



SAFEGUARDING AT MANBY LODGE INFANT SCHOOL

Safeguarding is a golden thread that runs through everything we do. Our Governing Body ensures the school has robust safeguarding policies and procedures in place to protect children.

The child is at the centre of all decisions made.

Policy -Compliant with statutory policies and audits. -School safeguarding policies shared with all staff and on the Manby website -KCSIE and statutory documentation referred to -All staff sign to say they have read, understood and agree to follow policies -Safeguarding link Governor named -Job descriptions for DSL/DDSL -Governors involved 	Training -Annual training for all staff linked to KSCIE -Timetable of safeguarding training throughout the year -Training for parent volunteers on site -DSL and DDSL attend regular updates and network meetings -Governors complete annual training and read KCSIE -Regular supervision for DSL/DDSL -First aid (eg. Paediatric, emergency, asthma, anaphylaxis) training completed by all staff	Recruitment and Vetting -SCR kept by school business manager -Termly checks completed by DSL -Termly DSL meeting with link Governor to ensure compliance -Checks completed include online search, securing references, DBS -Safeguarding message clear on website -Key staff completed safer recruitment training -All staff have enhanced DBS	Visitors -All visitors are in regulated activity unless they have a DBS or risk assessment -Safeguarding leaflet shared -Sign in at the office and wear a visitor sticker	Online safety -Features in all computing units -Also participate in online safety week -External provider for parent workshop, pupil workshop and staff training (annually) -Filtering and monitoring for online content -P.A.D.D.Y. relaunch 2025 -CEOP trained computing lead -Acceptable Use policy including no mobiles
Interagency working -Strong relationships with key agencies including SEN and Safeguarding partners -Escalation using FAST process -Inclusion agencies consulted for SEN/SEMH -Comprehensive records kept -School improvement partnerships	Pastoral support -HSLW -Two ELSAs -Interventions -Adaptations as necessary eg struggling to separate in the morning -Strong relationships -Involvement of parents/carers and agencies as necessary	Attendance -HT leads on attendance -Home visits undertaken -Regular monitoring, letters, meetings, review, -Close links with Inclusion officer -Attendance policy in line with other local schools (siblings) -At least 2 contacts per child -EBSNA children closely monitored -Expectation shared regularly with parents	Health and safety including school site -Termly fire drill -Regular lock down drill -Accessibility -Signage around school clear -Staff and visitors sign in -School boundary, site and trees checked regularly -New barriers installed on carpark -Regular checks completed with link Governor -Individual risk assessments written -Risk assessments for all trips and visits -Key policies followed -Safe food practises including daily ingredient checks for allergies and EYFS guidance followed -Electrical PAT testing for all appliances -Alarms tested regularly -First aiders always available 	Curriculum -PSHE and RSE curriculums carefully considered -Workshops for parents -Year 2 First aid training -Assemblies cover road, water, sun, fire safety, also how to call emergency services -NSPCC assembly annually (types of abuse) -People who help us visits EYFS including fire/police -Check in, check up, check out for connection and belonging -Pupil voice routinely gathered -School and Eco council -Celebration assemblies -7 year curriculum Cleves/Oatlands 
Transition -Nursery visits made -Home visits for new Rec cohort -New starter paperwork -Transition programme with Cleves – comprehensive -Handover – SEN and safeguarding -CPOMS transfer and receipt of records -Parent events -End of year ‘passports’ for all as well as videos sent to key children -Parent voice transition meeting	Behaviour  -SAFE, READY, RESPECTFUL -<u>Relationships</u> and behaviour policy -Restorative approaches used -Visual aids including Help Me board and social stories -Logged on CPOMS -Partnership with parents -Agencies involved as necessary -Staff training – Positive Touch -Seahorse room as alternative to mainstream classroom -Staff are nurturing, kind, clear with expectations -By design not default	Record keeping and concerns -First aid duplicate records -CPOMS used by all staff including Wraparound care -Records routinely monitored -OSHENS used as necessary -GDPR aware -Cybersecurity training for staff -Transfer of files (joiners and leavers) -Handover for key children -Notice, check, share 	Medical needs -Independent health care plans used -Anaphylaxis plans used -Advice sought and adaptations made -All individual plans shared widely, and on display in school -Policies followed -Interagency meetings, TAC/F -Specific staff training as necessary -Medication held centrally (named clearly with care plan)	Community -Community safeguarding concerns followed up on -Links with synagogue, care home, church, other schools, Morrisons, -Community fairs, events attended for networking -Education Safeguarding Team regularly consulted with -Staff code of conduct both in and outside work

