

## Visitors to School

All visitors need to enter via the main reception, sign in and wear a visitor badge at all times.

Safeguarding posters, including the DSL team names/pictures are displayed around the school and upon entry.

When being signed in, visitors are provided with a safeguarding information booklet and their attention is drawn to the DSL team and safeguarding posters. They will explicitly be told who they should seek out should they have a safeguarding concern.

Staff should challenge visitors they see around school and ask why they are here, especially if not wearing a badge.

Visitors should be escorted to their destination and, may need to be accompanied at all times. The office staff ensure suitable supervision upon their arrival.

## Health and Safety

Policy in place that all staff must read.

Seen as everyone's responsibility to be aware of risks and to reduce these. It is a standing item on meeting agendas.

Staff ensure children are in uniform suitable for the activities they undertake.

Headteacher's responsibility with day-to-day tasks delegated to the business manager and site manager.

Daily site walks by the site manager to check for emerging risks.

## Single Central Record and Recruitment

We are clear in advertisements that safeguarding is a priority here at Mill Mead and that any job offer will be subject to rigorous safeguarding checks being undertaken.

We record evidence that the necessary checks for adults within our school have been undertaken on the SCR. This ensures that only appropriate adults are working with our children.

The HT, DHT and SBM monitor the SCR and ensure it is up-to-date and cross referenced with out personnel files.

# Safeguarding at Mill Mead Primary



## Attendance

Morning and afternoon registers for all children.

Attendance and lateness are monitored by SLT and classroom staff. This could be reported as a safeguarding concern.

Office staff seek out reasons for absence.

List of vulnerable or at risk children known by office staff and teachers so that their absence can be reported to a member of the DSL team immediately.

Home visits are undertaken where there is a safeguarding concern over absence.

School engages with children's services to make referrals when there is a perceived safeguarding concern. We also inform professionals involved with families of absence as soon as it is known to us.

Persistent absenteeism is tackled and we work with our Local Attendance Officer to improve attendance.

## Staff Conduct

Code of conduct in place that all staff must read and follow.

Staff behave in an appropriate manner and wear appropriate clothing.

Whistleblowing policy in place that all staff meaning staff should report any conduct by another member of staff that falls below the expected standard or puts a child at risk.

## Governors

All governors have a responsibility to ensure safeguarding policies and responsibilities are undertaken by school staff. The hold the headteacher to account over this.

We have a governor with a designated responsibility for safeguarding. They undertake audits and report back to the full governing board.

The headteacher (DSL) keeps FGB or Chairs informed of safeguarding concerns and any allegations against staff.

## Child Protection

We have a culture where everyone knows it is there responsibility to protect children and our Child Protection Policy formalises this.

Our DSL team engage with external agencies and attend meetings to support the protection of children.

Our DSL team meet weekly to discuss safeguarding concerns and the strategic management of safeguarding.

## Training

Annual training is provided for all staff and DSLs re-train every two years. Those involved in recruitment undertake safer recruitment training. All governors receive safeguarding training as part of their induction.

We engage with external audits of safeguarding and use their outcomes to inform our training and development priorities to keep children safe.

Training is provided throughout the year from external sources or via team briefings. This responds to ongoing trends in concerns identified within our context.