

## **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

### **Internet 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

### **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

### **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