Safeguarding at Melbourne Infant School.
Actions we put in place to keep ALL children safe.

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 regularly.
* Parent Meetings.
* Posters for 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 Monitoring and Filtering.

Safeguarding Policies
* Keeping Children Safe in Education.
* Child Protection and Safeguarding.
* Extremism and Radicalisation.
* 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. Low Level Concerns.
* Recruitment and selection.
* Equality.
* SEND.
* Positive Handling.
*Code of Conduct for all staff.

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.

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.

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

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.
* 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.
* Bike Ability and Scooter Smart.
* Extra Curricular provision - all external staff fully inducted.
* Tracking of vulnerable children.
* Child's voice.
* SHINE Time
* MHWB – SMILERS
* PE - exercise, staying healthy, team work, Sports Week.
* DT - food hygiene.
* Visits from dentist, doctor, police, lifeguard, fire brigade.
* Sex Relationships Education.
* Fire Safety.
* Global Learning.
* Class Ambassadors.

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 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.

Medical Needs
* Staff trained in First Aid.
* 3 staff Paediatric First Aid Trained.
* All staff trained in management of anaphylaxis shock and asthma.
* Medical Tracker used to monitor incidences.
* 1st Aid kits in each room.

Training
* All Designated Leads attend training every other year.
* Safeguarding forums attended by Safeguarding Leads.
* Governors receive annual Safeguarding training.
* All staff complete online Prevent training.
* Senior Leadership Team more in depth training regarding FGM, Private Fostering, Online Safety.

Behaviour
* Clear Behaviour Policy.
* Rules developed by children for children - Playtime Rules and School Rules.
* My Concern used to log behaviour incidents and monitored.
* Value based school ethos - STAR Standards.
* Class Dojo home school link.

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

Child Protection and Safeguarding
* Audit and Action Plan.
* Lead Designated Person and two Deputy leads.
* Named Person for Child Protection before/ after school and in the holidays.
* Named Safeguarding Governor who meets termly with the Headteacher.
* Safeguarding has a standing agenda item in governor meetings.
* All staff trained annually.
* Safeguarding updates in staff meeting minutes.
* Clear procedures for reporting concerns.
* My Concern used for all concerns – including low level.

Visitors
* All visitors report to reception to sign in.
* All visitors wear a lanyard / sticker.
* Visitor information displayed in foyer.
* Service level agreements for companies used.
* Contractors procedures.

Volunteers
* All volunteers in regulated activity are DBS checked.
* Safeguarding policies are shared with volunteers during induction.