

## **Safeguarding at Chase Bridge**

### **Anti-bullying**

Zero tolerance approach to bullying  
Behaviour and Anti-bullying policy  
School vision: Care for others  
School values: respect, compassion, responsibility  
PSHE activities teaching empathy  
Whole school assemblies on anti-bullying, kindness, respect  
Serious incident referral form; form logged centrally  
Children encouraged to seek immediate help of an adult if there is an issue  
Parents and staff report incidents to the class teacher or SLT  
Clear protocol for managing serious incidents  
Serious incidents are reported to the Governing Body

### **Attendance**

Aim is for all children to have 97%+ attendance rate  
Welfare and Attendance Officer role created  
Persistent absentees and lateness tracked  
Attendance officers contact families of absent children where there is a concern  
Children with any concerns discussed weekly  
Welfare and Family Engagement Officer provides support for families  
SLT meets with families and conducts home visits where necessary  
Referrals to EWO or children's services made where necessary  
Attendance rates discussed each term with Governors and SIP  
Attendance officers attend EVWS forums and facilitate EWO visits

### **Culture**

Safeguarding permeates through all aspects of school life  
We recognise that it is everyone's moral and statutory responsibility to safeguard children  
We are committed to identifying concerns early and putting into place early help  
We are alert to the signs of abuse and follow procedures to ensure children receive support and protection  
If a child is at risk of harm, action is taken immediately to protect them

### **Curriculum**

PSHE lessons on keeping safe, including online safety; topics matched by SLT assemblies  
Relationship and Sex Education lessons  
Swimming lessons teach water safety  
School visits focus on 'stranger danger'  
SLT led assemblies on British Values, including mutual respect, tolerance

### **External agencies we work with**

Early Help pilot program  
AfC children's services  
AfC advisor visits - safeguarding audit  
Hounslow children's services  
Police Community Support  
Operation Encompass Police Initiative  
Educational Psychology Service  
CAMHS  
NHS  
Mental Health Cluster Lead school  
Information sharing with secondary schools  
Information sharing with previous settings  
Young Carers

### **Extra-curricular Clubs / Lions Wraparound Care**

External club leaders receive Club Provider Handbook and sign termly club agreement  
Handbook outlines expectations of safeguarding, conduct and fire/emergency procedures  
DBS certificates and ID checked for club leaders /entered into SCR  
Club leaders/Lions take registers and notify the office of any absences  
Authorised to collect information shared with club leaders/Lions (Arbor)

### **Harmful Sexual Behaviour**

Training and awareness for staff  
Children learn about healthy relationships online and offline  
NSPCC training for staff on warning signs and those most vulnerable  
Logging of any incidents through our serious incident form  
Levels of harmful sexual behaviour referenced on serious incident form:

- Inappropriate sexual behaviour
- Problematic sexual behaviour
- Abusive sexual behaviour
- Violent sexual behaviour

Governors informed of any incidents

### **Health and safety**

Annual fire risk assessment by the local authority health and safety advisor  
Fire marshal training  
Termly fire drills  
Lockdown policy and termly lockdown drills  
School WhatsApp group for easy communication  
Fire exit signage providing clear information/instructions  
Emergency lighting risk assessments and regular testing  
Legionelles risk assessments and regular testing  
Regular inspection of playgrounds  
Regular Health and Safety Checks - weekly, monthly, termly and annually (SBM/governor monitor)  
Personal Emergency Evacuation Plans (PEEPs) for specific children  
Care Plans for pupils with medical needs

Annual health and safety audit by health and safety advisor  
Updating health and safety training requirements - SBM and Site Manager  
Reviewing and updating statutory risk assessments

### **Medical Needs / Allergies**

Medical policy  
Accident and injury policy  
First Aid Guidance for serious injuries  
Displays on first aid procedure in staff room/lunch hall  
Children with special diets/allergies displayed for Caterlink & SMSAs have folders and medical boxes  
Allergies displayed in staff room  
Spare Epi Pens in both halls. 2 pens per hall, all SMSA's aware  
Infant children with special diets wear lanyards  
Welfare room has epipens and asthma inhalers, with care plans and administering medication forms  
Yellow folder, in all classrooms with children's medical needs and on Arbor  
First aid training: TAs, 2 welfare officers, SMSAs, Lions staff and PE lead  
Paediatric first aid training: welfare officer, 2 TAs and Lions staff  
Anaphylaxis shock and asthma training: all staff, reviewed annually  
Recognition and management of an allergic reaction, posters displayed in halls  
Diabetes training: 4 staff (2 welfare officers and 2 TAs)  
Regular reminders about first aid procedure in briefing: all teachers  
CLCH school nursing partnership for referrals

### **Mental Health**

Two ELSA practitioners  
Dedicated space for ELSA in school  
Teacher referral form for ELSA  
Safeguarding and ELSA teams work together to prioritise children  
Early Help pilot program  
Mental Health Awareness Week celebrated  
SLT assemblies on Mental Health  
Mental Health Cluster Lead School  
Attachment Aware School (Bronze 2022-2023)  
PSHE lessons on mental health  
CAMHS referrals where necessary  
Senior Mental Health Lead trained  
Mental Health first aider 4th and 5th May 2023

### **Online safety**

Online Safety Policy  
Pupils taught how to keep themselves safe online through PSHE and computing  
Cyber bullying actively discussed with children - what it is and what to do  
SLT Assemblies focusing on online safety  
Online safety guidance and resources for parents on our website (during events with parents, such as assemblies, we share 'how to use' practically)

School letters and guidance from school shared with parents on monitoring children's devices and having controls at home. Bespoke support where needed.

Staff and safeguarding team speaks with parents if children are accessing games, films or TV that are not appropriate

Parental permission for use of photographs

Internet filtering by LGFL; Senso keystroke monitoring and reporting

### **Pastoral support**

Referral pathways for all children established and led by SENCO and Safeguarding Team

SLT, safeguarding and ELSA work together to prioritise children for ELSA

ELSA support for targeted children, led by two trained and EP supervised members of staff

Welfare and Engagement Officer meets with targeted children to provide support

Home visits for targeted Nursery and Reception pupils when starting school

Free places in holiday clubs provide for targeted children

Term time club places subsidised for PPG/vulnerable children

Bespoke support for families to apply for Free School Meals

Bespoke reward systems for children who need it, providing equity

TAF support meetings working with AFC Families Consultants

### **Personnel**

Safeguarding Team: DSL (Brian Ostro) and two deputy DSLs (Amy Gray and Daniel Bishop)

Lead Designated Teacher (Daniel Bishop)

Senior Mental Health Lead (Amy Gray)

Attachment Aware Lead (Daniel Bishop)

Welfare and Engagement Officer (Amy Gray)

Welfare and Attendance Officer (Katie Pyke)

Emotional Literacy Support Assistants (Karen Jackson, Tania Ferrari)

Safeguarding Link Governor (Chair of Governors)

### **Policies**

Safeguarding and Child Protection

Whistleblowing

Behaviour

Accident and injury

Medical

Health and Safety

Data Protection

Online safety

Management of allegations against staff

Safer recruitment

Code of Conduct for staff

CCTV

### **Recruitment, vetting, DBS declaration**

Head, Deputy, SBM and Chair of governors have received safer recruitment training and sit on every appointment panel.

Safer Recruitment policy

References checked / Internet searches

All adults working with pupils have enhanced DBS checks.

Existing staff complete an annual criminal record and DBS check declaration

Staff induction checklist focuses on safeguarding procedures

Volunteers - application form, reference checks, supervised trial period, evaluation form

reviewed/authorised by SLT followed by DBS check

Any allegations against staff are kept in separate folder (not safeguarding file or staff file)

### **Risk assessments - class trips**

Trip proposal form first goes through SLT

Trip protocol checklist for Year Group Leaders when completing Risk Assessments

Risk Assessments completed for all trips

Risk Assessments then seen by Welfare Officer and reviewed/signed by SLT

### **SEN**

Staff have had ongoing training on SEN children being more vulnerable to abuse (e.g. less able to speak out; speech and language)

Staff have had training on the warning signs of abuse

Some pupils with SEND have differentiated resources and social stories (as and when required) to learn about safety in a stage appropriate way. These are bespoke to the child

### **Single Central Record**

Password protected

Regularly reviewed and updated where necessary

Evaluated every term by Head and Deputy

Updates shared with link Governor for safeguarding

Is inspected in our safeguarding audits

### **Site security**

CCTV around school - internal and external

Staff on duty at start and end of the day

Secure access intercom system at pedestrian and vehicle gates

Inventory sign in

Lanyards for staff/visitors depending on DBS status

Drop off and collection protocol and procedures shared with staff

Arbor - our MIS - shows which adults are authorised to collect.

Staff know which parents are not allowed on site

Door release button for leaving building is high so children can't access

### **Training**

All staff - annual safeguarding training linked to KSIE updates

All staff - Prevent training

All staff - safeguarding quiz based on KCSIE

Safeguarding updates for teachers in weekly briefings on specific issues

Safeguarding updates for all TAs in weekly briefings on specific issues

Staff training on the warning signs of abuse and those more vulnerable

1 page key safeguarding information displayed around the school

All DSLs have received L3 safeguarding training

DSLs - safer recruitment training

DSLs - training on specific issues (e.g. domestic abuse)

DSLs - local DSL forums

Governors complete safeguarding awareness course

Governors receive regular safeguarding updates

TA Young Carers training (April 2023)

Senior Mental Health Lead training

### **Visitors / SLAs**

All visitors:

-Report to front desk to sign in

-Must show ID if a new visitor

-Receive safeguarding leaflet and must sign to indicate they have understood the content

-If on our SCR as DBS checked, they receive a green lanyard

-If no DBS, they receive a red lanyard and they must be supervised by a member of staff at all times

-Mobiles are prohibited when visitors are responsible for children's safety

DBS checks procedure for all visitors - we are either:

See their original DBS certificate and checking ID (either passport/driver's license/company ID) and recording on SCR

They are on the DBS update service and we are checking this and their ID

Like AfC - we have a signed letter from Charis Penfold, Director of Education, that all staff have had enhanced DBS checks and safeguarding training. We then check ID on arrival.

AfC, Caterlink, Brentford: letters from organisation stating staff have had safeguarding training and DBS checks

Check their DBS, ID and have them on SCR

Take part in our safeguarding training sessions on inset days

### **Volunteers**

All volunteers read safeguarding leaflet

Declaration signed regarding our procedures

Trip volunteers not taking part in regulated activity complete the parent volunteer trip form and are never left unsupervised

Volunteers taking part in regulated activity are DBS checked and complete safeguarding quiz

Library volunteers sign off they have read our IT and Acceptable Use policies