

# Highwoods Community Primary School



## Safeguarding Policy

Reviewed September 2025

To be reviewed September 2026

This policy applies to every stakeholder that works at/visits Highwoods Primary school. It is based on the NSPCC model policy for keeping children safe.

The purpose of this policy is to:

- Protect children and young people from any sort of harm;
- Provide adults (staff and volunteers) with the overarching principles that guide our approach to safeguarding children and child protection.

We recognise that:

- The well-being and safety of the child is paramount;
- All children, regardless of gender, age, ability, disability, ethnic origin, sexual orientation, religious beliefs, racial heritage or identity, have equal right to protection from harm or abuse;
- Some children are at greater risk to harm or abuse due to the impact of their previous experiences, communicational needs, level of dependency or other needs;
- Working in partnership with parents and carers is crucial to support the child, as is working closely with outside agencies and groups.
- We recognise that abuse or harm can happen to any child in any setting, therefore we must remain open, vigilant and sensitive to this at all times.

This policy has been drawn up with the statutory guidance and law that supports children and young people being safe (see latest versions of these documents)

- [Keeping children safe in education](#)
- [Working Together](#)
- Education Act (2002)
- [Essex Effective Support](#)
- Counter-Terrorism and Security Act
- Serious Crime Act 2015
- Children and Social Work Act (2017)
- Children Missing Education - statutory guidance for local authorities
- Sexual Offences Act (2003)
- Education (Pupil Registration) Regulations 2006
- Information sharing advice for safeguarding practitioners
- [Data Protection Act \(2018\)](#)
- What to do if you're worried a child is being abused
- Children Act (1989)
- Children Act (2004)
- Preventing and Tackling Bullying (DfE, guidance)
- Female Genital Mutilation Act 2003 (S. 74 - Serious Crime Act 2015)
- [Preventing youth violence and gang involvement \(Home Office, 2015\)](#)
- [Criminal Exploitation of children and vulnerable adult - county lines guidance \(Home Office, 2018\)](#)

- [Teaching on-line safety in schools \(DfE, 2019\)](#)
- [Education Access Team CME / Home Education policy and practice \(ECC, 2018\)](#)
- [Behaviour in Schools \(DfE 2022\)](#)
- [Suspension and permanent exclusion guidance September 2023 \(publishing.service.gov.uk\)](#)
- [Searching, screening and confiscation \(DfE 2022\)](#)
- [Let's talk: reducing the risk of suicide \(ESCB 2022\)](#)
- [Understanding and Supporting Behaviour - good practice for schools \(ECC, 2021\)](#)

Area of need	Desired outcome	School response
Building and maintenance	School site and grounds are safe and secure	<ul style="list-style-type: none"> <li>• RAAC audit completed and submitted to DFE</li> <li>• Gates locked by 9:00 and opened at 2:50 by site manager</li> <li>• School automated gates serviced annually by independent company to ensure compliant with BS regulations.</li> <li>• CCTV in operation for majority of external area of school</li> <li>• Digital signing in and out system for all staff and visitors</li> <li>• Security doors on entrance of school</li> <li>• Suitable fence around perimeter of school grounds, frequently checked for breaches.</li> <li>• Ensure we provide a safe physical environment for our children to learn and develop. We have a nominated staff member for health and safety (Mrs Michaels) who completes annual reports to ECC and termly reports to Trustees by Business Manager and Headteacher</li> <li>• Fire drills every half term which are recorded by Health and Safety officer.</li> <li>• Lockdown drill yearly</li> <li>• Security and Fire Alarms are installed and serviced annually to ensure compliant with BS Regulations</li> </ul>
Personnel and visitors	Adults and children who are on school site are suitable and safe to be with our children and staff.	<ul style="list-style-type: none"> <li>• Single central record is kept up to date and checked termly by designated Governor (Hannah Cooper) and DSL and DDSL</li> <li>• Code of conduct for staff and volunteers</li> <li>• Coloured lanyards to signify checks carried out by school</li> <li>• Non- Disclosure Declaration signed by all volunteers and non- contracted workers</li> <li>• Visitors to sign safeguarding declaration on arrival</li> <li>• ID checks take place for all visitors to the school</li> </ul>

		<ul style="list-style-type: none"> <li>• Digital signing in and out system to record all staff and visitors in school</li> <li>• Contractors work undertaken out of school hours when possible. If not, contractors are chaperoned or DBS checks are requested.</li> <li>• Accredited agencies engaged for any supply staff not employed by the school are to ensure all safeguarding checks are undertaken.</li> </ul>
Recruitment	<p>Adults and children who are on school site are suitable and safe to be with our children and staff.</p> <p>The school has staff with the appropriate skill set to run effectively</p>	<ul style="list-style-type: none"> <li>• Trustees consider a risk register at termly full Trustee meetings (FGB) to evaluate succession planning for staff.</li> <li>• Single central record is kept up to date and checked termly by designated Governor (Hannah Cooper)</li> <li>• Comprehensive checks undertaken in accordance with the ECC Recruitment Policy</li> <li>• References taken for all staff and volunteers</li> <li>• Safer Recruitment Training for key staff and governors involved in the recruitment process</li> <li>• External audit of safeguarding 2023</li> </ul>
Curriculum	<p>Children are taught about how to stay safe and what to do when they are in danger.</p>	<ul style="list-style-type: none"> <li>• An open and honest approach with children about where and how bullying can take place is promoted so that our children are empowered to speak out against any form of discriminatory or inappropriate behaviour; assemblies, PSHE curriculum and ongoing day to day support from staff will create a safe environment for children</li> <li>• Anti-bullying week held every year</li> <li>• Online safety issues are discussed openly in our school so that children feel that they can raise concerns or incidents. Assemblies each half term and National Internet Safety Day are used to promote safer online use. Teaching staff have had training for keeping children safe online with '2 Johns' (March 2025)</li> <li>• SCARF curriculum has units of learning dedicated to staying safe online.</li> <li>• The school works with local agencies <a href="https://www.esafetytraining.org/">https://www.esafetytraining.org/</a> to keep parents, children and staff up to date about online safety and possible dangers</li> <li>• Support our children to take appropriate risks and managing challenging situations, for example, through Forest schools learning</li> <li>• Our curriculum, including Thrive and SCARF for PSHE, will encourage children to be safe and understand what is unacceptable in the wider world</li> <li>• Our children will be given opportunities to learn to ride a bike by completing bikeability; our</li> </ul>

		<p>children will also be given many opportunities to learn to swim 25 metres and develop lifesaving skills before they leave school</p> <ul style="list-style-type: none"> <li>• Online safety and staying safe around medicines taught throughout the school through SCARF curriculum</li> <li>• A robust and appropriate behaviour curriculum</li> <li>• Year 5 and 6 workshops with Next Chapter</li> </ul>
GDPR		<ul style="list-style-type: none"> <li>• All staff trained annually</li> <li>• Delegated responsibility to school Business manager for GDPR</li> <li>• Nominated DPO – SBM Services UK Ltd</li> <li>• GDPR updates and review in termly Governor meetings.</li> <li>• Breaches recorded and reported to DPO/ICO as appropriate</li> <li>• Annual Audit to ensure compliance</li> <li>• CPOMS computer software to protect all safeguarding records</li> </ul>
Record keeping of incidents that are linked to bullying, discrimination or child protection	School is compliant with statutory legislation.	<ul style="list-style-type: none"> <li>• Ensure that e-safety, child protection, racial, bullying, homophobic incidents are logged and dealt with appropriately, as set out in the related policies (Essex Set Procedures, Child protection policy and Keeping Children Safe in Education 2025 (KCSIE))</li> <li>• Nominated Child Protection Trustee who will check virtual storage and recording of incidents and report to Governing Body</li> <li>• Nominated governor for GDPR</li> <li>• Full Governing Body (Trustee) each term will review a report of key incidents that are discriminatory- bullying, homophobic, racial etc</li> <li>• Nominated online safety officers (Paul Disley and Martha McLewin)</li> <li>• Nominated member of staff for Looked After Children (LAC) but also includes Guardianship Order and Arrangement Orders (Martha McLewin)</li> <li>• Nominated staff members for Mental Health (Paul Disley and Kate Bradley)</li> </ul>
IT systems and software	School systems run effectively and data is protected. Children cannot access inappropriate content.	<ul style="list-style-type: none"> <li>• School appointed London Grid for Learning to ensure all Fire Walls in place and active</li> <li>• Broadband provider vetted and approved to ensure IT safety</li> <li>• Nominated governor for filtering and monitoring (Hannah Cooper)</li> <li>• Filtering breaches to be logged and reported termly to Trustees</li> </ul>

		<ul style="list-style-type: none"> <li>• Designated staff member for filtering and monitoring (Paul Disley)</li> </ul>
Trips, events and activities.	Risks do not prevent children from learning and enjoying new experiences	<ul style="list-style-type: none"> <li>• EVC for the school (Paul Disley)</li> <li>• EVC to have had regular training (Every 3 years)</li> <li>• School subscribes to EVOLVE</li> <li>• Risk assessments for trips and events outside of school and events in school time that require extra consideration</li> <li>• Offsite residential comply with Essex standards and affiliated providers (PGL)</li> <li>• Safeguarding checks for all staff/volunteers/visitors involved in school trips/visits.</li> </ul>
Inclusion	All children and families feel part of the school community and have equal opportunities to thrive and achieve	<ul style="list-style-type: none"> <li>• Stereotypes will be challenged and positive role models will be presented for our children to aspire to. Examples include Dwarfism awareness day which saw speakers from <a href="https://www.dsauk.org/">https://www.dsauk.org/</a> visit our school and deliver assemblies to all children about equal opportunities</li> <li>• Nominated member of SLT to lead on policies and practice linked to inclusion (Vicki Costanzo)</li> <li>• Full time SENCO (non- class based)</li> <li>• Play therapist 3 days a week</li> <li>• Subscription to Child First which provides counsellors and parent support</li> <li>• Two staff members trained in Thrive practice</li> <li>• Uniform is non- gender specific</li> <li>• School grounds are wheel chair accessible</li> <li>• Designated parking spaces for wheel chair access</li> <li>• Toilet facilities for children and adults with specific additional needs</li> <li>• Nominated member of staff for mental health of children (Paul Disley and Kate Bradley)</li> <li>• Designated EAL Champion</li> <li>• Forest school trained practitioners delivering weekly sessions</li> </ul>
Staff wellbeing	Staff are able to carry out their duties effectively	<ul style="list-style-type: none"> <li>• Well-being charter- supported by Trustees- Well- being policy</li> <li>• School subscribes for staff insurance which accesses extra support e.g. Occupational health, counselling, occupational therapist</li> <li>• Staff survey carried out and reviewed by the Trustees</li> <li>• Flexible working option for staff e.g. business manager</li> </ul>

Medication	<p>Children who need medication while at school can safely receive it.</p> <p>Other children are safe from accessing other people's medication</p>	<ul style="list-style-type: none"> <li>• Policy for medication on school site</li> <li>• Care plans for children who need medication</li> <li>• Locked storage for medication at school</li> <li>• Supporting evidence for any child who needs medication- letters from doctor, name on medicine bottle (see Medical policy)</li> <li>• Staff trained to handle medicine and store safely</li> </ul>
Trustees	Trustees know their statutory responsibility and are effective in their role	<ul style="list-style-type: none"> <li>• Appointing a nominated Trustee for child protection and safeguarding (Hannah Cooper)</li> <li>• Safeguarding training provided for all Governors by school and ECC (each term)</li> <li>• Independent Clerk for meetings</li> <li>• Minutes recorded for all Governor meetings</li> </ul>
Safeguarding and welfare of the child	Children are safe and thriving	<ul style="list-style-type: none"> <li>• Developing and training existing and new members of staff to ensure that their knowledge of safe working practices ensure policies and procedures will be followed to a high standard. Yearly update meetings with all staff on key documents and school policies. Induction training for new staff who arrive mid- year on school policies and procedures</li> <li>• Ensure procedures as set out in the policies that support the school in keeping children and young people safe are adhered to and followed at all times. Responsibility with the Headteacher and SLT, who report to Governing Body termly</li> <li>• Appointing a nominated child protection lead and deputy child protection lead (Paul Disley and Martha McLewin)</li> <li>• School Business manager holds register of training to ensure all staff are up to date</li> <li>• Challenge and support for families where care, nurture, love and parenting are not in our view acceptable in encouraging the child to thrive and succeed</li> <li>• The school works with local agencies <a href="https://www.esafetytraining.org/">https://www.esafetytraining.org/</a> to keep parents, children and staff up to date about online safety and possible dangers</li> <li>• Data collection sheets kept up to date and parents/carers ask twice a year to review these. School has a minimum of 2 contacts for each child</li> <li>• Parents can nominate adults to collect and drop of their child. If an adult arrives to collect a child but is not on the contact list, and where the school has not been given permission by the adult in charge of that child on that day, the school will seek confirmation with the parent before a handover</li> </ul>

		<ul style="list-style-type: none"><li>• Where parents have separated or are in dispute, the school will not object to adults picking up a child once nominated by the parent who has responsibility for that day in relation to collection or drop off, unless there are grounds for school to have safeguarding concerns about the nominated adult or impact on the child</li><li>• Supervision for SENCO each half term</li></ul>
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*This policy is overarching and should be read in conjunction with the other key policies that support children and young people in keeping safe and from harm. They include:*

- *Child protection policy*
- *Behaviour policy*
- *Attendance policy*
- *EVC policy*
- *Health and safety policy*
- *Online safety policy*
- *Child on Child abuse policy*
- *Anti-bullying policy*
- *Whistleblowing policy*
- *Safer recruitment policy*
- *Complaints policy*
- *Staff code of conduct*
- *Fire policy and procedures*
- *Data protection policy*
- *Induction training for new staff*
- *Role descriptions for designated safeguarding leads and deputy safeguarding leads*