



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 Warwickshire Safeguarding's procedures; it details the additional school-specific safeguarding systems and processes that we follow at Woodloes 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.

The information detailed in this document is as follows:

- Safeguarding in the local community
- The DSL Team
- Site security
- Priorities – Intent and Implementation
- Priorities – Measuring impact / Review

Safeguarding in the local community

Woodloes Primary School has a good relationship with the local community and safeguarding concerns are occasionally raised by members of the public which are followed up rapidly by the DSL Team in the school.

The DSL Team

There are 7 members of the DSL Team at Woodloes Primary School.

- Mrs Laura Morris – Designated Safeguarding Lead and Deputy Head
- Mr Andy Mitchell – Deputy DSL and Head Teacher
- Mrs Tina Lambert – Designated Safeguarding Lead and SENDCO
- Mrs Sarah Barlow - DDSL and Assistant Head
- Mrs Vic Liney - DDSL and Parent Support Advisor
- Miss Natalie Lyons – DDSL and Online Safety
- Mrs Sue Robinson – Safeguarding Governor

Their roles and responsibilities are highlighted at the start of every year, 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 throughout the year. All visitors, including supply teachers, read and agree the school's safeguarding details and systems via Inventory when signing in. This also identifies the DSL Team members and what they must do if they are concerned about the welfare of a child.



Site Security

All doors in the school are coded 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 a lanyard / visitor sticker to confirm they are permitted access. All staff and visitors sign in and out of the site using Inventory. All visitors are challenged if they are not wearing a lanyard / visitor sticker.

Priorities – Intent and Implementation

As agreed at our most recent Trust safeguarding review, the following are the school's key areas of focus for the forthcoming year:

- Further training on sexual violence and sexual harassment, including the use of sexually inappropriate language and the school's response to any incidents
- Further opportunities to 'drip feed' safeguarding messages to staff throughout the year
- Online safety training for staff scheduled annually into the overall training programme
- Recording perceived bullying incident data and having follow ups which are also recorded. Additionally, ensure all staff understand clear definitions of what bullying is and isn't.
- Ensure the school's website provides clear safeguarding messages.

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 and reported to governors. Students, staff and parents will be involved, as appropriate in different elements of review and further actions will be initiated in response. 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, through half termly School Standards Committee meetings and via the half termly School Self Evaluation report to governors.