

## **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 Heathcote 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**

Heathcote has a good relationship with the local community and safeguarding concerns are occasionally raised by members of the public and external lettings which are followed up rapidly by the DSL team in school. Heathcote continue to work with our local partners, community and community police to improve safety at key transition times where the volume of traffic around the school significantly increases at drop off and pick up times presenting a risk to safety.

### **The DSL Team**

There are six members of the DSL Team at Heathcote Primary School. Their roles, responsibilities and locations are highlighted to all students 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. DSLs are easily identifiable by wearing rainbow lanyards. Regular reminders are also provided to all throughout the year. All visitors, including supply teachers, receive a leaflet upon arrival which details our safeguarding systems and approach and which identifies the DSL Team members, their location and what they must do if they are concerned about the welfare of a child.

The following information is visible in every classroom, every office and on every corridor, as well as in the entrance hall of the school:

## 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 Front Door: 01926 414144**

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

## Site Security

All doors in the school are key card controlled to ensure secure access throughout the day. All visitors must report to the school office. On occasion, events take place in the school hall. The school hall has a separate access point and requires a key card to access the main body of the school. As the school is bordered by roads, the school has high perimeter fencing that ensures site security.

All staff wear school lanyards to confirm they are part of the school community. All visitors to the school must wear a lanyard to confirm they are permitted access. Red lanyards identify visitors who must be escorted while green lanyards are used to identify those who are DBS checked and are permitted to move around the school unescorted. All visitors are challenged if they are not wearing a lanyard.

## Priorities – Intent and Implementation

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

- **Developing our pastoral team** – Our pastoral team, including the SENDCO, DSL team, Thrive Practitioner and Attendance lead to work in unison to identify pupils and families that require additional support. Support may include, and is not limited to, an Early Help pathway, personalised timetables and interventions, referrals to social care, liaising with local professionals, monitoring and tracking.
- **Improving Attendance** – To track and monitor persistent and severe absentees and to quickly and effectively implement school policies and practices to support these children and ensure attendance improves. To monitor where poor attendance is a safeguarding concern and report these to the appropriate bodies. To work effectively with the new local authority attendance officer to escalate and action concerns around attendance. To launch new attendance incentives for September 2024 to rewards both high attenders and improved attenders.
- **Safeguarding training for all members of staff** – The school will ensure that all members of staff, volunteers and Governors receive key safeguarding messages and training that are delivered during staff meetings and staff briefings that may not be attended by all members of staff, for example midday supervisors, external sport providers. Information will be shared via email and require a read receipt in order to track that staff have received and read the information.
- **Safeguarding information on school website** - DSL team to create an action plan to monitor safeguarding information on the school website to ensure statutory content is in

place and up-to-date and to agree a timeline for updating less urgent content.

### **Priorities – Measuring Impact and 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. 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 and through School Standards Committee meetings and via the School Self Evaluation report to governors.



