



Safeguarding at Four Lanes Community Junior School – actions we put in place to ensure all our children, staff & visitors are safe



Child Protection & Safeguarding Policies (available on the school website)
<ul style="list-style-type: none"> • Designated Safeguarding Lead (DSL) – Mrs J Mallaby. • Deputy Designated Safeguarding Leads (DDSL) – Miss N Jones, Mr P Jeffreys, Miss R Smith, Mrs R Murphy & Mr N Hicks • Governor for Safeguarding & Child Protection – Mr P Vincent. • All staff have annual refreshers in Safeguarding & Child Protection. • Clear procedures are in place to ensure that any suspicions of neglect/abuse are reported to the relevant agencies. • Notes of concern are raised and kept on file as evidence of on-going concerns. • Regular meetings are held to discuss CP issues and pupils at risk. • All CP files are kept securely and confidentially.
Recruitment & Vetting
<ul style="list-style-type: none"> • All adults working with pupils in school have enhanced DBS checks. This includes any volunteers who come into school on a regular basis. • Named Governors and the Executive Headteacher are trained in Safer Recruitment to ensure that Safeguarding is a priority when interviewing new applicants. • Safer recruitment procedures are followed.
Curriculum
<ul style="list-style-type: none"> • Through PSHE, RSHE & Computing lessons and through collective worship, the pupils will cover a number of topics related to welfare and personal safety <ul style="list-style-type: none"> ○ British Values ○ Looking after our bodies ○ Relationships Education ○ E-Safety and keeping safe

Visitors
<ul style="list-style-type: none"> • All visitors report to the front desk to sign in. • All visitors wear a lanyard or sticker and are provided with safeguarding information.
Training
<ul style="list-style-type: none"> • All DSLs & DDSLs attend refresher training biannually. • All staff attend annual safeguarding updates. • All staff have read & understood KCSIE 2023 Part 1 with DSLs and senior leaders (including governors) the whole document. • Staff receive updates at least termly. • All staff have completed Prevent Duty training.
Attendance
<ul style="list-style-type: none"> • On the first day of absence, parents/carers are expected to contact the school office to explain any absence. • Unexplained absence will be followed up by a call from the school office staff. • Attendance Policy is available on the school website. • Any appointments should be scheduled outside of the school day wherever possible.

Safeguarding Policies (available on the school website)
<ul style="list-style-type: none"> • Child Protection • Safeguarding • Anti-Bullying • Health & Safety • Transport • Special Educational Needs & Disabilities (SEND) • Behaviour • Personal, Social & Health Education (PSHE) • Relationships, Sex & Health Education (RSHE) • Complaints • Data Protection • Low level concerns • Privacy notice • Equality
Health & Safety
<ul style="list-style-type: none"> • Regular Fire and other evacuation practices take place. • Regular Fire Risk Assessments are carried out. • All exits are clearly labelled. • Risk Assessments have been carried out and can be found in the school office. • Risk assessments are carried out for all offsite activities.