

A thick black L-shaped frame surrounds the text. The top-left corner is a horizontal bar extending to the right, then a vertical bar extending downwards. The bottom-right corner is a horizontal bar extending to the left, then a vertical bar extending upwards.

SAFEGUARDING AT BOURN PRIMARY

Underlying Principles for Ensuring a Safe Culture in School

- Never think you have done enough in terms of a safe culture.
- Always believe *it could* happen here.
- Keep safeguarding high on everyone's agenda.
- Never rely on any one process to keep children safe.
- Preventing abuse is about maintaining a safer environment with measures in place to avoid safeguarding problems arising.

What is Safeguarding?

- ✓ Child protection
- ✓ Supporting vulnerable children
- ✓ Safe care, at home, in school and in the community
- ✓ Taking action

Safe care in school

- ✓ Creating safe environments for children through robust safeguarding practices.
- ✓ Ensuring adults who work in the school, including volunteers, don't pose a risk to children.
- ✓ Making sure staff are trained, know how to respond to concerns and are up to date with policy and practice.
- ✓ Teaching children and young people about staying safe.
- ✓ Maintaining an environment where children are confident to approach a member of staff if they are worried or have a problem.

Safeguarding Actions – Leadership

- Driving Principle: ‘Never think you have done enough in terms of a safe culture’.
- Identified a number of processes that needed to be better.
- Implemented new systems and procedures quickly.
- Asked Governors to undertake a 360 Degree Review of Safeguarding in school to review changes and identify further actions.

Actions - Start of the school day

- Children are now dropped off at the external school doors (classroom for KS1 and Corridor for KS2).
 - *Buggies in cloakrooms and corridors were highlighted as a fire risk by LA H&S officer.*
 - *Large number of adults in the school building whilst children were in school. This created a difficult start to the school day for some classes, but most importantly, how could we know if they were all parents, and whether they had all left the building?*
- Further adaptations quickly made in response to feedback which maintained safeguarding whilst ensuring accessibility of teachers to parents.

Signing in for visitors, including community assembly

- Visitors to the school (all adults who are not staff) now sign in and out when entering school.
- Visitors for Community Assembly are now required to sign in and out, and wear a visitor sticker whilst in the school building.
 - *There are often 60+ adults in school for Community Assembly.*

Some adults have suspicious motives and will seek out organisations where the safeguarding culture is not strong and they can blend in.

Creating safe environments for children through robust safeguarding practices

End of Day Handover Arrangements and Consent Form

Pupil's full name:		
<p style="text-align: center;">Please list below ALL adults (including both parents/carers and step-parents) to whom your child may be handed over without further consent from you. If your child will be collected on a particular occasion by an adult not on this list, please inform the office by email, in person or by phone.</p> <p style="text-align: center;">Please note that if you wish your child to go home with an adult not on this list (playdate etc.), you must notify the office in advance. If no notification has been received and an adult comes to collect your child who is not on this list, staff will not be able to hand them over until they have made contact with a parent by phone to gain your consent – even if they are an adult known to the school (e.g., the parent of a classmate). This is to ensure your child's safety.</p>		
Name:	Contact Details:	Relationship to pupil:
Name:	Contact Details:	Relationship to pupil:
Name:	Contact Details:	Relationship to pupil:
Name:	Contact Details:	Relationship to pupil:
<p style="text-align: center;"><i>I give consent for my child to be handed over to any of the above responsible adults. I understand that it is my responsibility to notify the school (in writing, by phone or in person), as soon as possible, if any of the information given above should change.</i></p> <p style="text-align: center;"><i>I confirm that these adults have given consent for their contact details to be shared with the school. A copy of this form will be kept in a folder in the child's classroom.</i></p> <p style="text-align: center;"><i>I confirm that I have legal parental responsibility for the above named child.</i></p>		
Parental signature:	Printed name:	Date:

End of day arrangements

Name of child:					
Usual End of Day Collection Arrangements	Monday	Tuesday	Wednesday	Thursday	Friday
Collected from external door by responsible adult at 3.05pm					
Meet parent at another part of school site					
Walk home unaccompanied					
Bus					
Cambridge Kidz Club					
<p>Please complete in relation to the NORMAL arrangements for your child. If arrangements change from this normal pattern, either permanently or temporarily, parents must inform the school office as soon as possible.</p> <p>If there is any change to normal arrangements for a child getting the school bus, this must be notified <u>to the school office</u> and not via the child.</p> <p>Children become the responsibility of parents/other nominated persons as soon as the handover from staff takes place. This includes for a child given permission to walk home unaccompanied and children meeting parents at a different part of the school site.</p> <p>Where children attend an after school club (including choir), they will be handed over to nominated adults, meet a parent/carer on site or allowed to walk home if permission has been given, as described above. Parents should be mindful that the club leader may not be familiar with pupils' parents so please ensure you have provided clear instructions regarding any other adults collecting on your behalf.</p>					
<p>Please read the following and sign in the appropriate box below:</p>					
<p><i>I give consent for my child to be released from the teacher's care to walk to another part of the school independently in order to meet a responsible adult (KS2). My child knows that if he/she cannot find the adult, he/she will not leave the site but return to the school office to inform a member of staff.</i></p>				<p>Signed: (if applicable)</p>	
<p><i>I give consent for my child to walk home unaccompanied (Y5-6 only). In some circumstances, children in Y4 may walk home unaccompanied but this must be agreed by school staff after discussion with the parent.</i></p>				<p>Signed: (if applicable)</p>	
<p><i>I will keep the school office notified of any changes in arrangements as soon as possible and I understand that these arrangements are in place to safeguard the children in the school's care.</i></p>				<p>Signed:</p>	

End of School Day

- The school now has a record of which adults we are authorised by parents to hand their children over to.
- The school now has a record of which children have been given permission by parents to walk home alone or meet parents in another part of the site.
- The school now has a record of which days each child is collected/gets the bus/goes to Kids Club.
- Changes to arrangements are now notified to the school via the office and not via children.

After School Clubs

- There are registers for each after school club and the school will contact parents if a child does not attend a club when expected to.
- Dismissal from after school clubs is from a specified door, instead of all clubs being dismissed from the front door of the school.

Fire Safety

- The fire evacuation process has been reviewed and improved:
 - *children now line up at the far end of the playground facing away from the building,*
 - *Processes are now in place for ensuring that all adults have been accounted for as well as all children.*
- Staff and visitors are now reminded not to cover heaters in hall, corridors and staffroom.
- Fire exits are now clear during assemblies and community assemblies.

Site security and boundaries

- Gaps in the boundary fence/hedging have been identified:
 - *large gap in fencing in Nature Reserve has now been filled (thank you to BSA and parent volunteers) which mean the nature reserve is now being used again.*
- Further work is being undertaken on options for other areas of the boundary which need attention.
- Pedestrian gate is now opened at 8.35am and closed at 9am.
- LA H&S Officer will be undertaking a further Site Security Survey.

360 Degree Safeguarding Review

- 8 governors for all or part of the day.
- Requested to look at a wide range of areas:
 - *Morning drop off including traffic, children entering school, bus drop off,*
 - *Site security and safety,*
 - *Signing in – how the new system was working,*
 - *Playtime and lunchtime supervision KS1 and KS2,*
 - *First aid and medical processes and policy,*
 - *End of day handover processes,*
 - *Knowledge of staff of policies and processes.*
- Governors observed at different parts of school day, talked to staff, looked at policies, spoke to parents, reviewed prior feedback from parents.

Additional areas covered by Governors' Safeguarding Review

- Playtime and lunchtime supervision.
- First Aid processes, including delivery of first aid, storage of medication.
- Child Protection processes.
- Bus supervision.
- Dogs on school site.
- Traffic at beginning and end of school day.

Traffic and dogs – governors' findings

- School-related traffic follows voluntary one way system well.
- Some cars park on yellow lines, kerbs and block residents' driveways.
- Children disembark from the buses sensibly and walk straight in through school gates.
- Children generally cross at the widest and most visible part of the road, but some crossing behind parked cars.
- A significant number of children (including those from the bus) walk in through school gates without parental supervision.
- Some dogs are brought on to site even though there is a 'no dogs' sign on the gate.
- Children walking in independently were seen stroking dogs (some children the same height as the dogs) and there is a risk to the child and lack of clarity regarding responsibility should injury occur.

Traffic and dogs: actions

- School to remind parents not to park in front of drives, on yellow lines or on kerb.
- School to recommend that all children are to cross the road at the widest part opposite the school gate, where visibility is greatest.
- School to teach children road safety, specifically crossing the road outside school.
- Dogs are NOT to be brought on the school site - despite those seen being well-behaved, there are risks to children from bites and allergies as well as from faeces if not cleared.

First aid and playground supervision – governors' findings

- Adequate number of supervisors in both KS1 and KS2 playgrounds, wearing hi-vis vests.
- Children go inside to the toilet after asking adult, but no method of checking they have returned (and are not unsupervised in classroom/cloakroom).
- Some TAs had small first aid kits with them but some first aid needs to be dealt with inside, requiring children to go to the office whilst injured.
- Break time is only 10 minutes, which does not give children adequate time to drink, eat, go to the toilet and play.
- There is not enough for children to do/play with at playtime.
- KS2 children walk back to classes and wait outside and are counted as they come in.
- KS1 children line up with their adult and are taken back in from the playground.

Playtime supervision and first aid: actions

- First aid to be provided on the playground at playtime/lunchtime, instead of the child coming in to school building.
- First aid recording to be changed so that parents receive accident/injury slips for all first aid administered.
- Children to be given bands by TA when they go inside to the toilet and they must return them when they come back, ensuring TAs know if children have returned.
- BSA have provided School Council with £250 to spend on playground toys.
- School are reviewing length of playtime (and start of lunchtime for KS1).
- School are reviewing First Aid Policy and storage of medicines (inhalers etc.).

Conclusions

- Never think you have done enough in terms of a safe culture.
- Always believe *it could happen here*.
- Keep safeguarding high on everyone's agenda.
- Never rely on any one process to keep children safe.
- Preventing abuse is about maintaining a safer environment with measures in place to avoid safeguarding problems arising.

The school leadership team and governors will continue to review all elements of safeguarding to ensure the safety of your children.

Thank you for your support.