

## Safeguarding at Hillside Infant School

### Fire



- All equipment is serviced regularly
- Fire drills are practised each term and at different times of the day
- Signage indicates exits
- All adults and children know the assembly points

### Visitors



- Where a visit is scheduled, details will be shown on the school calendar
- All visitors will sign in at reception, have ID checked (and DBS if appropriate) and be given a lanyard
- Lanyard colour indicates whether wearer is staff, governor, DBS holder or DBS status unknown/no DBS clearance
- Visitors without DBS clearance will be accompanied at all times where there are children on site

### Volunteers



- Volunteers complete an application form, are interviewed and have to provide two references
- DBS is required for new application even if current holder for alternative organisation
- Safeguarding briefing given and volunteers are encouraged to do free online training

### Attendance



- Families are encouraged to contact school as soon as they are aware that their child is too unwell to attend or has to attend a medical appointment
- Families of absent children are contacted as soon as possible after registration
- In the event of no response, contact is attempted with all numbers available
- Failure to make contact may result in a home visit or notification of police if there are any concerns.
- We only know children are safe and well when they are in school and therefore will pursue all absences

### School visits






- A comprehensive risk assessment is undertaken which considers risks associated with the venue, mode of transport, medical needs and special needs of each child
- Adults who accompany on trips will have DBS clearance
- Coach companies will be asked to complete a declaration that their vehicles and drivers meet all of our safety standards
- A first aider will accompany all trips and the Welfare Officer will sign off the medical parts of the risk assessment
- Adult:child ratios will always be strictly adhered to
- The Headteacher will sign off the completed risk assessment

### School site



- The school is a secure site between the hours of 9.00 a.m. – 3.00 p.m. which means that all external doors and gates are secured. Nursery gates are manned when they are open between these times.
- Key pad entry enables staff to access the school and all other visitors have to be allowed entry by alerting the school office
- The school site is checked at regular daily intervals by the site manager
- Any defective or damaged equipment is removed if unsafe and all repairs required are recorded

<p><b>Medical Needs</b></p> 	<ul style="list-style-type: none"> <li>• A list of trained first aiders (both <i>paediatric</i> and <i>at work</i>) is displayed in the medical room</li> <li>• All teachers and teaching assistants have annual training on the use of asthma inhalers and epi-pens.</li> <li>• Children with particular medical conditions and allergies have personal medical plans</li> <li>• Liquid paracetamol can be given (with permission) to children with mild pain or raised temperature</li> <li>• A defibrillator is available on the school site</li> </ul>														
<p><b>Child protection</b></p> 	<ul style="list-style-type: none"> <li>• Several staff members are trained in child protection and a register is kept of all child protection training undertaken</li> <li>• Safeguarding children is everyone's responsibility and therefore all staff receive basic training</li> <li>• All concerns are logged, dated and signed. Every concern will have a follow-up action ranging from monitoring the situation to onward referral to children's social care</li> <li>• The school will attend 100% of core group and child protection meetings</li> </ul>														
<p><b>Social and Emotional Wellbeing</b></p> 	<ul style="list-style-type: none"> <li>• There is a qualified therapeutic play and family support worker in school who can respond to any concerns about a child's emotional wellbeing</li> <li>• Children can have help in a group or individually</li> <li>• Parents/carers can be involved in joint sessions if considered useful</li> <li>• Children can be referred to Child and Adolescent Mental Health Service if their needs meet the threshold</li> <li>• School can signpost to other agencies and resources</li> </ul>														
<p><b>Bullying</b></p> 	<ul style="list-style-type: none"> <li>• All reported incidents are recorded and investigated</li> <li>• British Values are taught to support children learn how to understand acceptable and kind behaviour</li> <li>• Low level incidences of children being unkind to one another, perhaps due to social immaturity, are addressed sensitively</li> </ul>														
<p><b>Keeping safe on line</b></p> 	<ul style="list-style-type: none"> <li>• A range of suitable resources for young children are used to start the conversation about on-line safety and the importance of not sharing personal information on line</li> <li>• Parents are supported with links on the website and newsletter alerts to safe browsing search engines and relevant information</li> </ul>														
<p><b>Key people</b></p> 	<table border="0"> <tr> <td>Site Manager</td> <td>Mr M Haines</td> </tr> <tr> <td>Attendance/ Welfare</td> <td>Mrs B Maclachlan</td> </tr> <tr> <td>Online Safety</td> <td>Mrs L Califano/Miss Pugh</td> </tr> <tr> <td>Social and Emotional issues</td> <td>Miss N Pugh</td> </tr> <tr> <td>Bullying</td> <td>All staff</td> </tr> <tr> <td>Family Support</td> <td>Miss N Pugh</td> </tr> <tr> <td>Volunteers</td> <td>Mrs K O'Donnell</td> </tr> </table>	Site Manager	Mr M Haines	Attendance/ Welfare	Mrs B Maclachlan	Online Safety	Mrs L Califano/Miss Pugh	Social and Emotional issues	Miss N Pugh	Bullying	All staff	Family Support	Miss N Pugh	Volunteers	Mrs K O'Donnell
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**Designated Safeguarding Lead – Mrs R Fennell, Headteacher**

**Deputy Safeguarding Lead – Miss Natalie Pugh, Pastoral Care Lead**

**Designated Governor – Mrs Gemma Thomas**