OUR SAFE AND NURTURING SCHOOL

St. THOMAS
C.E. PRIMARY, HALLIWELL

WHERE EVERY CHILD MATTERS

Behaviour

- A clear, positive behaviour policy underpins high standards of conduct, rooted in a strong Christian ethos and the school vision:
  "Our community united in love and learning where all can shine."
- A caring and respectful environment, inspired by Christian values of love, respect and forgiveness
- High expectations of behaviour at all times, in lessons and around school
- SHINE rules taught regularly and displayed clearly across school
- Children encouraged to make positive choices and understand consequences
- A clear behaviour zone system (Gold, Silver, Green, Amber, Red)
- Positive behaviour recognised and rewarded through praise, Class Dojo, certificates, stars, assemblies and special rewards
- Reflection and restorative conversations used to support learning from mistakes
- Sanctions applied calmly, fairly and consistently
- Serious incidents recorded on CPOMS, with early parental involvement where needed
- A tiered approach to repeated behaviour concerns, including meetings and additional support
- Targeted SEMH support, involving the SENCO and external agencies when required
- Bullying treated as unacceptable, with a strong commitment to a safe, bullying-free school
- Behaviour incidents monitored and analysed half-termly to identify patterns and frequency of individual behaviour incidents.

Our School Rules
Let your light shine

Show kindness to everyone
Have respect for adults and follow instruction
Include everyone and be a good friend
No Bullying
Everybody look after and value our school

Attendance

- 100% attendance is celebrated at the end of each term and at the end the of academic year.
- Two Attendance Bears are awarded each Friday to individual children who have shown the most improved attendance, presented during Celebration Assembly by our Wellbeing and Attendance Ambassadors..
- The top three classes each week receive recognition for their attendance.
- Our office team contact families of absent children, and offer support to pupils whose punctuality or attendance is a concern.
- Our Attendance Officer completes home visits, if required.
- We encourage strong home–school communication to remove barriers to attendance.

Internet Safety

- Acceptable Use Agreements in place for children and adults
- Online safety and digital citizenship taught across the curriculum
- Strong internet filtering and monitoring on all school devices
- Clear procedures for reporting and responding to online safety concerns
- Parental permissions in place for photographs used on the school website, social media and ClassDojo
- Partnership with parents and carers through workshops to promote safe online behaviour at home
- Weekly #WakeUpWednesday posts shared with online safety tips for parents, carers and educators
- Pupil E-Safety Champions supporting online safety awareness

Wellbeing and Pastoral Support

- Dedicated Pastoral Care Officer supporting pupils and families
- Wellbeing embedded through SHINE values and Christian ethos
- Daily feelings check-ins to identify and support children early
- Wellbeing Wednesdays and regular whole-school wellbeing activities
- Wellbeing and Attendance Ambassadors supporting peers at break and lunchtime
- Calm spaces in every classroom and a sensory and relaxation room
- Targeted pastoral support and early help interventions for pupils and families
- Strong links with external agencies and local partners, including Bright Leaders (qualified life coach) and ASPIRE
- Pupil voice, leadership roles and responsibilities actively promoted
- Parent wellbeing coffee mornings, workshops and clear communication
- Staff wellbeing prioritised, including wellbeing days and mental health first aiders
- Clear monitoring, referral and signposting systems to ensure no child is overlooked
- Worry boxes available across school and on the school website
- Breakfast provision – A daily Breakfast Club, alongside smaller breakfast and lunch clubs tailored to individual needs, offering targeted support for small groups of children in a calm, nurturing space.
- Lunchtime wellbeing clubs and access to a sports coach
- Buddy, the school's therapy dog, supporting emotional regulation
- Wellbeing Award achieved in December 2025

BRIGHT LEADERS

WAS
promoting emotional wellbeing and positive mental health

WELLBEING WEDNESDAYS

Medical Needs

- Clear First Aid and Medical Needs policy in place
- Trained first aiders available throughout the school day
- Paediatric first aid–trained staff in Early Years
- Prescribed medicines managed safely with parental consent
- Inhalers and EpiPens kept accessible in classrooms or the school office
- Accidents and medical incidents recorded and monitored
- Parents informed promptly following head injuries or serious incidents
- Well-stocked first aid kits in classrooms and shared areas
- Child and adult defibrillators available on site

Defibrillator

EpiPen

Health & Safety

- Clear Health and Safety policy, reviewed regularly
- A safe environment for pupils, staff and visitors
- Risk assessments carried out for activities, visits and events
- Health and safety training and guidance provided for staff
- Fire safety and emergency procedures in place, with regular drills
- Accidents and incidents recorded, reported and investigated
- Hazardous substances managed safely in line with COSHH
- Contractors and visitors required to follow safety procedures
- Safe behaviour promoted through the curriculum and daily practice
- Hazards and concerns encouraged to be reported promptly

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Visitors

- All visitors report to the front office on arrival
- Electronic sign-in via the INVENTRY system
- Visitor sticker and lanyard worn at all times
- Red lanyards are worn by visitors without a DBS check; green lanyards are worn by visitors with a confirmed DBS
- Safeguarding information provided in advance or on arrival
- DBS checks confirmed where appropriate
- Regular contractors' DBS verified through employer confirmation
- Visitors monitored on site to ensure pupil and staff safety

Recruitment

- Enhanced DBS checks for all adults working with pupils, including regular visitors
- Safeguarding-trained governors and senior leaders involved in recruitment
- Safer recruitment procedures followed for all appointments
- Statutory checks of the Single Central Record (SCR) carried out by the relevant person
- Personnel records quality-checked regularly to ensure compliance
- Four members of staff have received Safer Recruitment training: Mrs Fielden, Miss Berry, Mrs Kiernan and Mrs Shallaker-Gill

Anti-Bullying

- Clear procedures for pupils to report bullying
- Anti-Bullying Week promoted alongside the PSHE curriculum
- Bullying and racist incidents recorded and monitored
- Incidents reported termly to governors for oversight and accountability

ANTI-BULLYING WEEK
odd socks day

Curriculum PSHE

- Safeguarding taught through PSHE and Relationships Education
- Children learn how to stay safe, speak out and ask for help
- Teaching on healthy relationships, respect and boundaries
- Online safety embedded across the curriculum
- Anti-bullying and anti-discrimination messages promoted in lessons and assemblies
- Children encouraged to identify trusted adults
- Learning to recognise unsafe situations, online and offline
- Pupil voice activities ensure children feel heard and valued
- Police, PCSO and Fire Service visits reinforce real-life safety messages
- Pol-Ed resources used to support safeguarding learning
- Kapow Primary used to deliver a structured, age-appropriate PSHE and RSE curriculum
- Project Chameleon Global Policing delivered in Year 6 to support learning about personal safety and protecting from harm

Pol-Ed **NSPCC** **Kapow Primary**

Training

- Safeguarding and child protection training for all staff, including Prevent and FGM
- Online safety training, including filtering, monitoring and reporting concerns
- First aid training, including paediatric first aid in Early Years
- Training in medical needs, including asthma, anaphylaxis and epilepsy
- Mental health first aid–trained staff supporting pupils and colleagues
- Training in behaviour, wellbeing and pastoral support, including emotional regulation
- Safer recruitment training for senior leaders and governors
- Health and safety training, including fire safety and risk assessment
- Ongoing professional development and wellbeing training for all staff

Child Protection Policy

- A Designated Safeguarding Lead (DSL) for Child Protection, supported by a Deputy DSL
- A named Safeguarding Governor providing oversight and challenge
- Annual safeguarding and child protection training for all staff, with regular updates
- Clear procedures in place for managing concerns, suspicions and disclosures
- CPOMS used to securely record, track and analyse safeguarding concerns and patterns
- A dedicated safeguarding section on the school website to support parents and carers

SMSC

- Mini Police Team – supporting children's understanding of safety, responsibility and positive behaviour within the community
- Hello Yellow Day – promoting mental health awareness and emotional wellbeing
- British Values Days – celebrated each half term to reinforce democracy, respect, tolerance, individual liberty, and the rule of law
- School Council – giving pupils a voice and opportunities to influence school life
- Road Safety Education – helping children learn how to keep themselves and others safe
- Children in Need – fundraising and learning about empathy, kindness and helping others
- Fire Safety Awareness – learning how to stay safe and respond in an emergency
- Wellbeing Days (3 in September) – focusing on emotional health, resilience and positive routines
- NSPCC Number Day – raising awareness of keeping safe while enjoying maths-based learning
- Safer Internet Day – promoting safe, responsible and respectful online behaviour
- Children's Mental Health Week – exploring emotions, coping strategies and self-care
- Mental Health Awareness Week – supporting understanding of mental wellbeing for all
- Anti-Bullying Week – promoting kindness, inclusion and respect across the school

YOUNGMINDS Hello Yellow   **WE'RE HERE TO HELP**   **Road Safety Week**

Policies

- Safeguarding and Child Protection Policy, including procedures for reporting concerns
- Behaviour Policy, promoting positive conduct and high expectations
- Anti-Bullying Policy, including procedures for preventing and addressing bullying
- Online Safety Policy, covering acceptable use, filtering and monitoring
- Health and Safety Policy, ensuring a safe environment for pupils, staff and visitors
- First Aid and Medical Needs Policy, including administration of medicines
- Attendance Policy, promoting good attendance and punctuality
- SEND Policy, supporting pupils with additional needs
- Equality Policy, promoting inclusion and equal opportunities
- Complaints Policy, outlining how concerns are raised and addressed
- Data Protection and Privacy Policies, including GDPR compliance
- Whistleblowing Policy, enabling staff to raise concerns safely

Multi-Agency Working with Children's Social Care

- Close working relationships with Children's Social Care to safeguard and support pupils
- Timely referrals made when concerns meet safeguarding thresholds
- Active participation in Child in Need (CIN), Child Protection (CP) and Early Help processes
- Attendance at multi-agency meetings, reviews and conferences
- Information shared appropriately and securely, in line with safeguarding guidance
- Ongoing communication with social workers to support children and families
- Clear record-keeping on CPOMS to track actions, updates and outcomes
- A proactive approach to early intervention to prevent escalation of concerns

CPOMS SAFEGUARDING