

Safeguarding at Melbourne Infant School.

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

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 and a Safeguarding report.
- * All staff trained annually.
- * Safeguarding updates in staff meetings.
- * Clear procedures for reporting concerns.
- * My Concern used for all concerns – including behaviour and mental health and well-being.

Visitors

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

Behaviour

- * Clear Behaviour Policy.
- * My Concern used to log behaviour incidents and monitored.
- * Key behavioural data shared with governors.
- * 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.

Volunteers

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

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 process.

Attendance

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

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.
- * Musician of the Month.
- * 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.
- * Paediatric First Aid Trained for staff in EYFS.
- * 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.