



WOOD END  
INFANT SCHOOL

Safeguarding actions we put in place to keep all pupils safe.

### Visitors

- ◆ All visitors report to front desk to sign in
- ◆ All visitors wear a lanyard
- ◆ All visitors receive a safeguarding information leaflet to read

### Medical Needs

- ◆ Clear policy in place
- ◆ SMSA's, Teaching Assistants and HLTA's are trained in First Aid
- ◆ 32 members of staff are trained in first aid
- ◆ 1 staff trained in diabetes

### Anti- Bullying

- ◆ Clear procedures for pupils to report bullying incidents
- ◆ Anti-bullying day/ to supplement our PSHE curriculum to raise awareness
- ◆ Racist and bullying reports are kept in school file
- ◆ Racist incidents are reported to the Governing Body

### Volunteers

- ◆ Volunteer policy and application procedures in place
- ◆ All volunteers in regulated activity are DBS checked
- ◆ All volunteers not in regulated activity are supervised by a member of staff
- ◆ Safeguarding policy shared with volunteers

### Curriculum

- ◆ PSHE
- ◆ Values-based education-Unicef
- ◆ SEAL
- ◆ Playground friends/peer mediators
- ◆ 'Keeping Safe' assemblies, e.g. NSPCC, bullying, internet safety
- ◆ Road, water and rail safety
- ◆ NSPCC 'Pants' campaign

### Child Protection Policy

- ◆ Lead designated person for Child protection and deputy
- ◆ Designated person for Child Protection in place before and after school (extended provision)
- ◆ Named Governor for Child Protection
- ◆ All staff have annual training for Child protection
- ◆ Clear procedures are in place to ensure that any suspicions about neglect or abuse are reported to the relevant agencies
- ◆ Notes of concern are raised and kept on file as evidence of ongoing concerns about children
- ◆ School and CP files cross referenced
- ◆ Dedicated area on school website for safeguarding and child protection

### Attendance

- ◆ Admin team contact families of absent children. Persistent absentees and lateness tracked by Attendance Officer
- ◆ Attendance Officer has regular meetings with EWO
- ◆ Home visits by EWO
- ◆ Good attendance celebrated weekly for classes
- ◆ 100% attendance celebrated for individuals and at the end of year

### Health and Safety

- ◆ Regular Fire Risk Assessments
- ◆ Regular Fire/Bomb Evacuation and intruder procedure practice
- ◆ Clearly labelled exits
- ◆ Fire Safety Training completed by key members of staff
- ◆ Regular Health and Safety checks carried out
- ◆ Secure site
- Risk assessments carried out for all off site activities
- Risk assessments for pupils with medical needs completed

### Pastoral Support

- ◆ Place to Be (P2BE)
- ◆ Social skills groups
- ◆ Lego therapy
- ◆ Lunchtime drop-in sessions for pupils
- ◆ Close work with services such as SAFE
- ◆ SEND meetings
- ◆ Places at our breakfast and afterschool club for vulnerable pupils
- ◆ We sign post families to other agencies for support
- ◆ Proactive approach through early interventions (EHAP)

### Recruitment and Vetting

- ◆ All adults working with pupils in school have enhanced DBS checks. This includes any adult who comes into school on a regular basis
- ◆ Named Governors, Headteacher, Deputy Head and members of the Senior Leadership Team are trained in ensuring that Safeguarding is a priority when interviewing new applicants
- ◆ Safer recruitment procedures are followed.

### Training

- ◆ All Designated Leads attend training bi-annually
- ◆ Governors have regular safeguarding training
- ◆ All staff attend annual safeguarding training. Linked to KSCIE and Working Together
- ◆ All staff have attended Prevent training
- ◆ Designated lead attends relevant training on specific issues, e.g. DV and FGM
- ◆ First aid training (see medical needs)

### Safeguarding Policies

- ◆ Child Protection
- ◆ Whistleblowing, Behaviour
- ◆ Intimate Care
- ◆ Dealing with Medical Needs in School
- ◆ Anti-Bullying
- ◆ Behaviour
- ◆ Health and Safety
- ◆ PSHE, RSE, Drug
- ◆ Data Protection
- ◆ Management of Allegations against Staff
- ◆ Recruitment and selection
- ◆ Equality Statement
- ◆ SEN & D
- ◆ Positive Handling
- ◆ Ealing Code of Conduct for all staff
- ◆ Teachers Standards

### Inter-Agency Working

- ◆ Educational Psychology Service
- ◆ Ealing SAFE team
- ◆ CAMHS
- ◆ Social Services
- ◆ Health Visitors
- ◆ School Health Service
- ◆ NSPCC
- ◆ Primary Behaviour Team
- ◆ SENS
- ◆ Speech and Language Therapists
- ◆ Occupational Therapists
- ◆ Information sharing with Junior about families
- ◆ Virtual School

### Internet Safety

- ◆ E-Safety Policy
- ◆ E-Safety incident log
- ◆ E-Safety resources on website
- ◆ E-Safety permission for use of photographs on our school website
- ◆ All pupils are taught how to keep themselves safe when using the internet
- ◆ Internet safety day
- ◆ Workshops offered to parents
- ◆ Acceptable use of policy
- ◆ Internet filtering by LGFL
- ◆ Network monitoring

### Behaviour

- ◆ Clear policy, and with clear rewards and consequences
- ◆ Monitored regularly
- ◆ Values-based ethos-Unicef
- ◆ Mind-up, calming down strategies
- ◆ Referral to other agencies when needed