

Training

The school ensures that all members of staff (including admin and lunchtime staff) receive the statutory Safeguarding training every 3 years. Senior Leaders (The HT, DH, SENCo and Phase Leaders) all have had the level 2 training, which is refreshed every 2 years. There are notices up in school which detail who the designated CPO staff are so that staff, parents and children are aware.

The school offers additional training on top of the statutory requirements – in Sept 17 staff attended Safeguarding refresher training, and the HT provides regular updates to staff and governors. Safeguarding is the first agenda item in both the teacher and TA weekly meetings: key terminology (e.g. acronyms such as FGM) is recapped, as well as the signs of different types of abuse, and staff are able to share any safeguarding concerns over particular children that other staff need to be aware of. Safeguarding is also a standing agenda item in governors' meetings. All members of staff have completed the online Prevent training course, which addresses extremism and radicalisation.

The HT, DHT, AHT and some governors have completed the 'Safer Recruitment' training. The Bursar is responsible for ensuring the 'Single Central Record' is in order and this is signed off termly by the HT and Chair of Governors.

Volunteers undergo the relevant DBS checks. They are provided with a 'Safeguarding cue card' which details a succinct summary of the 'Dos and Don'ts' in the event of a child making a disclosure.

At induction, all staff are made aware of the schools' Safeguarding policies, which are also on display in the staffroom alongside a glossary of key terms. Staff have also been asked to read the 'Keeping Children Safe in Education' DfE 2016 publication – a copy of this is on display in each classroom and is initialled to indicate that

Attendance

Attendance is good at the school (97% compared to 96% nationally). Any unexplained absences are followed up by the school office who contact parents on the same day. If attendance drops below 96%, parents are sent a letter to inform them that attendance needs to improve. If a child has persistent poor attendance (below 90%), parents are asked to attend a meeting with the HT to agree an 'Attendance Action Plan'. Our percentage of persistent absenteeism is very low (4% compared to 9% nationally). We also track the attendance of vulnerable groups of pupils – we have a 4.7% absence rate for FSM children, which is lower than the national average of 7%. The school may issue 'Fixed Penalty Notices' to parents for unauthorised absences for periods of over 10 sessions.

Owlsmoor Primary School



Safeguarding 'In a Nutshell'

Record Keeping

The school stores blank Child Protection Disclosure Records and Body Maps centrally in the staffroom. Staff fill these in if they have a safeguarding concern and pass these on to the CPO, or another senior leader with the relevant training.

The HT keeps a copy of any Safeguarding forms along with details of the action taken. A copy of the forms are also kept in each pupils' folder. If teachers have children in their class that they are monitoring closely due to safeguarding concerns, they also log any ongoing concerns in this folder.

Any issues of bullying or racial/homophobic discrimination are reported to the HT, who records them in a log book.

Prior to attending child protection meetings regarding particular children, the HT will ask the class teacher to complete a 'Welfare Check' form detailing how the child is getting on (e.g. whether they are getting support at home, whether they are clean/tidy, how they are performing academically). This information is then shared with the parents and the relevant professionals.

Risk Assessments

Before taking children on any off-site visits, the group leader will complete a risk assessment using the LA's 'Frontline' system. This will then be sent for approval by the HT or LA depending on the distance of the destination.

At induction, all staff are given a Health and Safety briefing which includes details of what to do in the event of a fire alarm and the Broadmoor alarm. The site controller has daily responsibility for the safety and security of the school site and this is overseen by the HT and governors.

The school has a number of staff who have attended relevant First Aid training and there are designated First Aid areas at playtimes and lunchtimes. Injuries are recorded in a First Aid log and parents are notified through slips or phone calls home. Medication is stored in the school office and requires parental consent/instructions. Accident forms are completed in the event of any more serious injuries. Health Care plans for children with particular needs are shared with the relevant staff and are displayed in the staffroom. The school seeks specialist medical support/training from the school nurse as required.

Pastoral Support

The school employs a part-time FSA. Her role is to provide support for families who are in need – this may involve direct work with children, or providing support, strategies and advice for parents.

Each class has a 'Worry Box' – children are able to post any worries that they may have in the box for their class teacher to see.

Our vulnerable children are able to access support such as ELSA sessions or Lego Therapy delivered by trained staff in school. The school also enlists the support of external services, such as Daisy's Dreams who support children following bereavements.

Behaviour

The school has a clear behaviour policy. This is shared with new staff during their induction.

Each class has a 'Class Charter' clearly on display and there is also a 'Playground Charter' on display outside – the charters serve as a code of conduct for behaviour.

Phase leaders monitor 'Behaviour Slips' for the classes in their phase every half term – they then address any issues that emerge from these (e.g. children with several slips).

Any children who exhibit particularly challenging behaviour have a 'Personal Behaviour Plan' which contains information such as typical triggers as well as strategies for managing the child – this is then shared with the relevant staff. The school also has several members of staff who are 'Team Teach' trained – this training focuses on de-escalation, and positive handling including restraint.

The school has recently introduced a 'zoned' system for lunchtimes, with clearly defined areas of the playground (e.g. skipping zone, 'chill and chat' zone etc) and a designated member of staff to supervise each zone. This is to provide more structure for playtimes and is in response to a request from the School Council.

As well as keeping parents informed on how their children are performing academically, the school also works in close partnership with parents in relation to behaviour, making sure that they are aware of any concerns that we might have.

Children completed a 'Safety Survey' in spring 2017, which returned a very positive response with 92% of children reporting that they feel safe at school.

Key to abbreviations

<u>Abbreviation</u>	<u>Meaning</u>
AHT	Assistant Headteacher
CPO	Child Protection Officer
DBS	Disclosure and Barring Service
DHT	Deputy Headteacher
ELSA	Emotional Literacy Support Assistant
FGM	Female Genital Mutilation
FSM	Free School Meals
FSA	Family Support Advisor
HT	Headteacher
LA	Local Authority
SENCo	Special Educational Needs Co-ordinator
TA	Teaching Assistant