

Appendix 1: School-Specific Safeguarding Information and Procedures

Overview

This appendix complements the comprehensive *Child Protection and Safeguarding Policy*, which aligns fully with Warwickshire Safeguarding procedures. It outlines the specific safeguarding systems and practices implemented at Heathcote Primary School, as well as key contextual considerations that inform our safeguarding approach to ensure the safety and wellbeing of all pupils.

This document includes the following sections:

- Safeguarding in the Local Community
- The Designated Safeguarding Lead (DSL) Team
- Site Security
- Safeguarding Priorities – Intent and Implementation
- Safeguarding Priorities – Measuring Impact and Review

Safeguarding in the Local Community

Heathcote Primary School maintains a positive relationship with the local community. Safeguarding concerns are occasionally raised by members of the public or through external lettings; these are promptly addressed by the DSL team. The school continues to collaborate with local partners, including community police, to enhance safety during key transition periods—particularly at drop-off and pick-up times when traffic volume increases and poses potential risks.

The DSL Team

Heathcote Primary School has eight members on its DSL team. Their roles, responsibilities, and locations are communicated to all pupils at the beginning of each academic year and to staff during induction and annual safeguarding training. DSLs are easily identifiable by their rainbow lanyards. Reminders are issued regularly throughout the year.

All visitors, including supply staff, receive a safeguarding leaflet upon arrival. This document outlines the school's safeguarding procedures, identifies DSL team members, and provides guidance on how to report concerns.

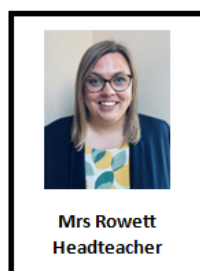
The following safeguarding information is prominently displayed in every classroom, office, corridor, and the school's entrance hall:



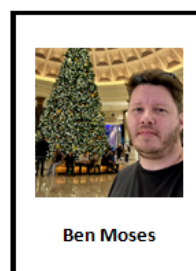
Safeguarding at Heathcote Primary School

The safety of our children is our primary concern and we have systems, policies and procedures in place to work hard to promote their safety and wellbeing.

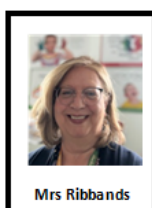
The Designated Safeguarding Lead for Heathcote School is:



The Designated Safeguarding Governor is:



The Deputy Designated Safeguarding Leads for Heathcote School are:



*** ALL VISITORS MUST SIGN IN AND SHOW PHOTO ID ***

Visitors will be provided with either:

- ☐ A **GREEN LANYARD** if DBS checks are seen (or Safeguarding recognised Warwickshire/CAT ID)
- ☐ A **RED LANYARD** if no DBS checks are seen (no unsupervised contact with children)

School staff will be wearing either:

- ☐ A **RAINBOW LANYARD** - these people are DSL staff
- ☐ A **BLUE LANYARD** - these people are members of school staff

All children and adults in the school are aware of these safeguarding identification indicators for visitors.

Whilst visiting the school you may notice something about a child that causes you concern or a child may choose to share information

of concern with you. If a child tells you something of this nature, please follow this procedure:

RECOGNISE

If a child discloses information or you have concerns, remain calm and offer reassurance.

RECORD

Tell the child you need to pass the information on

Make a written note of what is said/has happened

REPORT

Immediately pass all information to Mrs Rowett, Mrs Abernethy, Miss Verhofstad or any DDSL on the safeguarding noticeboard.

If you are unable to contact a DSL, **anybody can make a referral:**

Warwickshire Family Connect: 01926 414144

If you are concerned about a member of staff speak to the Headteacher, Mrs Rowett or the Chair of Governors Mr James Stacey.

Site Security

All school doors are controlled via key card access to maintain secure entry throughout the day. Visitors must report to the school office upon arrival. The school hall, which may be used for events, has a separate access point and requires a key card to enter the main school building.

The school is bordered by roads and is protected by high perimeter fencing to ensure site security.

All staff wear school-issued lanyards to confirm their identity. Visitors must wear lanyards at all times:

- **Red Lanyards** – escorted access only.
- **Green Lanyards** – DBS-verified visitors permitted unescorted access.

Visitors not wearing a lanyard will be challenged.

Priorities – Intent and Implementation

The following are the school's key areas of focus for the forthcoming year:

- **Enhancing our pastoral team** – The pastoral team—including the SENDCO, DSLs, Thrive Practitioner, and Attendance Lead—will work collaboratively to identify and support pupils and families in need. Support may include Early Help pathways, personalised timetables, targeted interventions, referrals to social care, and engagement with external professionals.
- **Improving Attendance** – The school will monitor persistent and severe absenteeism, implement appropriate interventions, and escalate concerns where attendance is a safeguarding issue. Collaboration with the local authority attendance officer will be strengthened. Attendance incentives will be strengthened to continue to reward both consistent and improved attendance.
- **Safeguarding training for all members of staff** – All staff, volunteers, and governors will receive safeguarding updates and training. For staff who may not attend regular meetings (e.g., midday supervisors, external providers), safeguarding information will be shared via email and displayed in the staff room for easy access.

Safeguarding information on school website - the school will implement a system for **weekly safeguarding updates** to be shared with parents. These updates will include key messages, reminders, and relevant safeguarding developments to promote transparency and reinforce the school's commitment to child protection.

This communication will be delivered through established channels such as the school newsletter, emails, ensuring that all families remain informed and engaged with the school's safeguarding practices.

Priorities – Measuring Impact and Review

All safeguarding initiatives are currently being implemented or embedded. Progress will be reviewed at regular intervals throughout the academic year. Feedback will be sought from pupils, staff, and parents where appropriate, and further actions will be taken in response.

The impact of these initiatives will be reported to the governing body through:

- DSL meetings with the Safeguarding Governor
- School Standards Committee meetings
- The School Self-Evaluation Report