

### Trustees

Trustees of WeST are aware of their role in safeguarding children. They review the safeguarding policy annually and ensure independent contractors have the required child protection procedures.

Iain Grafton (Chair of Trust) has overall responsibility for safeguarding within WeST and is the safeguarding trustee.



## Safeguarding Information

### Site Safety

Risk assessments carried out regularly & communicated to pupils & staff.

There are designated Health and Safety leads within the school and WeST.

There are reporting procedures for accidents with evidence of action taken and impact of action.

All members of staff are required to wear ID badges at all times.

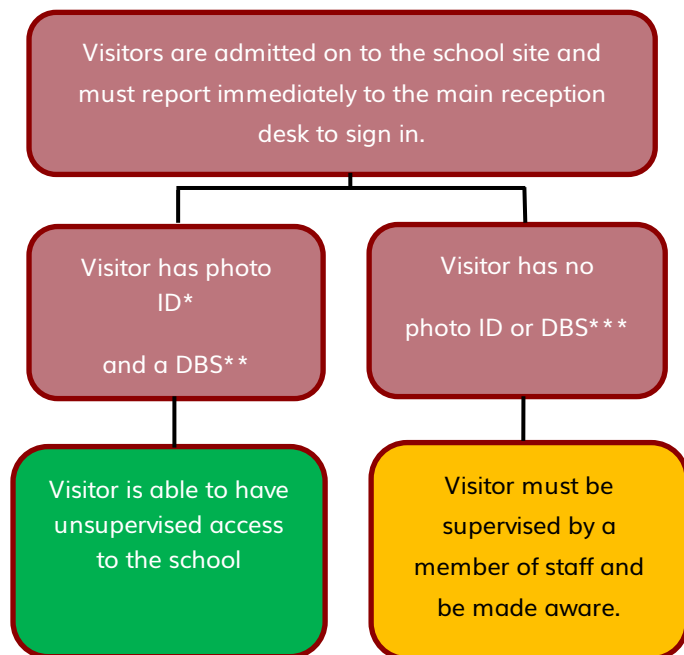
All members of staff are aware of their responsibilities to report health and safety concerns to the Site Manager or Head teacher immediately.

### What is safeguarding?

Schools have a statutory responsibility to keep children safe from harm. The National Society for the Prevention of Cruelty to Children (NSPCC) defines safeguarding as:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes

### Visitors to School



### What are schools expected to do?

Schools must comply with the current safeguarding guidance from the Department for Education, called Keeping Children Safe in Education. This means, for example:

- Having a Designated Safeguarding Lead (DSL), who is trained to support staff, contribute to assessing children and liaise with other agencies.
- Having a child protection policy, and procedures covering specific safeguarding issues.
- Ensuring that adults working in the school are safe to work with children, by carrying out background checks (through the Disclosure and Barring Service) and having someone on interview panels who is trained in 'safer recruitment'.
- Ensuring that all staff receive safeguarding and child protection training, and that this is regularly updated.

\* Valid photo ID, Driving Licence or passport,  
\*\* Schools should have a copy of letters from external agencies to confirm that their employees are DBS checked.  
\*\*\* If a visitor does not have the relevant ID/checks they must wait until a suitable member of staff is available to supervise access.

All visitors must sign in using Inventory. The member of staff signing the visitor in must ensure the visitor must wear a lanyard and must be supervised.

The following policies are linked to information contained in this leaflet:

- Child Protection & Safeguarding
- Health and Safety
- Whistleblowing
- Behaviour
- Pupil Attendance
- Sex and Relationships
- First Aid
- Medicines in Schools
- Intimate Care
- Anti-Bullying
- E-Safety
- Safer Recruitment

## Entry and Exit from the school

- All visitors must use the main entrance during the school day. This is controlled by an intercom system linked to the school reception.
- All visitors must report to the main reception upon entering the school premises to sign in.
- The side entry gates from Litchaton Way and Larkham are open from:  
8.30– 9.15am  
3.00– 3.45pm
- Side gates are locked during school hours.

## STAFF

### Staff Conduct

All staff are required to work in a professional way with children. All staff should be aware of the dangers in:

- Working alone with a child (e.g. a door should always be open or a clear view into the room maintained).
- Physical interventions, never prolong contact, extreme measures in order to keep child safe.
- Cultural and gender stereotyping.
- Dealing with sensitive information.
- Giving and receiving gifts from parents and children
- Contacting children through private telephones (including texting and), emailing, using MSN, or social net-working sites.
- Disclosing personal details inappropriately.
- Meeting pupils outside school hours or school duties.

### Confidentiality

Members of staff may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or her/his family must never be disclosed to anyone other than on a need to know basis. Pupil and staff records are all kept securely.

### Safe Recruitment

When recruiting new staff at least one member of the interview panel must have completed Safer Recruitment training.

### Designated Safeguarding Lead (DSL)

The designated members of staff keep child protection records securely, offer advice and support to colleagues, pass on concerns to the relevant authorities and liaise with agencies. The designated members of staff at Woodford Primary are:

- Katie Patrick, Danielle Ritchie, Matthew Bennett, Charlotte Latham and Anita Milbourn

### Allegations against a member of staff

Any concerns about a member of staff's conduct should be passed on to the Head Teacher. The school has a Managing Allegations Against Staff policy which outlines how any allegations will be responded to.

### Single Central Record

The Single Central Record holds information on all staff, volunteers and contractors working in the school. The admin staff are responsible for the upkeep of the SCR and the Head Teacher and monitors it (OFSTED requirements).

## PUPILS

### Physical Contact and Restraint

Members of staff may have to make physical interventions with children. Members of staff should only do this where it is necessary to protect the child, or another person from danger and when the member of staff has received appropriate training.

### Photographing Children

We understand that parents/carers like to take photos of their children or video them in the school play, at sports days or school presentations. This is a normal part of family life and we do not discourage parents from celebrating their child's success.

However, there are restrictions on the use of images of children (e.g. data protection) and may be health and safety considerations. We adhere to the following guidelines:

- We seek written parental consent for the use of photographs and images for use by the school (including the school website and brochures) when a child joins the school.
- If visitors come to the school to make videos or take photographs for use outside the school, we will seek specific parental consent.
- Staff should be sensitive to the feelings of pupils who may be uncomfortable about being photographed.
- Staff should be aware of the use of flash photography and the impact it may have on some of our pupils.
- Children are not named in our publications.

### Children with SEN

We recognise that statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. All members of staff who support these pupils will be made aware to the need for vigilance for the signs of abuse

### FAQs

*Who should I speak to for more information, or if I have a safeguarding concern?*

You can speak to any member of staff, but we recommend that your first point of contact is your child's class teacher or our DSL, Katie Patrick.

*Who should my child speak to if he/she has a concern?*

Your child can speak to any trusted adult in school. The adult will refer to the DSL if there is a concern about the safety of the child.

*How can I access more relevant information or policies?*

Copies of key safeguarding policies and documentation can be viewed on our school website at

[www.woodfordprimary.co.uk](http://www.woodfordprimary.co.uk)

Further information can also be found via the Plymouth Safeguarding Children Partnership website at

[Home - Plymouth Safeguarding Children Partnership \(plymouthscb.co.uk\)](http://Home - Plymouth Safeguarding Children Partnership (plymouthscb.co.uk))