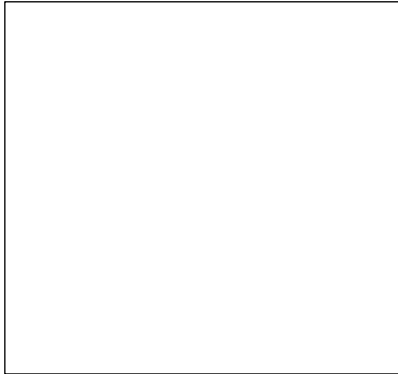


# St Thomas More Catholic Primary School

## Safeguarding Handbook for Parents & Carers



### The Designated Safeguarding Leads



**Paula Le Breton**  
Deputy Head

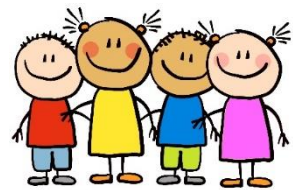
**Victoria Ebdon**  
Headteacher

**Jody Deamer**  
Pastoral Manager

**Christine Flood**  
Safeguarding Governor

**How do we keep children safe at St Thomas More Catholic Primary School?**

As part of their responsibility, all staff are required to complete **annual** Safeguarding Training, Online Safety Training along with Prevent Awareness in line with policies. Training may be delivered by the Safeguarding Leads, face to face or by giving access to specific online training courses aimed at staff working within education. Staff take part in trauma, mental health and well-being training therefore providing children with an emotionally available adult at all times. The Headteacher is a Trauma Informed Practitioner.



The Designated Safeguarding Leads attend Level 3 training **annually**. Different providers of Level 3 training is sought to ensure a broad awareness is obtained and for quality assurance. The Governing Body also complete Safeguarding and Prevent Training. Staff training, monthly in-house safeguarding bulletins, staff meetings, regular communication with staff and drop-in sessions, question clinics and opportunities for scenarios provide the necessary skills and knowledge needed to protect our children from abuse in line with Keeping Children Safe in Education. **All parents and staff** have access to the National Online Safety resource, which has a wealth of webinars and fact sheets to support understanding. Click on the link which will take you to the 'Login' button and create an account by typing in the name of the school. [Certified School Membership \(nationalonlinesafety.com\)](https://nationalonlinesafety.com)

Our school site is kept safe and secure and children practice termly what to do in the event of an evacuation or a lockdown. The school has approximately 15 members of staff trained in First Aid including Paediatric First Aid.



## How do our children know how to stay safe?

Safeguarding and teaching children how to keep safe is embedded within our curriculum. For example, children learn how to stay safe on the roads, in water, in the event of a fire or a lockdown, seatbelt safety, anti-bullying, road safety, online safety, personal safety, peer on peer abuse, teaching of restorative justice and much more.

Children are taught to speak to a trusted adult if they are worried, use Childline or the NSPCC website. Staff will ensure that posters such as Childline are displayed within their classroom along with reminders of speaking to adults within school.

Children will also have available to them in the classroom a guide telling them how we keep them safe in school. This is shared with the children and they choose where they would like it displayed for future reference. *(See the safeguarding section for children on our website)*. To check children's understanding of how to stay safe, Children's Focus Group activities take place with a selection of children from each year group.



In addition, British Values is taught throughout the school alongside and within Personal, Social & Health Educational lessons, Religious Educational lessons, Health & Relationship Educational lessons and through NSPCC resources, workshops and assemblies (including the learning of the 'PANTS' rule) to name a few!

[Talk PANTS & Join Pantosaurus - The Underwear Rule | NSPCC](#)



## What safeguarding related documents must be read by members of staff?



As part of the induction process, staff and governors **must** read and adhere to the latest Keeping Children Safe in Education document and school policies such; Safeguarding & Child Protection, Whistleblowing, Behaviour, Relationships & Anti-Bullying, Online Safety, Code of Conduct and Peer on Peer Abuse as explained during their induction. All policies are available on the shared server for staff.

At the start of each academic year, staff **must** also sign to confirm that they have read relevant safeguarding documents. Governors confirm that they have also read

relevant documents at Governing Body meetings. Parents can also access key policies via our school website. [St Thomas More Primary School \(st-thomasmore.medway.sch.uk\)](http://st-thomasmore.medway.sch.uk)

## How do we keep safeguarding at the forefront of education?



Each month, all staff and the safeguarding governor receive a '*St Thomas More Safeguarding Monthly Bulletin*' via email with information to help raise awareness of safeguarding aspects such as how to spot signs of abuse, scenarios, local information or statistics, in-house quizzes linked to policies and procedures and a reminder of what to do if they are worried about a child.

The Safeguarding Leads also disseminate information through professional dialogue, in-house training, termly drop-in sessions, staff meetings for Teachers, Learning Support assistants and Midday Meal Supervisors, termly reports to the school governors and through email communication.

The Safeguarding Leads attend regular briefings and courses throughout the year and complete an annual audit. The audit is submitted to the local authority, which also helps to inform the school's development plan. Safeguarding leads draw upon the expertise of external associations such as 'Safeguarding in Education' with Andrew Hall and 'Online Safety' with Alan McKenzie to remain up to date with the latest information. The school have also signed up to the 'National Online Safety' platform which provides lesson plans, resources, webinars and training for a wide range of topics including Health & Safety. Please see our parent safeguarding section on our website for more information about what to do if you are worried about a child or go to:

[Concerned about a child: actions and referrals | Concerned about a child | Medway Council](#)

## What is child abuse?

Child abuse is when a child is intentionally harmed by an adult or another child – it can be over a period of time but can also be a one-off action. It can be physical, sexual or emotional and it can happen in person or online. It can also be a lack of love, care and attention – this is neglect. For further information, please go to the NSPCC website:

[What is Child Abuse & How to Keep Your Child Protected | NSPCC](#)

## What early help does the school provide?

All children have access to an emotionally trained adult, our Safeguarding Leads, our Pastoral Manager, our Special Educational Needs Coordinator and a Trauma Informed Practitioner within school. In addition, the school has received a Nurture accreditation and staff take part in Nourish the Workplace surveys. Our school ethos and behaviour rules ensure that all staff follow a consistent approach when dealing with behaviours and children follow our restorative justice practice.

Externally, the school has access to a School Nurse, Educational Psychologist, Speech & Language therapist, Dog Therapist for Counselling, Special Time Therapist, Early Help Coordinators through Family Solutions, Young Carers, Bereavement and other universal services. Our Pastoral Manager has a wealth of knowledge to share with families who may require support and can direct them to a range of external services. Please click on the following link for family help and support in Medway.

[Family help and support | Family help and support | Medway Council](#)

Within the classroom, children may have access to a worry box, calming corners, mindfulness activities, yoga, growth mind set activities, nurture groups, circle time, 'now' and 'next' boards, visual timetables, outdoor play and learning opportunities, the 5 point scale feelings chart, Childline posters, BOXALL profiling to assess emotional and mental health needs, National Online Safety resources, Purple Mash Computing programme activities and more.

### **What is Medway Children's Service?**

Children's services will support children, young people and families in Medway to feel safe and secure. Any decisions taken will be in their best interests and made through collaboration with them and their families.

Children and families will be able to access the right services at the right time to meet their needs: from robust early help services through to intensive and purposeful interventions to support children in need of protection and their families. Their aim is to build strong relationships through working with children and families.

### **What happens if my family is referred to Children's Services?**

Should a child make a disclosure that is a safeguarding concern, the Safeguarding Lead may contact the parent to inform them of the school's next step. The school will always follow policies and procedures in line with government 'Keeping Children Safe in Education' document and make a referral either via an online portal or via the telephone to First Response. The school will always act upon advice given to them by Children's Services. The school may be directed to speak with a child and their siblings.

Following a referral, Children's Services may instruct the school to keep the child/ren at school before sending home. This is to allow social workers time to visit and meet

with the children. Whilst this may be distressing for parents, the school will ensure that children have a member of the safeguarding team with them at all times. It is not unusual for parents to become upset if they are told that their child has made a disclosure to a member of staff. The school however is not able to discuss the disclosure with the parent but must follow policies and procedures at all times. Children's Services will meet with the parents to discuss the referral after their meeting and often carry out a family assessment to provide further support to families.

### **How do staff support the Safeguarding Leads with children on Child Protection or Child in Need plans?**

Children on Child Protection or Child in Need plans are supported by a team of professionals. These include; social workers, health care, educational psychologists, police, class teachers and support assistants. Core group or Child in Need meetings allow families and professionals to meet regularly. Class teachers will continue to monitor children closely to ensure they make progress academically, socially and emotionally. The safeguarding team will also track attendance and lateness. Provision maps with interventions recorded will be monitored, to ensure that these children make progress in line with age related expectations and that appropriate support is in place.



Prior to any formal meeting, the Safeguarding Lead will liaise with the class teacher and pupil voice will be sought.

### **What do staff do if they are worried about the behaviours of a member of staff?**



Staff must always follow policies and procedures and know how to report any concerns that they may have about a member of staff. The LADO (Local Authority Designated Officer), works closely with children's services and gives advice and guidance to employers, organisations and other individuals who have concerns about the behaviour of an adult who works with children and young people.

### **How do we make sure visitors and contractors are safe to be on site?**

All visitors or contractors entering the school site sign in to the school's electronic system with photo identification. All companies, such as contractors, have to provide evidence to the school that they have had necessary safety checks and that safer recruitment procedures have been followed. The school works closely with professionals in charge of Teacher Training Student's and Work Experience Students. Parent volunteers have the necessary DBS checks.



Visitors are signed into the system and must read, and agree to follow the safeguarding procedures when they sign in electronically. Each identification card given will also include the name of the Designated Safeguarding Lead and be told what to do if they are worried about a child or a disclosure has been made to them. The school has a coloured lanyard system in place:

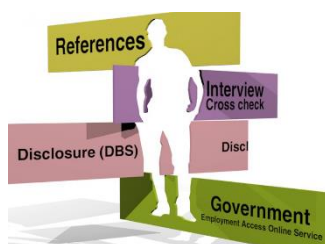
**Red Lanyards** worn by all staff employed by the school

**Blue Lanyards** worn by visitors who may be left unattended on site e.g. social workers, therapists, contractors working after the school day ends or during holidays on site

**Green Lanyards** worn by visitors who will be supervised

**Purple Lanyards** worn by school governors

## How do we ensure Safer Recruitment takes place?



At least two members of the Senior Leadership Team, who are also Designated Safeguarding Leads, take part in the selection and interview process for recruitment and are Safer Recruitment trained. Perspective employees will have two satisfactory references and Enhanced DBS checks are carried out. The School Business Manager completes a checklist and a risk assessment to ensure all procedures and relevant information is completed prior to employment. Section 128 checks are completed. A Section 128 direction prohibits or restricts a person from taking part in the management of a school (this includes governors).

The school maintains a Single Central Record which records all safety checks to ensure the school remains compliant. This is monitored by the Headteacher and Safeguarding Governor.

## How do we ensure that the site remains secure to keep our children safe?

The site has a secure entrance for visitors coming into the reception area. Parents and visitors have access via a single pedestrian gate and access through the driveway gates if in a car and pre-arranged or requested by using the 'buzzer' system directly to the office.



School gates will open and shut at specific times in order to minimise risk to children and staff. A perimeter fence is installed around the premises with an inside perimeter fence as an additional measure to prevent intruders accessing the playgrounds and buildings. Gates are locked with either a key coded box installation system or padlock.

Foundation Stage will be taken to their classrooms upon entry to the school grounds. Parents will take their child to the main playground gates first thing in the morning where they will be met by members of staff if in Year 1 and above.

When entering the school grounds, parents will follow a one way system for dropping children off/collecting at the playground gates where at least one member of staff will always be visible. Children will not be left unsupervised on site at any time. Staff will be identified by wearing a photo identification card on a red lanyard.

Health and Safety checks are carried out in line with legislation along with relevant risk assessments. The Governing Body hold termly Premises Committee Meetings and site walks are carried to ensure the site remains safe and secure. All school staff have a responsibility to keep the school a safe, hazard free place and follow Health & Safety policies and procedures. The school is audited by the local authority.

### **How can parents find out about safeguarding in school?**

All parents have access to a dedicated section on the school's website as well as our weekly newsletter. Parent views are sought through questionnaires to help develop practice. Parents have direct email access to the School Office, Pastoral Manager and Special Educational Needs Coordinator or can contact the school via telephone. They can also speak to the class teacher. All parents have access to the National Online Safety subscription.





## **How is information stored?**

Safeguarding information regarding children is stored and monitored on CPOMS (Child Protection Online Management System) in line with GDPR. Access is restricted to the Safeguarding Team and can only be viewed by other members of staff if access is either elevated or permission granted by a member of the team.

Information stored provides a chronology of events and supports the school with case studies to ensure practice is robust at all times. Information can then be transferred to other schools using CPOMS, for example, transition to secondary school. Any transfer of information is carried out securely and acknowledged or signed for by the new school.

## **How can I find out more about Medway's Children's Services?**

You can find lots more information via this link:

[Medway Safeguarding Children Partnership \(medwayscp.org.uk\)](http://medwayscp.org.uk)

If our local Children's Services is graded inadequate or requires improvement, robust measures are in place to ensure our children at St Thomas More Catholic Primary School are not impacted negatively. The Safeguarding Leads read Medway's Ofsted reports and will work closely with professionals to ensure the best possible outcomes for all children under their care. The school will escalate and challenge where necessary.

**Thank you for taking the time to read our school handbook. Should you have any questions, please do speak to a member of staff.**

**Thank You.**

