

Chapel End Infant School & Early Years Centre

Safeguarding Newsletter

September 2016

Safeguarding Overview

The safety and well-being of children is paramount to all we do at Chapel End. School policies and procedures are in place to ensure that all members of the school community can work together in a way that supports safeguarding for all. All policies relating to safeguarding are available on the School website. Hard copies of policies are kept in school and can be seen on request. Alongside our policies we have a Home School Agreement and a Code of Conduct for parents, carers and visitors that set out clear expectations for all. The Code of Conduct is shared with all parents and carers and is displayed in the parents' noticeboard.

Staff

Safer Recruitment procedures are followed when advertising for and appointing new staff and all staff are subject to enhanced disclosure and barring (DBS) checks. Governors are confident that robust procedures are in place to overcome the risk of employing anyone who is not suitable to work with children.

All staff have safeguarding training at least once every 3 years, usually in September as well as receiving updates at least once a year. Designated Safeguarding Leads are required to renew their training every 2 years in addition to this and also undertake other training relating to specific safeguarding issues.

Volunteers in school always work under direction and within sight of school staff. Adults who volunteer on a regular or long term basis are DBS checked.

Designated Safeguarding Leads (DSLs)

These are key members of staff who have responsibility for all safeguarding issues in the school and Early Years Centre. All concerns are reported to one of the Designated Leads who then takes on the responsibility of making sure that proper procedures are followed to address the concerns raised. However, all school staff do have a duty to report any concerns that they may have or anything brought to their attention by a child or another member of the school community. The School also has a safeguarding governor who comes into school once a term to ensure that policies, procedures and action plans are reviewed and updated. The Local Authority has a Designated Safeguarding Officer (LADO) who supports and guides the School.

Designated Safeguarding Leads

Terri Martin (Headteacher) 

Debra Noakes (Deputy Headteacher) 

Karen Wishart (Assistant Headteacher) 

Deputy Designated Leads

Chris Little (Learning Mentor) 

Linda Murray (Early Years) 

Sarah Jayes (Early Years) 

Sarah Wales (Early Years) 

Safeguarding Governor (Interim): Alistair MacLellan



Alistair is the Chair of Governors and is stepping in as Safeguarding Governor following the resignation of our long-standing Safeguarding Governor who has moved away.

Risk Assessments

The school carries out risk assessments on a wide range of school activities and events. These are reviewed by the Senior Leadership Team (SLT) and relevant members of staff or school community and updated as necessary.

First Aid

There are a number of first-aid trained staff across both sites covering first-aid at work and paediatric first-aid. Procedures for first-aid are rigorous.

Educational Visits

All educational visits are planned in advance and follow a set procedure. A visit proposal outlines the reason for the visit, which is always linked to learning, and this is followed by an information gathering process to establish the suitability and affordability of the visit. Staff visit the venue and detailed risk assessments are carried out to ensure the safety of everyone on the visit. Volunteer helpers are fully briefed and asked to sign an agreement form that sets out expectations for the visit.

Visitors

All visitors to the school site are signed in and required to wear a visitor's badge. They are also given our Code of Conduct and a sheet summarising emergency procedures and what to do if there are safeguarding concerns.

Volunteers, students and temporary staff have an induction session and are provided with information detailing safeguarding and health and safety practices and expectations.

Daily Routines

School routines are designed to keep children safe and secure during the school day. Beginning and end of day procedures ensure that children are delivered to and collected from school safely. Appropriate supervision and a wide range of play activities during break and lunch times help children to have positive play times. The school takes a caring and supportive approach that helps children to feel secure and happy in school.

E-Safety



There are many positive aspects to the use of the internet and related technologies that we need to embrace but there are also risks if its use is not properly managed. The School has a policy and systems in place to make sure that staff and children use technology in a way that does not compromise their safety.

The school has held a workshop in school to talk to parents about how they can help to ensure that their children stay safe when using the internet and related technologies.

Staff have received e-safety training and children are taught about staying safe on the internet through the computing curriculum and through e-safety assemblies.

The school regularly reviews its policies and practices in line with new developments in technology and keeps parents informed about any changes or issues of concern.

School Sites

All statutory and compliance checks on the school sites are carried out as required.

Regular fire equipment and alarm checks are carried out as well as half-termly fire drills. There are established evacuation procedures and a number of staff are trained Fire Marshalls.

Ongoing health & safety assessments are carried out by all staff and any concerns are reported to site staff so that they can be addressed without delay.

If you have any questions or comments to make about any aspect of safeguarding we are more than happy to hear from you. Please feel free to contact the school office or put any comments in writing.