



September 2024

## **Appendix 1 - Additional School Specific Safeguarding Information and Procedures**

At Wood End 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 of the processes and systems detailed in our Child Protection and Safeguarding Policy - Warwickshire which is available via a hyperlink on our website. In addition, the following school specific processes and procedures are followed

### **Safeguarding in School**

Wood End uses CPOMS to record all events that cause staff concern. All staff have access to the system and the training in school advises on how to complete CPOMS effectively. All safeguarding incidents are logged as 'Cause for Concern'. Staff then alert all SLT trained to DSL level.

DSLs then review the alert and take the appropriate action. Incidents are monitored by the safeguarding team to identify patterns that may indicate issues over time. Safeguarding is reported to the School Standards Committee on a half termly basis.

Yellow forms remain in place for the reporting of any concerns about staff including low level concerns. DSLs are clear that any allegations made against staff need to be reported to the LADO at Warwickshire.

### **Training**

All staff in school have safeguarding training, delivered by one of the safeguarding team, before they start working at Wood End. There is then an annual refresher reflecting the training delivered by Warwickshire which also includes the local arrangements for safeguarding in school.

Teaching staff also have access to National College which features a wide range of training modules that can further enhance their safeguarding knowledge.

Safeguarding is a standing item on all meeting agenda and this provides an opportunity to refresh training or review procedures.

### **Building Safety**

The safety of pupils and staff on site is paramount. Gates within the school boundary remain locked during the day minimising access of the public to school grounds. When gates are open, there are members of school staff on duty at the gates and doors into school to ensure all visitors report to the school office.



The main gate and the pedestrian gate allow access to school throughout the day, but all access to pupils is restricted.

All visitors to school site are signed in and there is no access to children before they have been vetted by the school office. Visitors to school wear a pass and staff are trained to challenge any visitor not wearing a badge.

### 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 have to read the Acceptable Use policy and sign to say they have understood this.

All pupils are taught about age-appropriate aspects of online safety as part of the planned computing curriculum in the Autumn Term each year. These are reinforced every time the children are using devices.

Pupils are taught how to report if they feel unsafe online. Additional lessons may be planned in the event of incidents arising throughout the academic year.

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

Wood End subscribes to National Online Safety which provides information and training to staff, lessons for pupils and guidance for parents.

### Curriculum

Pupils at Wood End are taught about aspects of personal safety through Protective Behaviours, 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 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 Wood End. Pupils are encouraged to reflect on how they are feeling and are taught strategies for managing them. Using Zones of Regulation, pupils are able to indicate how they are feeling and allows further follow up with staff if needed.

### Vulnerable Pupils



Through the focus on relationships, staff at Wood End know the pupils well. Staff know which pupils have increased vulnerability and can be quick to identify when something does not seem right. Interventions and support are implemented quickly 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 further professional support if it is needed.

Examples of support in school include:

- 1:1 play therapy
- social skills groups
- Draw and talk
- Nurture support
- Daily check-ins with a designated adult
- Class lessons on a specific theme
- Playground support
- Circle of friends

### **Pupil Reporting**

Pupils are taught about their network of trusted adults. These are people who they can inform if they feel unsafe and have their Early Warning Signs.

Pupils also have access to E-Schools - our online learning platform - and there is a red whistle they can use to report anything to their class teacher. These messages are automatically sent to SLT too. Also on this platform is the number for Childline in case a child needs to use this service.

Assemblies are used to reinforce these messages. Before each holiday, when some children are increasingly vulnerable, pupils are asked to review their network as school staff are unavailable.