

Safeguarding at Downsview

At Downsview, we have embedded an ethos where everyone is responsible for safeguarding.

These are headlines, not a fully comprehensive list of what is in place.

Safer Recruitment

Policy procedures, checklist in place.

New starter packs / templates / adverts / job descriptions/ specifications.

HT, SLT, HR Officer & 1 Gov- SR trained.

How do GB know?

Annual Safeguarding audit by LA

Attendance on interview panel

Safer recruitment checklist completed by HT and reported to gvns

Induction of new staff completed

Termly SCR monitoring by Head

GDPR

All staff receive annual GDPR training

New procedures implemented when advised.

SBM informs Gvns of any updates

Annual independent DPO audit

DP Team Staff have received role specific data protection training

DP Policy and documentation reviewed annually by DPO under SLA

Procedures in place for transfer of safeguarding information regarding new starters and leavers

Image consent & photography and filming guidelines in place

How do GB know?

Termly report to FGB by link governor who meets with GDPR school team

Appropriate Training

All staff receive annual Safeguarding training // PREVENT and DSLs receive specialist training. Update training throughout year.

SLT Induction Meetings for new staff.

First aid, Epipen / diabetic training

How do GB know?

Training register outlines the training and HT report to Gvns

Fire Safety & Lock Down

Termly fire drills - recorded in Fire log book, reported to GVNS termly.

Site Manager- deliver introduction to fire drill to EYFS

Fire alarms tested and recorded weekly.

Hazards in front of fire exits identified and removed in daily H & S walk by Site Manager.

Fire exit plans throughout school.

Lock down plans in place, notification systems in place

Annual Fire Risk Assessment - all actions addressed; result: Low Risk

How do GB know?

All drills & FRA assurance reported to FGB

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School trips

DHT is trained to be Educational Visit Co-coordinator and oversees risk assessments and procedures - once checked, then submit to HT to sign off.

The trip leader has a mobile phone on all trips with what3words app in case of emergency.

Leaflets about expectations given to parent volunteers before the trip

How do GB know?

Policies agreed by FGB

Visitors

Electronic sign in procedures robust - ID and DBS checked.

Photos of Designated Leads around the school

Visitor Policy and Volunteers' Policy on the website.

Safeguarding leaflet handed to visitors.

Clear signage for entering the site

Contractors always accompanied by staff

if on site whilst children are in school

How do GB know?

Witnessed when visiting the school

Health & Safety

H & S Policy shared with staff and governors.

Robust arrangements for site security

H&S reported to gvns' meetings termly

H&S walks with H&S Governor, identified targets set.

Trained First Aiders informed by Risk Assessment.

Incident reporting slips & procedures in place for informing parents.

SBM ensures all appropriate training takes place.

How do GB know?

Annual H& Safety audit/self-assessment

H&Safety walks with H&S Governor x3 a year

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Staff Conduct

Staff Code of Conduct acknowledged by all members of staff.

All staff responsible for Safeguarding.

Whistleblowing - concerns about people working with children must inform HT or GB, in line with policy

How do GB know?

Annually agree code of conduct in gvns meeting

Training register outlines the training and HT report to Gvns

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Child Protection

Annual staff training and regular updates.

KCSIE shared with all staff and expectations set

Child Protection & Safeguarding Policy compliant with statutory requirements.

HT, DHT, Sr AHT, SENDCO, LM & ASC Managers DSL training is up to date.

CP Reporting on CPOMs- all staff have a login

How do GB know?

Annual safeguarding audit reported

Safeguarding report @ full gvns meetings

DHT meet termly with CofG (link safeguarding gvns)

Safeguarding Policy & Practice

Key policies reviewed according to policy schedule and available to stakeholders (some on website)

Annual SG audit, signed by CofG

Culture of self-review and improvement at the school

All staff receive annual Safeguarding training / DSLs training / PREVENT/Online/ Sexual etc. Regular staff updates through quizzes, bulletin and staff briefing-whole school and in teams

Safeguarding action plan in place

External Audit by LA

How do GB know?

Safeguarding Policy reviewed/agreed by gvns annually.

Termly safeguarding review DHT & CofG

HT reports to GB in full gvns meetings

Governor visits and pupil interviews

On Line Safety

Online safety part of school curriculum and rules for childrens' use of ipads and laptops

Children, staff and Governors sign an Acceptable Use policy

Online safety information on website and in newsletters- for parents.

LGFL fire walls, filtering and monitoring

Staff code of conduct and Social Media Policy outline appropriate use of school IT devices and mobile phones

Incidents reported on CPOMs

How do GB know?

Annual safeguarding audit

Policies agreed by gvns

HT reports to GB in full gvns meetings as part of safeguarding

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