

Child Protection Policy

- Two designated leads (DSL) for Child Protection
- 1 x named Governors for Child Protection (DR)
- All staff have up to 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

Safeguarding policies

- Attendance
- Behaviour/ Anti-bullying / Home school agreement
- Child Protection
- Code of Conduct – Staff and parents
- Data Protection
- Supporting Pupils in school with Medical Needs / Intimate Care
- Equality
- Freedom of Information
- Health and Safety
- Induction
- Management of Allegations against Staff
- Nottinghamshire Code of Conduct for all Staff
- Positive Handling/Physical intervention
- PSHE, SRE
- Recruitment and Selection
- SEND, Access policy
- Staff Discipline & Grievance procedures
- Teachers Standards
- Whistleblowing/ Complaints
- Governors audit and monitor these policies and practice

Attendance/Punctuality

- Office manager contact families of absent children Persistent absentees and lateness tracked by office manager
- Head Teacher meets with families to tackle absence and punctuality issues
- Late gates by Head Teacher & Deputy Head teacher
- Office manager and HT regularly meet to discuss attendance and lates
- Home visits by HT if necessary
- Good attendance celebrated weekly for classes
- 100% attendance and punctuality celebrated for individuals and at the end of each term.

Medical Needs

- Supporting Pupils in school with Medical Needs policy in place
- All staff trained in First Aid and 2 named leads
- All members of staff are trained in paediatric first aid
- All staff trained in management of anaphylaxis shock and asthma within the 3 year whole staff training
- ___ staff trained in management of diabetes
- Administration of medicines in schools guidance followed by staff administering medicines
- Health Care plans in place for children who need them

Inter-agency working

- Educational Psychology Service
- Nottinghamshire Safeguarding Children's Board
- CAMHS
- Social Services
- Health Visitors
- School Health Service
- NSPCC
- Mansfield Area Partnership (MAP)
- Speech and Language Therapists
- Occupational Therapists
- Information sharing with Junior schools
- Information sharing with Secondary Schools' about families
- Information sharing with previous settings
- Virtual School

A relentless focus on joint working to secure positive outcomes for pupils

Safeguarding at John T. Rice Infant School



We put all of these into action in order to safeguard the children at John. T. Rice.

Online Safety

- Online Policy
- Online incident log
- Online resources on website
- Parental permission for use of photographs on our school website.
- All pupils are taught how to keep themselves safe when using the internet
- Online safety day
- Acceptable use policy
- Internet filtering by Fortinet Firewall
- Secure, network monitoring by ATOM IT
- Safeguarding page on school website

Recruitment and Vetting

- ID / qualification / documentation checks made
- Staff in school have enhanced DBS checks Also applies to any adult who comes into school on a regular basis that would be unsupervised around children.
- Agency vetting checks evidenced
- Named Governors, Head teacher are trained in safer recruitment when interviewing new applicants.
- Safer recruitment procedures are followed (Recruitment & Selection Policy), LA HR advice service
- SCR (Single Central Record) managed & checked by governors & Ofsted
- Robust Induction process by key members of staff and mentor assigned
- Probation / Appraisals carried out for all staff

Curriculum

- Clear rules in school linked to personal safety
- Jigsaw PSE curriculum in place
- PSHE lessons
- British Values-based education
- 'Keeping Safe' assemblies, e.g. NSPCC, bullying, internet safety
- Relationship and Sex Education
- Road, Water and Rail safety
- NSPCC 'Pants' campaign

Health and Safety

- Annual Fire Risk Assessments inc. PEEPs
- Termly Fire Evacuation drills
- Clearly labelled fire exits & emergency lighting
- Fire procedures and evacuation maps in all areas
- IOSH trained site manager / Fire Safety Training completed by key members of staff
- Risk assessments updated annually and shared with staff and governors
- Regular Health and Safety Checks carried out for the site
- Building and contents insurance
- Secure site inc. key pad entry on front door/ door catches on classroom doors/ gates locked
- Risk assessments carried out for all off-site activities carried out in school / EVOLVE.
- Risk Assessments for pupils with medical needs completed
- Parental helper agreement for trips
- Robust Induction for all staff & Visitors

Visitors

- All visitors report to office to sign in using Inventory system
- All visitors wear a visitor sticker with photo
- ID checks made inc. DBS evidence to decide whether visitor can be unaccompanied or supervised by a member of staff.
- All visitors receive a safeguarding information & Induction leaflet to read.
- Guidance on Visitors policy, including VIPs to schools followed.

Behaviour

- Clear policy, based on choice, knowing self and clear rewards and consequences
- Systems and reporting followed by all members of staff.
- Half-termly monitoring, analysis and reporting
- Values-based ethos
- Referral to other agencies when needed
- Exclusion procedures
- Well established classroom rules

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 along with robust induction

Anti-Bullying

- Clear procedures for pupils to report bullying incidents
- 'Anti-bullying' day/week to supplement our PSHE curriculum to raise awareness
- Recording bullying & racial abuse
- Racist incidents are reported and monitored to the Governing Body
- Child friendly Anti-bullying leaflet given out annually and referred to frequently

Pastoral Support

- Mentoring for pupils/emotion coaching
- Parenting and other adult learning courses provided through signposting
- Close work with other services
- Clubs at our breakfast club and after school club for vulnerable pupils
- We sign post families to other agencies for support.
- Proactive approach through early intervention (EHAF)
- Coffee Club for parents
- Financial support through Pupil Premium funding

Training

- All Designated Leads complete training annually
- Governors have regular safeguarding training
- All staff attend annual 3 year statutory safeguarding training. Linked to KCSIE and Working Together
- All staff have undertaken 'Prevent' training (Due September 2018)
- Designated lead attends relevant training on specific issues, e.g DV, FGM, substance misuse and disseminates to all staff
- Attendance at national safeguarding conference annually
- First aid training completed 3 yearly (Due 2021)
- Safeguarding induction for all adults working in school completed with the HT
- All staff have read & signed KCSIE at least part 1 & 4 annually (Due September 2018)