

Appendix 12 - Additional School Specific Safeguarding Information and Procedures

“Safeguarding and promoting the welfare of children is everyone’s responsibility”

(Keeping Children Safe in Education)

At Woodlands Community Primary School, we take the safeguarding of children very seriously and all staff are aware of their statutory duty to keep children safe. We adhere to all the processes and systems as detailed in our CAT Child Protection and Safeguarding Policy for Staffordshire schools which is available via our website.

In accordance with CAT policy, Woodlands Community Primary School has processes and procedures which are specific to the school; these are outlined below.

Reporting Safeguarding concerns in School

Woodlands Community Primary School uses *My Concern* to record all events that cause staff concern. All teaching staff, learning support and office staff have access to *My Concern* and are trained in school to ensure that the system is used to its maximum effect. Lunchtime supervisors and volunteers are asked to complete paper records and report to the DSL

Staff record all concerns by using the *Reporting a Concern* feature. This alerts the lead DSLs Mr J. Baker and Miss Hodson and DDSL Mrs Read. The DSL and DDSL, having reviewed the concern, take appropriate action and then allocates to the relevant DDSL.

DSLs meet weekly and monitor all incidents to identify patterns building a picture over time. Safeguarding is reported to the School Standards Board on a half termly basis.

Low level concerns are reported by the low Level concern form. DSLs are clear that any allegations made against staff must be reported to the LADO at Staffordshire.

Training

All staff in school have annual refresher safeguarding training, delivered by one of the DSLs which includes the local Staffordshire arrangements for safeguarding in school.

Alongside the annual refresher training, all staff complete relevant safeguarding training to ensure staff are abreast of Safeguarding updates.

Safeguarding is a standing item on the agenda of all meetings; this provides an opportunity to refresh training or review procedures.

Online Safety

The school has a filtering system managed by ENTRUST. They also manage inappropriate use by users in school and inform the SLT in the event of a breach. All laptops have an individual login and password integrity is taught to pupils.

All adults in school are obliged to read the Acceptable User policy and sign to confirm that they have understood its contents.

The school acknowledges that the online safety of the children is of paramount importance, whilst recognising the impossibility of regulating online activity within domestic settings. To that end, all pupils are taught about age-appropriate aspects of online safety as part of the planned computing curriculum in the autumn term. Additional sessions take place in response to increasing rates of incidents emanating from inappropriate online usage and behaviour. These are reinforced every time the children use devices. Furthermore, both regular and *ad hoc* communication via email with parents and carers advises on both standing and developing online threats and opportunities. Often in response to multifarious ways in which pupils communicate via social media, these aim to both keep children safe and to reduce the amount of learning time impinged upon when dealing with extra-curricular disputes arising from inappropriate online activity.

Pupils are taught how to report if they feel unsafe online.

Further information can be found in the Online Safety policy (available on request).

Regular online safety information is shared with parents via newsletters.

Curriculum

Pupils at Woodlands Community Primary School are taught about aspects of personal safety through PSHE, RSHE and 'gatherings'. Children gain an understanding of what it means to be safe and also what they can do if they feel unsafe. Pupils are encouraged to have a network of trusted adults that they can inform if they have their Early Warning Signs.

Relationships and work on emotions forms an important part of the work undertaken at Woodlands Community Primary School. Pupils are encouraged to reflect on how they are feeling and are taught strategies for managing them. 'Reflection Friday' is an opportunity for children to reflect on their week and emotions. Each class has a 'chatterbox' that enables pupils to share any concerns with their teacher.

The NSPCC Pants sessions are delivered to all children each term

Vulnerable Pupils

Through the focus on relationships, staff at Woodlands Community Primary School know the pupils well. Staff know which pupils have increased vulnerability and can be quick to identify when something does not seem right. Interventions and support are implemented quickly where needed. Some children need increased support in the short term, whilst others require a more systematic and permanent approach to support. Staff are trained to provide appropriate support and can access further professional support if it is needed.

School Building Safety

Gates surrounding the school boundary are open from 8.35am and locked at 8.45am. The gates are reopened at 3:10pm/3:15pm to allow access for parents/carers to collect children. When gates are open, there are members of staff on duty at the gates and doors into school.

The pedestrian gate allows access to the school main office throughout the day but all access to pupils is restricted.

All visitors must report to the school office and are signed in and there is no access to children before they have been vetted by the school office. Visitors to school wear visitor badges and staff are trained to challenge any visitor not wearing a badge.