Arbor Academy Trust

Safeguarding Information for Parents

This is a reminder of our key policies and procedures that govern safeguarding in our schools. You can read these in detail from the Arbor Academy Trust website or from the Woodford Green Primary School website.

https://www.arboracademytrust.co.uk/

https://www.woodfordgreenprimaryschool.co.uk/

Safeguarding Policy - outlines our approach to safeguarding within our schools. It includes our statutory duties in relation to Child Protection reporting and our internal procedures for recording safeguarding concerns.

Keeping Children Safe in Education (2024) - emphasises the statutory duties all schools and colleges must follow with regards to the care of children in their institutions. This document is regularly updated and it is a legal requirement for staff to know the changes.

Whistleblowing Policy - outlines the procedures staff must follow if they need to report concerns regarding colleagues. Staff will follow this policy particularly where they have concerns regarding an adult's behaviour towards a child.

Allegations against staff Policy - outlines the procedures the school, Local Authority and staff member concerned will follow if an allegation is made against them.

E-Safety Policy - outlines the methods and strategies staff must adhere to in order to keep children safe online whilst they are using technology in school.

Restraint Policy - outlines the procedures that trained staff will follow during instances when it is necessary to restrain children. This policy is accompanied by logs that the school will use for analysis to ensure that procedure is followed. As a rule, restraint will only be applied where a child presents a danger to themselves or others once all other options of safeguarding children have been exhausted.

Attendance and Punctuality Policy - outlines the school's procedures for monitoring and recording absence from school. It includes procedures for correspondence with parents and what the school must do to combat persistent absence.

Medical Care Policy - outlines how the school manages the medical needs of children with specific conditions. A medical care plan will be written in agreement with the parents.

Designated Safeguarding Lead:
Melissa Logue

Deputy Designated Safeguarding Leads:

Richard Barker
Maeve McHugh
Julie French

Keeping children safe is everyone's responsibility

Keeping children safe in education 2024
Statutory guidance for schools and colleges

Paediatric First Aid policy - outlines the procedures for administering first aid, including emergency first aid to children at school.

Intimate Care Policy - outlines how the procedures staff must follow when having to change children, e.g. 2 year olds, special needs children etc. The school will keep logs and records of when children are changed.

Accident and Incident Reporting and investigation in Practice - outlines the procedures schools must follow when there are accidents and incidents on the school premises. Reports to the Local Authority are included in this. The school use these records to analyse and reduce the risk of future accidents and incidents.

Anti-Bullying Policy - outlines the school's commitment to anti-bullying, how the school will deal with incidents of bullying and how children are informed of the strategies and mechanisms they can use when faced with bullying.

Admissions Policy - outlines the admissions criteria for the school and procedures the school follows when new children arrive. It makes clear the information about new families the school must record and store.

Behaviour Policy - outlines the common behaviour strategies that staff and adults will use daily. This is shared with children regularly so that they understand the strategies used.

CCTV Policy - outlines how cctv systems are applied across the school as a safety feature and how the school will manage and share the information stored on CCTV systems.

Child Collection Policy – outlines steps the school must take in order to ensure the safe collection of children

Complaints Policy and Procedure - outlines the informal and formal procedures parents and carers must follow in the event of a complaint against the school or its practices.

EYFS Policy - outlines how the school will manage and deliver education and care for 2 - 4 year olds. This includes safety and risk management in the Early Years environment.

Educational Visits Policy - outlines how the school decides which visits are appropriate and safe for children to take part in. It includes the statutory duties of the school in relation to risk assessments and safe travel.

Equality Policy - outlines the statutory duties of the school when ensuring individuals or groups of individuals are not treated differently or less favourably on the basis of their specific protected characteristic, including areas of race, gender, disability, religion or belief, sexual orientation and age. Promoting equality should remove discrimination in all of the aforementioned areas

Lost Child Policy – outlines steps to be taken if a child is identified as missing on site, on a trip or has left the school premises

Mobile Phone Policy - outlines how the use of mobile phones (by staff, children and parents) is managed by the school so that the risk of improper use is reduced.

Photograph Policy - Photographs and video images of pupils and staff are classed as personal data under the terms of GDPR and the data protection act 2018. Therefore, using such images for school publicity purposes requires the consent of either the individual concerned or in the case of pupils, their parents and carers.

Recruitment and Retention Policy - outlines the statutory duties the school must follow when recruiting, interviewing and appointing staff. It is rigorous in its nature, and a vital part of the school's responsibility to safeguard children.