

## Safer Recruitment

All staff appointed to work in school have a criminal records search (DBS). Safer recruitment policy and stringent procedures in place.

HT, SBM and CoG have undertaken training and sit on appointment panels.

Newly appointed staff are appointed mentors in the induction period

SCR checked termly by CoG/HT

### How do GB know?

- Annual SCR audits by LEA & SDBE & CoG report
- Attendance on interview panel
- Safer recruitment checklist completed by BM and reported to gvns
- Induction of new staff signed off

## Health & Safety

H & S Policy – monitored by SBM & gvns

Annual H & S audit to ensure we are compliant with our H&S responsibilities

Robust arrangements for site security.

H&S meetings termly – arranged by BM, which includes H&S walks, identified targets set.

Trained First Aiders informed by Risk Assessment.

Accident book & procedures for informing parents. All accidents recorded on Scholarpack

BM ensures all appropriate training takes place.

### How do GB know?

- Annual H& Safety audit/self-assessment
- Link Governor attends the H & Safety meeting

## Visitors to School

Electronic sign in procedures robust – ID and DBS checked. We ensure all visitors with a professional role have relevant clearance. Colour coded visitors lanyard.

: Red – no DBS. Green – they have a DBS. Anyone without clearance is accompanied at all times.

Photos of Designated Leads at front entrance.

Visitor Policy and Volunteers Policy and safeguarding leaflet handed to visitors.

Clear signage for entering the Infant/Junior site

Contractors always accompanied by staff if on site whilst children are in school

### How do GB know?

- Witness when visiting the school.

## Staff Conduct

Staff 'Code of Conduct' acknowledged by all members of staff.

All staff responsible for child protection.

Whistleblowing – concerns about people working with children must inform HT or GB, in line with policy

### How do GB know?

- Annually agree code of conduct in gvns meeting
- Training register outlines the training and HT report to Gvns

## GDPR

Staff receive GDPR training  
New procedures implemented when advised.

SBM conference updates

Policy and documentation reviewed annually by LA under SLA

Procedures in place for transfer of safeguarding information regarding new starters and leavers  
Image consent & photography and filming guidelines in place

### How do GB know?

- Termly report to FGB

## Policy & Practice

Key policies reviewed according to policy schedule and available to stakeholders (some on website)

Annual SG audit, signed by CofG

Culture of self-review and improvement at the school

All staff and governors receive annual Safeguarding training / DSLs training / PREVENT. Regular staff updates

### How do GB know?

- Safeguarding policy gets reviewed and agreed by gvns annually.
- Annual safeguarding audit
- HT reports to GB in full gvns meetings
- Governor visits and pupil interviews

## Split site & site security

STM is a secure site with door access control on both sites.

CCTV cameras on both sites

PM conducts a weekly walks

Signs to encourage drivers to be considerate when dropping off their children

Risk-assessment in place for being split site

Pupil movement between sites carefully overseen (always adult accompanied)

### How do GB know?

- Witness when visiting the school.



## SAFEGUARDING AT ST MICHAEL'S

**How do we know our children  
are safe and therefore can live  
life in abundance?**

*These are headlines, not a fully  
comprehensive list of what is in place*

## Fire Safety & Lock Down

Half termly fire drills – recorded in Fire log book, reported to GVNS termly.

SBM – deliver introduction to fire drill to new reception class every year.

Visits from fire brigade for Y2 and Y5 – annually.

Fire alarms tested and recorded

Hazards in front of fire exits identified and removed in H & S walk by Premises Manager.

Fire exit plans throughout school.

Lock down plans being investigated...quote for an alarm.

Annual Fire Risk Assessment – all actions addressed; result: Low Risk

### How do GB know?

- All drills & FRA assurance reported to FGB

## Child Protection

Annual staff and governor training and regular updates  
KCSIE 2023 shared with all staff and response when read  
Child Protection & Safeguarding policy compliant with statutory requirements.

J Gillespie (HT) oversees safeguarding

DSL: Eunice Asante & Ashley Aldridge

Designated safeguarding gvn: B.Fielder & T.Bentil-Mensah

DSL training up to date.

CP reporting on MyConcern – all staff have a login

### How do GB know?

- Annual safeguarding audit
- Safeguarding report @ FGM Gvns
- Termly updates with governing body

## Attendance

Pupil manager rigorously monitor attendance and punctuality in line with policies and procedures  
place – in line with policies and procedures

HT & inclusion manager

monitor/review

### How do GB know?

- End of year AWO report – reported to gvns
- HT reports attendance to GB in FGB

## Curriculum

STM has designed a bespoke 'Healthy Body, Mind and Spirit Curriculum' delivered in weekly Jigsaw sessions – see website  
Safety aspects, i.e road safety, water safety and fire safety weaved into the collective worship programme

### How do GB know?

- Annual safeguarding audit
- Policies agreed by gvns
- HT reports to GB in full gvns meetings as part of safeguarding

## On Line Safety

Online safety part of school curriculum

Think before you click contract (for use of i-pads)

Online safety information on website and blog- for parents.

LGFL fire walls and filtering.

Staff code of conduct outlines appropriate use of school IT devices and mobile phones

### How do GB know?

- Annual safeguarding audit
- Policies agreed by gvns
- HT reports to GB in full gvns meetings as part of safeguarding

## School trips

Headteacher is trained to be Educational Visit Co-coordinator and oversees risk assessments and procedures  
School mobile phone accompany staff on trips.

Leaflets about expectations given to parent volunteers prior to trip.

### How do GB know?

- Policies agreed by FGB

The ultimate worth of each person is founded in being created in the image of God and in God's love and compassion for each. We encourage a culture of 'vigilance' where children feel safe and secure. This is based upon the promise of Jesus that: *'I have come that they might have life, and that they might have it more abundantly.'* John 10.10