

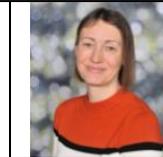


## **Appendix 1: School Specific Safeguarding Information and Procedures**

### **Overview**

This document sits alongside our full Child Protection and Safeguarding Policy, which is fully in line with Staffordshire Safeguarding procedures; it details the additional school-specific safeguarding systems and processes that we follow at Stoneydelph Primary School. In addition, this document outlines the key contextual issues that we take into account to ensure our students are fully safeguarded at all times.

### **Stoneydelph Safeguarding Team**

					
Mrs E Parsons Headteacher and Designated Safeguarding Lead	Mrs C. Hall Assistant Headteacher and Deputy Designated Safeguarding Lead	Mrs K. Devitt Assistant Headteacher and Deputy Designated Safeguarding Lead	Mrs C. Bevan Family Liaison and Deputy Designated Safeguarding Lead	Mrs S Fox Early Years Leader and Early Years Designated Safeguarding Lead	Mrs S. Ebrey Chair of Governors and Governor Safeguarding Lead

Their roles, responsibilities and locations are highlighted to all pupils during weekly assemblies, as well as to all staff members at induction and at least annually as part of annual safeguarding training. Regular reminders are also provided to all staff throughout the year. All visitors, including supply teachers, receive a leaflet upon arrival which details our safeguarding systems and approach and which identifies the DSL Team members, their location and what they must do if they are concerned about the welfare of a child.

### **Site Security**

The school is a split site with KS1 and Early Years department in one building and Key Stage 2 in another. All doors into the school buildings are fob controlled to ensure secure access throughout the day. All staff wear school lanyards to confirm they are part of the school community. All visitors to the school must wear an identity badge to confirm they are permitted access when they sign in at Main Reception using the electronic 'Inventory' sign in system. All visitors are challenged if they are not wearing an ID badge.

The perimeter of the school site is surrounded by 6ft security fencing. Plans are in place for a new internal security gate to improve site and car park security in the Autumn term 2022. Until that point, external vehicle gates are supervised closely by staff when used for deliveries or staff entry/exit. A Car Park Risk Assessment is in place detailing further the risk management measures for the external vehicle gate.

Pedestrian gates are supervised by a member of the school staff at the start and end of the school day. Pupils are supervised at handover from parent/carer at the start of the day and are handed to a parent/carer at the end of the day. Older students in Year 5/6 may leave the school site without a

parent/carer with written permission. Security passwords are in place for all pupils in the case of unfamiliar adults collecting a pupil at the end of the day.

Playgrounds and playing field are fenced and gates locked during the school day. Individual risk assessments are in place for any pupils who are at risk of leaving the playground or school site without permission or supervision and these are regularly reviewed.

### **Safeguarding in the local community**

Stoneydelph pupils live in a variety of areas around Wilnecote. Most pupils walk or arrive by car. The school has a good relationship with the local community and Community Police and safeguarding concerns are occasionally raised by members of the public which are followed up rapidly by the DSL Team in the school.

Main roads around school have pedestrian crossing and there is an underpass under the main road for pupils to cross safely. Regular road safety assemblies and visits from the PCSO and local council staff further emphasise road safety and safe behaviour in the community.

### **Dimbleby House**

Dimbleby House, the Community Academy Trust offices, are based on the Stoneydelph School site. A separate intercom system is in place for visitors entering the school site through the vehicle gates. A signing in system is in place for all Dimbleby House visitors with a requirement to wear an ID badge. Any visitors to Dimbleby House remain within this building and do not have access to the main school buildings unless accompanied by relevant staff and following the school signing in procedure. The locked gates and playground fencing also keep Dimbleby House staff and visitors separate from the school community. All Dimbleby House staff are also subject to DBS checks. Shared training with school and Dimbleby House staff takes place regularly on fire evacuation, car park risk assessments and safeguarding the school site.

### **Safeguarding Improvement Priorities 2022-23**

Following the Trust Safeguarding Review in January 2022, these are the following areas for further improvement;

#### **Regular Safeguarding Updates/training**

- Regular safeguarding item on SLT meeting agendas
- Weekly Safeguarding update on the staff weekly bulletin
- Schedule of safeguarding training for the year
- Use of Educare quizzes every half term
- Electronic record of all completed training/quizzes to be kept up to date
- Weekly safeguarding slide in assemblies for pupils
- Early Help update training to all staff

#### **Safe storage of safeguarding information/policies**

- All paper copies of safeguarding policies and paperwork not to be stored by teachers in classrooms
- Online links to policies on the website to ensure always up to date
- Confidential HR information items to be stored in locked personnel files with HT signature along seal

#### Safeguarding on school website

- Hyperlinks to CAT policies for Child Protection ensure all policies are up to date
- Insert CEOP link button

#### Contracted Staff Training

- Contract staff (cleaners, sports coaches, catering staff) to receive regular school based safeguarding procedure training

#### Priorities – Measuring impact/Review

All of the above actions are currently in the process of either being implemented or are embedding. All will be reviewed at appropriate intervals throughout the academic year. The impact of these changes will be reported back to governors, along with all other reviews of safeguarding via the DSL meetings with the safeguarding governor and through half termly School Standards Committee and in the half-termly School Evaluation Statement report to Governors.