

Safeguarding at Melbourne Infant School.

Actions we put in place to keep **all** children safe.

Child Protection and Safeguarding

- * Clear policy.
- * Lead Designated Person and a Deputy lead.
- * Named Person for Child Protection before/ after school and in the holidays.
- * Named Safeguarding Governor who meets termly with the Headteacher.
- * All staff trained annually.
- * Twice weekly Safeguarding updates in staff meeting minutes.
- * Clear procedures for reporting concerns.
- * Notes of concerns raised kept on file.
- * Website Safeguarding page.

Safeguarding Policies

- * Child Protection and Safeguarding.
- * Whistleblowing.
- * Intimate Care.
- * Dealing with medicines in school.
- * Behaviour.
- * Anti-Bullying.
- * Health and Safety.
- * PSHE and SRE.
- * Data Protection/ GDPR.
- * Management of allegations against staff.
- * Recruitment and selection.
- * Equality.
- * SEND.
- * Positive Handling.
- * Code of Conduct for all staff.

Online Safety

- * Clear policy - Online Safety and Acceptable Use.
- * All pupils taught how to keep themselves safe when online and how to respond if they don't feel safe.
- * Staff training annually.
- * Parent Meetings.
- * Posters for children by children.
- * Online Safety Day.
- * Links on website.
- * Up to date information for parents via the weekly email.
- * Parental permission for use of photographs on school website/ Facebook page.
- * Web Filtering.

Behaviour

- * Clear Behaviour Policy.
- * Rules developed by children for children - Playtime Rules and School Rules.
- * Behaviour logs which are analysed termly.
- * Value based school ethos - STAR Standards.
- * Playground Buddies.

Health and Safety

- * Clear policy.
- * Clear signs and rules in school.
- * Regular fire evacuations.
- * Regular Fire Risk Assessment.
- * Fire Safety training for staff.
- * Health and Safety checks by staff.
- * Annual Health and Safety Audit and Action Plan.
- * Secure Site.
- * Risk Assessments carried out for all offsite activities.
- * Risk Assessments for pupils with additional needs.

Medical Needs

- * Staff trained in First Aid.
- * 4 staff Paediatric First Aid Trained.
- * All staff trained in management of anaphylaxis shock and asthma.
- * Accident logs for each child and accident books for parents to sign.
- * 1st Aid kits in each room.

Transition

- * Reception children induction meetings.
- * Meetings from staff at pre-schools.
- * Joint interagency work between ourselves, pre-schools and Junior School.
- * Care Plans.
- * Tour and lunch, Stay and Play for new starters.
- * Buddy events every with the Junior School.
- * Year 6 Playground Buddies and Librarians.
- * Transition events and year group meetings.
- * Change over Day.
- * In depth meetings between Year 2 and 3 staff, SENCOs and Headteachers.

Interagency

- * School Nurse.
- * Social Worker.
- * Virtual School.
- * NSPCC.
- * Behaviour Support.
- * Educational Psychology.
- * SSSEN.
- * Speech and Language.
- * Occupational Therapist and Physical.
- * Hearing/ Vision Impaired.
- * Information sharing with Pre-schools and Junior School.

Training

- * All Designated Leads attend training bi-annually.
- * Safeguarding forums attended by Safeguarding Leads twice yearly.
- * Governors receive annual Safeguarding training.
- * All staff complete online Prevent training.
- * Senior Leadership Team more in depth training regarding FGM, Private Fostering, Online Safety.
- * Attendance at Derbyshire Safeguarding

Recruitment and Vetting

- * Safer Recruitment training for Designated Lead and Named governor and procedures followed.
- * All members of staff undergo full DBS checks.
- * Safeguarding is a priority when interviewing new applicants.
- * Induction and Handbooks.

Curriculum

- * Themed safety events e.g. bonfire night, road safety.
- * NSPCC Links - Speak out Stay Safe and PANTS Campaigns.
- * Celebrating diversity of different cultures and religions.
- * Keeping safe in school.
- * SEAL - themed assemblies.
- * Circle Time.
- * RE Scheme of work and visits to different places of worship.
- * PSHE Scheme of work informed by PSHE Association - hygiene, safety, drug/medicine awareness, healthy lifestyles.
- * Healthy Schools Award.
- * Bike Ability and Scooter Smart.
- * Extra Curricular provision - all external staff fully inducted.
- * Tracking of vulnerable children.
- * School Council and ECO Team - child's voice.
- * PE - exercise, staying healthy, team work, PACES and Sports Week.
- * DT - food hygiene.
- * Visits from dentist, doctor, police, lifeguard, fire brigade.
- * Sex Relationships Education.
- * Fire Safety.
- * Global Learning.
- * Fine Dinners.

Visitors

- * All visitors report to reception to sign in.
- * All visitors wear a lanyard explaining what type of visitor they are - helping parent, supply teacher, governor.

Volunteers

- * All volunteers in regulated activity are DBS checked.
- * Safeguarding policies are shared with volunteers.
- * Volunteer helper folder with key information regarding safeguarding, confidentiality and procedures.

Attendance

- * Admin team contact families of absent children.
- * Attendance and lateness tracked by Headteacher.