11: School Specific Child Protection and Safeguarding Information and Procedures

Child Protection Safeguarding Summary of Procedures

Overview

The safety and well-being of our children is a key priority for everyone and Stoneydelph Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers, including supply teachers, sports coaches and visitors to the school to share this commitment.

We have a number of policies and procedures in place that contribute to our safeguarding commitment (including Keeping Children Safe in Education and our Child Protection Policy) which can be viewed in the policies section on our website. This document will give you a summary of our school safeguarding procedures.

This document sits alongside our full Child Protection and Safeguarding Policy, which is fully in line with Staffordshire Safeguarding procedures; it details the additional school-specific safeguarding systems and processes that we follow at Stoneydelph Primary School. In addition, this document outlines the key contextual issues that we take into account to ensure our students are fully safeguarded at all times.

Safeguarding and promoting the welfare of children is defined as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing the impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

This means that we have stringent safeguarding and child protection procedures in place that all staff (including supply staff, volunteers and governors) must ensure they are aware of and operate to.

Designated Leaders for Safeguarding (DSL)

					
Mrs E Parsons Headteacher and Designated Safeguarding Lead	Mrs G. Radcliffe Assistant Headteacher and Deputy Designated Safeguarding Lead	Mrs K. Devitt Assistant Headteacher and Deputy Designated Safeguarding Lead	Mrs C. Bevan Family Liaison and Deputy Designated Safeguarding Lead	Mrs S Fox Early Years Leader and Early Years Designated Safeguarding Lead	Mrs S. Ebrey Chair of Governors and Governor Safeguarding Lead

Wraparound safeguarding leader - Mrs Jo Leach (Treehouse Breakfast and After School Club manager)

Other roles

Designated Teacher for Looked After Children/Disadvantaged Children leader - Sharon Garlick
Mental Health Leads - Esther Parsons/Claire Bevan
Emotional Literacy Support Assistant (ELSA) - Nicole Deeley
PREVENT Lead - Esther Parsons
Online Safety Lead - Esther Parsons

The roles, responsibilities and locations of the safeguarding team are highlighted to all pupils during weekly assemblies, as well as to all staff members at induction and at least annually as part of annual safeguarding training. Weekly reminders are also provided to all staff throughout the year. All visitors, including supply teachers, receive a this summary document upon arrival which details our safeguarding systems and approach and which identifies the DSL Team members, their location and what they must do if they are concerned about the welfare of a child.

Reporting Safeguarding Concerns at Stoneydelph

These are the steps you must take when first reporting a safeguarding concern:

- If a child has approached you listen carefully to them and respect their rights.
- Notify the child or young person that only the people who need to know will be informed.
- Don't try to solve the situation yourself or confront anyone.
- Write up their narrative, giving as much detail as possible on My Concern (or a yellow concern form for any contract staff). Remember to include date and time, what was said and any names and locations.
- Don't disclose any information to non-relevant parties.
- Contact a DSL immediately if reporting this via a yellow form and inform them of the situation using the report you made. The DSL will then log this information onto our online record keeping system - My Concern.
- Concerns about the conduct of a member of staff (including low-level concerns) must be recorded on a green low-level concern form and reported to the headteacher.
- If the DSL is unavailable and you believe the situation to warrant further action or the child is at risk of significant harm, contact First Response Staffordshire on 0800 111 8007 Monday -Thursday 8.30-5.00 & Friday 8.30-4.30 or if calling outside of working hours, weekends or a bank holiday contact the Emergency Duty Team by ringing 0345 604 2886

Site Security

- The school is a split site with KS1 and Early Years department in one building and Key Stage 2 in another. All doors into the school buildings are fob controlled to ensure secure access throughout the day. All staff wear school lanyards to confirm they are part of the school community. All visitors to the school must wear an identity badge to confirm they are permitted access when they sign in at Main Reception using the electronic 'Inventory' sign in system. All visitors are challenged if they are not wearing an ID badge. Dimbleby House offices are also included on the school site and thorough safeguarding procedures are in place for staff who work in this building
- The perimeter of the school site is surrounded by 6ft security fencing. A further layer of 6ft fencing separates the car park from the school site and playgrounds. A Car Park Risk Assessment is in place detailing further the risk management measures for the external vehicle gate.
- Pedestrian gates are supervised by a member of the school staff at the start and end of the school day. Pupils are supervised at handover from parent/carer at the start of the day and are handed to a parent/carer at the end of the day. Older students in Year 5/6 may leave the school site without a parent/carer with written permission. Security passwords are in place for all pupils in the case of unfamiliar adults collecting a pupil at the end of the day.
- Playgrounds and playing fields are fenced and gates locked during the school day. Individual risk assessments are in place for any pupils who are at risk of leaving the playground or school site without permission or supervision.
- Fire Drills and Emergency Lockdown Drills are practised at least termly

Safeguarding in the local community

- Stoneydelph pupils live in a variety of areas around Wilnecote. Most pupils walk or arrive by car. The school has a good relationship with the local community and Community Police and safeguarding concerns are occasionally raised by members of the public which are followed up rapidly by the DSL Team in the school.
- Main roads around school have pedestrian crossing and there is an underpass under the main road for pupils to cross safely. Regular road safety assemblies and visits from the PCSO and local council staff further emphasise road safety and safe behaviour in the community. The school also is part of the 'Stepping Out' road safety scheme and the 'Bikeability' scheme to promote safe travel in the community.
-

Regular Safeguarding Updates/Training

- Yearly Level 1 safeguarding training takes place for all staff in September (or at induction for new starters)
- Weekly safeguarding updates on the bulletin
- Schedule of safeguarding training for the year in place for 2 year cycle
- Use of Educare quizzes/online training record of all completed training/quizzes
- Weekly safeguarding slide in assemblies for pupils
- Early Help update training to all staff
- Supervision for DSL/DDSL takes place through weekly SLT meetings and coaching partnerships
- The trust leader for Safeguarding, Jo Howell, completes a safeguarding audit with the school yearly and provides comprehensive feedback on how to further improve the provision for safeguarding in school.
- DSL attends termly briefings from Staffordshire Safeguarding Children's Board
- DSL attends yearly safeguarding conference

Contracted Staff Training

- Contract staff (cleaners, sports coaches, catering staff) to receive annual school based safeguarding procedure training and regular updates as appropriate
- Contract staff to provide school with relevant safeguarding training certificates
- As part of induction, Prevent Duty training for new starters to be completed as early as possible and at least within the first four weeks
- New Attendance Policy shared with staff to continue to raise the profile of attendance and ensure they understand the strategies being used and that they understand that promoting good attendance and responding rapidly to concerning levels of attendance is everyone's responsibility.
- A single side sheet provided for staff as an aide memoir to remind them of the key safeguarding themes covered over the year and also the key reading and documents they need to recall as reference points should the need arise.

Safe storage of safeguarding information/policies

- All policies remain electronic to ensure access to most up to date documentation at all times. (no paper safeguarding files)
- Online links to policies on the website to ensure always up to date
- Confidential HR information items to be stored in locked personnel files with HT signature on seal

Governing Board

- The school standards committee (SSC) meets 4 times a year and Safeguarding is a standing item on all meeting agendas.
- Governors take part in yearly training and a designated governor for safeguarding meets the headteacher at least twice every half term.

- Termly checks are made on the Single Central Record by the chair of the SSC. Headteacher reports to the SSC on safeguarding at every meeting. Headteacher reports are also available to the trust.

Online Safety

- 'Securus' is used to monitor internet use in school and on school equipment used remotely
- Graded incidents are alerted to the online safety leader and serious alerts (grade 3 and above) are followed up with an email and or phone call to the school following an incident.
- 'Appropriate use' agreement is signed by parents, staff and pupils
- Filtering systems on the computer network are in place to screen and/or restrict access to objectionable email, webpages and other inappropriate/suspicious items

Child Protection and Safeguarding for lettings

- When the Governing Body or Proprietors hire/rent out school or college facilities/premises to organisations or individuals (e.g. community groups, sports associations, and service providers to run community or extra-curricular activities), they will ensure that appropriate arrangements are in place to keep children safe.
- The governing body or proprietor will seek assurance that the provider concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed) and ensure that there are arrangements in place for the provider to liaise with the school or college on these matters where appropriate. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll.
- The Governing Body will ensure that safeguarding requirements are included in any transfer of control agreement (i.e., lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

This policy links to the following policies which can be found on the school website:

- Child Protection and Safeguarding Policy (CAT)
- Online Safety Policy
- Use of Mobile Technologies
- Anti-Bullying Policy
- Behaviour and Relationships Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Mental Health and Well-being Policy
- Letting Policy
- Child Missing In Education Policy