







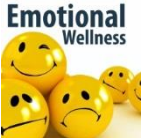




# Safeguarding at Wood End Infant School

<p><b>Fire</b></p> 	<ul style="list-style-type: none"> <li>• All equipment is serviced regularly</li> <li>• Fire drills are practised each term and at different times of the day.</li> <li>• Signage indicates exits</li> <li>• All adults and children know the assembly points</li> </ul>
<p><b>Visitors</b></p> 	<ul style="list-style-type: none"> <li>• Where a visit is scheduled, details will be shown on the school calendar</li> <li>• All visitors will sign in a reception, have ID checked (and DBS if appropriate) and be given a lanyard.</li> <li>• Lanyard colour indicates whether wearer is staff, governor or visitor.</li> <li>• Visitors without DBS will be accompanied at all times when there are children on site.</li> </ul>
<p><b>Volunteers</b></p> 	<ul style="list-style-type: none"> <li>• Volunteers complete an application form and are interviewed by SLT</li> <li>• DBS is required for a new application even if current holder for alternative organisation</li> <li>• Safeguarding briefing given and volunteers are encouraged to do free online training.</li> </ul>
<p><b>Attendance</b></p> 	<ul style="list-style-type: none"> <li>• Families are encouraged to contact school as soon as they are aware that their child is too unwell to attend or has to attend a medical appointment.</li> <li>• Families of absent children are contacted as soon as possible after registration</li> <li>• In the event of no response, contact is attempted with all numbers available.</li> <li>• Failure to make contact can result in a home visit or notification of police/EWO/and Social worker if the family is working with one.</li> <li>• We only know children are safe and well when they are in school and therefore will pursue all absences</li> </ul>
<p><b>School Visit</b></p> 	<ul style="list-style-type: none"> <li>• A comprehensive risk assessment is undertaken which considers risks associated with the venue, mode of transport, medical needs and special needs of each child.</li> <li>• Coach companies will be asked to complete a declaration that their vehicles and drivers meet all of our safety standards</li> <li>• A first aider will accompany all trips and the Welfare Officer will sign off the medical parts of the risk assessment</li> <li>• Adult; child ratios will always be strictly adhered to</li> <li>• The headteacher will sign off the completed risk assessment</li> </ul>
<p><b>School Site</b></p> 	<ul style="list-style-type: none"> <li>• The school is a secure site between the hours of 9.00 am – 3.30 pm. which means that all external doors and gates are secured. Nursery gates are manned when they are open between these times.</li> <li>• Key pad entry enables staff to access the school and all other visitors have to be allowed entry by alerting the school office.</li> <li>• The school site is checked at regular daily intervals by the site manager.</li> <li>• Any defective or damaged equipment is removed if unsafe and all repairs required are recorded.</li> </ul>

<p><b>Medical Needs</b></p> 	<ul style="list-style-type: none"> <li>• A list of trained first aiders (both paediatric and at work) is displayed in the medical room</li> <li>• Medical room staff have annual training on the use of asthma inhalers and epi-pens.</li> <li>• Children with particular medical conditions and allergies have personal medical plans</li> <li>• A defibrillator is available on the school site</li> <li>• Prescribed medication can be administered by Jenny Taylor</li> </ul>
<p><b>Child Protection</b></p> 	<ul style="list-style-type: none"> <li>• Several staff members are trained in child protection and a register is kept of all child protection training undertaken.</li> <li>• Safeguarding children is everyone's responsibility and therefore all staff receive training.</li> <li>• All concerns are logged, dated and signed. Every concern will have a follow-up action ranging from monitoring the situation to onward referral to children's social care</li> <li>• The school will attend core group and child protection meetings.</li> <li>• P2B Manager works in school on Monday and Tuesday.</li> <li>• It is our duty to report disclosures to social services</li> </ul>
<p><b>Social and Emotional Wellbeing</b></p> 	<ul style="list-style-type: none"> <li>• Who can respond to any concerns about a child's emotional wellbeing.</li> <li>• Children can have help in a group or individually</li> <li>• Parent/Carers can be involved in joint sessions if considered useful</li> <li>• Children can be referred to Child and Adolescent Mental Health Service if their needs meet the threshold</li> <li>• School can signpost to other agencies and resources</li> <li>• The school use zones of regulations</li> </ul>
<p><b>Bullying</b></p> 	<ul style="list-style-type: none"> <li>• All reported incident are recorded incidents are recorded and investigated.</li> <li>• British Values are taught to support children learn how to understand acceptable and kind behaviour</li> <li>• Low level incidence of children being unkind to one another, are addressed sensitively and in age appropriate manner.</li> </ul>
<p><b>Keeping safe on line</b></p> 	<ul style="list-style-type: none"> <li>• A range of suitable resources for young children are used to start the conversation about on-line safety and the importance of not sharing personal information on line</li> <li>• Parents are supported with links on the website and newsletter alerts to safe browsing search engines and relevant information</li> <li>• Hector is our school e-safety computer icon.</li> </ul>
<p><b>Key People</b></p>	<p>Designated Safeguarding lead - Sharon Letch Deputy Designated Safeguarding Lead – Madhu Bhachu Designated Governor - Lesley Tucker Douglas</p> <p>We teach the PANTS rule: <a href="https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/underwear-rule/">https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/underwear-rule/</a> ChildLine: 0800 1111</p>