

Keeping Children Safe at St Mary's Primary School

Visitors enter the school building through the main office using an entry system.
All staff and visitors to the school sign in electronically. Everyone working or visiting the school wears a name badge with their photograph on.
All visitors who work with children read and sign safeguarding information.
The Single Central Record is maintained by a named member of staff and is checked each half term by the Head Teacher and Chair of Governors. The SCR now includes a register for prevent training and the prohibition check.
The DSL and Head Teacher (as a minimum) attend Safer Recruitment Training every 3 years.
The Local Authority safeguarding team are invited to run training and support with auditing provision.
The DSL and Deputy are named and their photographs are displayed. All staff know to share any concerns with the DSLs.
Annually, all staff are required to read and sign key statutory and school documents that enable staff to know expectations on keeping children safe including the safeguarding policy.
There is a Whistleblowing Policy of which staff read annually.
A staff code of conduct includes safeguarding expectations.
The school website provides comprehensive safeguarding information including a link to the school policy.
All safeguarding records are reviewed half termly (as a minimum) and appropriate action taken.
Safeguarding information is displayed in school for children and families to access.
The DSL and Deputy attend training and updates every two years. The whole staff have annual training on Inset days. In addition the key messages from Keeping Children Safe in Education 2018 are shared with staff at weekly briefings (on a cycle) and displayed on the staff message board, these are changed each week to ensure it is high priority.
Annual midyear meetings with the cleaning and kitchen staff teams to update them on further safeguarding developments. Ad hoc meetings as necessary.
A safeguarding audit has been completed, in conjunction with the Borough Safeguarding Lead and this is reviewed annually.
There is a cycle of planned whole school assemblies which cover Fundamental British Values, Safeguarding and Inclusion.
Children have the opportunities to share their understanding of Safeguarding

through Pupil Voice Interviews which take place annually.
All registers are completed by 9am. Call are made to families whose children have not arrived at school and where there is no record of why.
Parents are regularly reminded to maintain an up-to-date phone number for school to be able to contact them.
There are strong links with the EWO who supports school and families whose attendance or punctuality is a concern.
Key members of staff liaise with the Hackney Learning Trust when there are concerns or a child is known to be missing from education.
There is a planned programme of PSHCE which covers a wide range of themes. Additional days to raise the profile of Keeping Safe, Anti bullying, E-safety and SRE are planned into the annual calendar of events.
All classrooms have a Safeguarding Book in which they record any observations that are concerning. There is a shared understanding that these small things may build a bigger picture.
Staff know of appropriate ways in which to respond if a child makes a disclosure. These prompts are displayed in the PPA room, the staff room and the office.
Information to support parents with safeguarding can be found on the school website and displayed in school.
There is an intimate care policy and SLT review school systems and individuals needs of specific children to ensure safeguarding is high priority.
Staff who are working 1:1 take sensible precautions to keep everyone safe e.g. leave the door open, be in a place where others pass through, have time limited interventions that others are aware of.
There are accident books in classrooms and in each playground to record any incident. Children wear stickers if they have bumped their heads or received medical attention and letters sent to parents.
Medical Care Plans for specific children with particular needs are shared with key staff.
All medication is safely stored in a locked but easily accessible room, where children's medication is easily identifiable by photographs and individual pockets. When medication is taken, this is recorded.
Points to Watch forms are circulated regarding children with specific needs to ensure that all staff are aware of individual safeguarding issues. These include adults who aren't allowed to collect, new children who are vulnerable, those who have a medical need such as sickle cell, children who have specific behavioural strategies in place etc.
The school is made aware by parents if children are being picked up by someone different. If staff are not aware then children are not allowed to go

until parents have been contacted.

The school gates are locked between 9am and 3:20pm. There are staff available on the gates in the morning and afternoon.
--

All volunteers receive an induction on safeguarding.
--