Appendix 1 – Additional School Specific Safeguarding Information and Procedures

"Safeguarding and promoting the welfare of children is everyone's responsibility"

(Keeping Children Safe in Education 2024)

At Woodloes Primary School, we take the safeguarding of children very seriously and all staff are aware of their statutory duty to keep children safe. We adhere to all the processes and systems as detailed in our CAT Child Protection and Safeguarding Policy for Warwickshire schools which is available via our website.

Woodloes Primary School has processes and procedures which are specific to the school; these are outlined below.

Safeguarding in School

Woodloes Primary School uses *CPOMs* to record all events that cause staff concern. All staff have access to *CPOMs* and are trained in school to ensure that the system is used to its maximum effect.

Staff record all concerns by using the *Reporting a Concern* feature. This alerts the lead DSL who, having reviewed the concern, takes appropriate action and then allocates to the relevant DDSL.

DSLs meet fortnightly and monitor all incidents to identify patterns building a picture over time. These incidents are then alerted to the *Front Door* to obtain further advice from the relevant professionals. Safeguarding is reported to the SSC on a half termly basis.

Woodloes Primary School uses white forms for the reporting of any concerns about staff, including low level concerns. DSLs are clear that any allegations made against staff must be reported to the LADO at Warwickshire. This involves the completion of a Position of Trust Multi Agency Referral Form and contacting the support officer to the LADO.

Training

All staff in school have annual refresher safeguarding training, delivered by one of the DSLs which includes the local Warwickshire arrangements for safeguarding in school.

Alongside the annual refresher training, all staff complete relevant safeguarding training via *Educare* to ensure staff are abreast of Safeguarding updates.

Safeguarding is a standing item on the agenda of all meetings; this provides an opportunity to refresh training or review procedures.

Building Safety

Gates surrounding the school boundary are open from 8.30am and locked at 9am. The gates are reopened at 3:10pm to allow access for parents/carers to drop and collect children. When gates are open, there are members of staff on duty at the gates and doors into school.

The pedestrian gate allows access to school throughout the day but all access to pupils is restricted.

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 Inventry. All visitors are challenged if they are not wearing a lanyard / visitor sticker.

Online Safety

The school has a filtering system managed by Warwickshire Education Services ICT department. They also manage inappropriate use by users in school and inform the SLT in the event of a breach. All laptops have an individual login and password integrity is taught to pupils.

All adults in school are obliged to read the Acceptable User policy and sign to confirm that they have understood its contents.

The school acknowledges that the online safety of the children is of paramount importance, whilst recognising the impossibility of regulating online activity within domestic settings. To that end, all pupils are taught about age-appropriate aspects of online safety as part of the planned computing curriculum in the autumn term. Additional sessions take place in response to increasing rates of incidents emanating from inappropriate online usage and behaviour. These are reinforced every time the children use devices. Furthermore, both regular and *ad hoc* communication via email with parents and carers advises on both standing and developing online threats and opportunities. Often in response to multifarious ways in which pupils communicate via social media, these aim to both keep children safe and to reduce the amount of learning time impinged upon when dealing with extra-curricular disputes arising from inappropriate online activity.

Pupils are taught how to report if they feel unsafe online.

Further information can be found in the Online Safety policy (available on request).

Regular online safety information is shared with parents via newsletters.

Curriculum

Pupils at Woodloes Primary School are taught about aspects of personal safety through Protective Behaviours, PSHE, RSHE and assemblies. Children gain an understanding of what it means to be safe and also what they can do if they feel unsafe. Pupils are encouraged to have a network of trusted adults (network hand) that they can inform if they have their Early Warning Signs.

Relationships and work on emotions forms an important part of the work undertaken at Woodloes Primary School. Pupils are encouraged to reflect on how they are feeling and are taught strategies for managing them.

At the end of each half term, all staff review the children's network hand. Before the summer holidays, the NSPCC Pants sessions are delivered to all children.

Vulnerable Pupils

Through the focus on relationships, staff at Woodloes Primary School know the pupils well. Staff know which pupils have increased vulnerability and can quickly identify when something does not seem right. Interventions and support are implemented swiftly where needed. Some children need increased support in the short term, whilst others require a more systematic and permanent approach to support. Staff are trained to provide appropriate support and can access furtherprofessional support if it is needed.