

Kilburn Infant & Nursery School

‘It could happen here’ – Safeguarding is everyone’s responsibility

Who:	Area of responsibility:	How:	Reporting to:	When:
Chair of Governors	Strategic overview of safeguarding Chair of Safeguarding Committee	Consider reports from the Head teacher & Safeguarding governors, governors, parents & carers. Facilitate discussion and agree next steps.	Governing Board	Main Governing Board meetings
Full Governing Board	Strategic overview of safeguarding – KCSIE + DDSCP Review/approval of policies: Accessibility; Administering Medicines; Admissions; Anti-bullying; Allergy; Asthma; Attendance; Behaviour Principles; Breast Ironing; British Values; CCTV; Child on Child abuse; Child Protection; Code of Conduct; Complaints; Confidential Reporting Code; Critical Incident Plan; Data Protection; Disciplinary Procedure for School Staff; Disability; Drugs; Educational Visits; Exclusion; External Contributors; Extremism & Radicalisation; First Aid; Food; Freedom of Information; Grievance; Health & Safety; Intimate/Personal Care; IT & Disaster Recovery; Lockdown Procedures; Looked After Children; Managing Allegations; No Smoking; Online Safety; PSHE; Physical Intervention; Promoting British Values; Protected Characteristics; Private Fostering; Relationships: Relationship, Sex & Health (RSHE); School Privacy Notice; SEN; SMSC; Stress Management; Supporting Pupils with Medical Conditions; Uniform & Appearance; Vexatious Complaints; Violence; Violent & Abusive Visitors; Zero Tolerance Safer Recruitment, SEND; CRE; FGM; Single Central Record	Determine policy and regulate monitoring processes. Safeguarding as an agenda item at all full meetings. Consider ‘Safeguarding Activity in School’ reports from HT. Action reports from Safeguarding committee and agree next steps. Agree safeguarding policy. Approve Safeguarding audits (e.g. NSPCC; LA) annually and termly actions. Ensure statutory duties completed.	Governing Board	Main Governing Board meetings
Safeguarding Governors	Monitor and critically evaluate safeguarding – termly ‘Safeguarding in School’ report from HT; policies, procedures, compliance with legal requirements. Monitor SCR. Keep up-to-date with information e.g. DDSCP newsletters; information from Safeguarding briefings; DSL Forum; documentation; DDSCP; Early Help Named Safeguarding Governor to meet with HT annually	Visit school and meet with staff and children – Pupil Voice. Discuss issues arising with school leaders and agree responses. Review policies as required. Present safeguarding findings from learning walks/pupil voice interviews. Monitor + amend policies. Respond to parental concerns by discussion with leaders. Write & agree actions. Monitor accidents + incidents + exclusions	Governing Board	Termly meetings and monitoring. Learning Walks + Pupil Voice Interviews

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<p>Head teacher - JB</p>	<p>Designated Safeguarding Lead (DSL)</p> <p>Designated Lead for ‘My Concern’ online system</p> <p>Designated leader with responsibility for ‘Prevent Duty’ and Anti-bullying</p> <p>Responsibility for Red Child Protection folders + all pupil Safeguarding information</p> <p>Overview of management of safeguarding e.g. Domestic Abuse; Reporting Code; Searching & Confiscation; Safer Working Practices; Code of Conduct...</p> <p>Recruitment + safeguarding induction of new staff</p> <p>Attend & cascade from training e.g. ‘Managing Allegations’; ‘Safer Recruitment’; Online Safety.</p> <p>Organise training for staff including annual Safeguarding training for all staff + Governors</p> <p>Awareness raising for pupils e.g. NSPCC, Safer Internet, Anti-bullying assemblies</p> <p>Responsibility for students, volunteers, visitors including provision of Safeguarding policies + procedures</p>	<p>Make & complete Child Protection referrals.</p> <p>Write draft of Safeguarding audits for Governing Board.</p> <p>Contact LADO within one day for ‘Allegations against staff’.</p> <p>Report to police disclosures that a girl under 18 has undergone FGM.</p> <p>Audit/purchase of training for staff, governors, volunteers.</p> <p>Complete all legal training requirements + keep records updated.</p> <p>Distribute updated DfE documents to governors, staff, volunteers.</p> <p>Distribute approved policies to staff e.g. Code of Conduct.</p> <p>Oversee supervision of volunteers + agreement to school policies.</p> <p>Monitor pupil attendance including PPDA + SEND.</p> <p>Ensure ‘Schools Safeguarding Portfolio’ is kept up-to-date.</p> <p>Regularly update website.</p> <p>Attend all Child Protection, TAC, Child in Need meetings.</p> <p>Organise regular ‘Welfare checks’ of named children.</p> <p>Audit & update Risk Assessments.</p>	<p>Governing Board</p>	<p>On-going</p>
<p>Deputy Head teacher + DDSL + Inclusion Leader – LS</p> <p>Assistant HT + DDDSL - HJ</p>	<p>Deputy DSL. Act-up as DSL in HT absence.</p> <p>Pupils with additional needs – SENDCO; Early Help Offer</p> <p>Designated ‘Looked After Children’ leader.</p> <p>Attend & cascade from training</p>	<p>Make & complete Child Protection referrals as needed.</p> <p>Complete DSL responsibilities in absence of HT as needed.</p> <p>Pupil interventions – support plans, multi-agency involvement.</p> <p>Funding applications.</p>	<p>Head teacher</p>	<p>On-going</p>

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<p>Business Manager - JK</p>	<p>DBS, Single Central Record, visitors, equipment & maintenance, inventory, pupil attendance, CRE</p> <p>First Aid for adults</p> <p>Contacting parents re: accidents + illness</p> <p>Contact from parents re: daily health concerns</p>	<p>Check competency and insurance of all contractors. Line manage Caretaker. Organise annual maintenance/equipment checks. DBS + Single Central Record reporting + checks. Checking + completing inventory re: safety of assets. Supervision + checks of visitors/volunteers/supply staff /professionals on premises.</p>	<p>Governing Board</p>	<p>On-going</p>
<p>Caretaker - DB</p>	<p>Day to day responsibility for Site Health and Safety Maintenance of equipment Fire alarm checks Legionella checks Site safety – locking and unlocking</p>	<p>Report H&S issues to Business Manager or HT. Undertake repairs and keep BM/HT informed of progress. Site supervision plan-locking and unlocking gates. Maintenance records.</p>	<p>Business Manager/HT</p>	<p>On-going</p>
<p>TAs</p>	<p>Reporting concerns to teacher or DSL/DDSL Paediatric First Aid trained First Aid at playtimes/outdoor Ordering first aid consumables Welfare of all pupils</p>	<p>First Aid Rota displayed. Records kept up to date. Review procedures and respond to issues which arise in relation to first aid, staff training and provision of good safe practice. Update/renew training as needed. Order First Aid resources.</p>	<p>Head teacher/BM</p>	<p>Check termly</p>
<p>Teachers + TAs + Office</p> <p>‘H+S Governor’ – JMo</p> <p>‘H+S Teacher’ - AH</p>	<p>Completing ‘My Concern’ online reporting system</p> <p>Knowledge of procedures for Safeguarding, Reporting Code, contacting Starting Point</p> <p>Awareness + compliance with all school Safeguarding policies and procedures.</p> <p>Reporting of Health & Safety Concerns.</p> <p>H+S Governor & Teacher termly premises inspections.</p>	<p>Security on doors/gates at relevant times. Compliance with policies – Child Protection, Intimate Care, Fire evacuation, reporting concerns (pupils, staff, visitors, families). Awareness + support of pupils with CP concerns + monitoring. Attendance at staff meetings. Completing monthly Welfare Checks on specific pupils (teachers)</p>	<p>Head teacher + Governors</p>	<p>On-going</p>

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<p>Mid-day supervisors – TT, SWi, DH, AH</p> <p>Catering staff</p>	<p>Knowledge of procedures for Safeguarding, Reporting Code, contacting Starting Point</p> <p>Awareness + compliance with all school Safeguarding policies and procedures.</p> <p>Reporting of Health & Safety Concerns.</p> <p>Lunchtime supervision – pupils, health & safety, dining room, playground, equipment, pastoral support</p>	<p>MDS termly meetings. Daily liaison with Catering staff. Awareness of Intimate care policy; fire evacuation procedures; child protection issues/pupils who are supported + monitored. Offer first aid & pastoral support to children Awareness of procedures for reporting and follow up of accidents. Report health and safety concerns.</p>	<p>Teachers + HT</p>	<p>On-going</p>
<p>Pupils</p>	<p>Behaviour & safety awareness Reporting of incidents and bullying Caring for one another. Feeling safe + supported to talk to adults – who to tell Follow NSPCC ‘Speak Out. Stay Safe’ Online Safety Anti-bullying</p>	<p>Class time & discussions/activities Schools Council discussions and meetings Assemblies NSPCC information Secure relationships with adults</p>	<p>All staff</p>	<p>On-going</p>
<p>Parents & Carers</p>	<p>Reporting to school any relevant safeguarding incidents of any child aged under 16</p> <p>Attendance. Punctuality. Appropriate clothing and footwear. Reporting of bullying Reporting of health concerns relating to their child. Reporting to school anything which they think might be dangerous. Reporting of Online Safety concerns Knowing ‘what to do if concerned’</p>	<p>Daily liaison + email, phone, email access to staff. School Booklet. Website. Policies. Letters home. Questionnaires. Parent Governors. Reading Safeguarding information sent out e.g. NSPCC booklet ‘Share Aware’ Parent Hub Knowing who DSL + DDSL + DDDSL is + how to report a concern about a child or adult</p>	<p>HT, School staff & Governors</p>	<p>On-going On-going</p>
<p>Volunteers</p>	<p>Safeguarding – awareness + compliance with all school Safeguarding policies and procedures</p> <p>Reporting of Health & Safety Concerns</p>	<p>Knowing who DSL + DDSL + DDDSL is + how to report a concern about a child or adult</p>	<p>Teacher or HT</p>	<p>On-going</p>

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