



Meadowside Primary School

Safeguarding Policy

Reviewed: September 2025

Next Review: September 2026

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- **Protecting children from maltreatment whether that is within or outside the home, including online;**
- **Preventing impairment of children's mental and physical health or development;**
- **Making sure children grow up in circumstances consistent with the provision of safe and effective care; and**
- **Taking action to enable all children to have the best outcomes**

Meadowside Primary School **SAFEGUARDING POLICY**

We are proud of our school and instil our values for life within the children.

At Meadowside Primary the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. Meadowside Primary therefore has to ensure that this expectation becomes reality.

Every Child:

- Must be and stay safe
- Must be healthy
- Must be able to enjoy and achieve
- Must be able to achieve economic well-being
- Must make a positive contribution

Everyone at Meadowside shares a commitment and responsibility to help keep children safe by:-

- Providing a safe environment
- Identifying children and young people who are suffering or likely to suffer significant harm
- Taking appropriate action
- Being aware that 'it could happen here'
- Always acting in the interests of the child

This policy includes the recommendations of the statutory guidance document:

- **Keeping Children Safe in Education (2025)**

In addition, it reflects the following safeguarding documentation:-

- Working Together to safeguard children (2023)
- Education Act 2002 (section 175)
- The Rights of the Child (UN Convention 1989)

Safeguarding procedures related to staff.

All staff receive Safeguarding training via GSCB on a 3-year basis and regular safeguarding updates and education throughout the academic year. They also receive Prevent training. Staff who are unable to attend GSCB training are expected to complete the online study module and provide certification to the school office. A record is kept of all the training and is regularly checked to ensure it is up-to-date. **They must read Part One of KCSIE 2025.**

The Designated Safeguarding Leads receive Enhanced Safeguarding training which is updated every 2 years. It is the responsibility of the DSLs to update and train all staff on new legislation and recommendations as well as ensuring school policies reflect any statutory changes.

CPOMS (online safeguarding tool) is used to collate and analyse safeguarding incidents or concerns. Members of SLT have elevated access and discuss cases at leadership meetings.

Safer recruitment.

The school is bound to adhere to the Disqualification and Barring Scheme initiated by the DCSF. The school has a Single Central Record of all staff and all adults regularly working with children, including volunteers and students. This is kept up to date by the office staff on a regular basis. It is monitored by the Head teacher and the Safeguarding Governor. The school will undergo a review of safeguarding procedures annually.

All staff that are appointed to work in school have a criminal records search called a DBS check. This search highlights people who have a criminal record or if previous allegations have been made against them. If staff are found to have a criminal record the appointment is reconsidered by the Head teacher and the Governing Body. The LA is informed directly by the Criminal Records Bureau.

As of September 2014, all new teachers at Meadowside were subject to a Prohibition check, to ensure they can be employed legally by the school. This is then recorded on our Single Central Record. Staff are expected to disclose any new convictions during employment. Annual reminders are sent out.

Appointing new staff and Induction

The Head teacher sits on all appointment panels where the candidates are external applicants. The Head teacher has undertaken Safer Recruitment Training. The Safeguarding Governor has also undertaken safer recruitment training.

Shortlisted candidates for any post will be subject to the same safeguarding checks as listed above, prior to any appointment being made. Two references will also be sought, which have to be verified as genuine by the Headteacher.

As part of the shortlisting process, we will carry out an online search as part of our due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the DSLs might want to explore with the applicant at interview.

It is the responsibility of the school's Designated Safeguarding Leads to familiarise new staff with safeguarding practices, procedures and policy, which affect the health, safety and wellbeing of all at school but especially the children. A Quick Reference Guide is issued to all new staff. As part of induction, any staff who have not received GSCB training via their previous employer are asked to complete an online version on induction. Staff are also required to read Part 4 (Allegations of abuse made against teachers, and other staff, including supply teachers, volunteers and contractors) of KCSIE (2025).

Copies of documents used to verify the successful candidate's identity, right to work and required qualifications are kept on their personnel file.

Induction of volunteers

All volunteers are issued with the school's Quick Reference Guide on their first visit to Meadowside. Volunteers must also have a DBS check. For a brief activity, such as a school visit, which does not involve the supervision or close contact of children then this may not be required but the school may telephone for a "99" check. For extended contact with children, when children may be left alone with an adult, or when an adult visitor may be in and around the school building a full DBS search will be conducted. The school office undertakes this. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children. Upon arrival, all regular volunteer helpers are required to read through the policies in the visitor folder and sign to confirm that they have read and understood them.

Staff Behaviour

Staff are expected to adhere to the Meadowside Code of Conduct and Safer Working Practice recommendations. Further guidance can be found in Part 1 of KCSIE 2025.

Our expectations for adults who work at Meadowside include:-

- Treating all children with respect
- Setting a good example by conducting ourselves appropriately
- Involving children in decision-making which affects them
- Encouraging positive and safe behaviour among children
- Being a good listener
- Being alert to changes in a child's behaviour
- Recognising that challenging behaviour may be an indicator of abuse
- Reading and understanding all of the school's safeguarding and guidance documents on wider safeguarding issues, for example child protection, bullying, online safety and data protection
- Asking the child's permission before doing anything for them which is of a physical nature, such as assisting with dressing, physical support during PE, music or administering first aid
- Maintaining appropriate standards of conversation and interaction with and between children and avoiding the use of sexualised or derogatory language
- Maintaining professional standards and boundaries at all times on and off the school site
- Being aware that the personal and family circumstance and lifestyles of some children lead to an increased risk of neglect and or abuse
- Staff, volunteers, governors not being involved in any activity which is illegal and may pose a risk to children e.g. access to child pornography, extremist or radicalisation activities
- Staff and volunteers are reminded to declare any offences or involvement with the police relevant to their employment
- Where safeguarding or criminal issues occur in an employee's private life the impact of this on their suitability to work with children will be assessed with the support of the LADO/HR as appropriate.

Professional Agencies

Visitors with a professional role, such as the school nurse, social worker, educational psychologist or members of the Police will have been vetted to work with children through their own organisation.

Professionals will be required to bring their identity badges on all visits and to wear these. They will complete signing in/out forms and wear a school I.D. badge if required to do so.

For agency, third-party staff and contractors, the guidance in KCSIE must be followed.

The school has a responsibility to work with other agencies on all safeguarding issues which may include:

- child sexual exploitation (CSE)
- children missing from education
- children missing from home or care
- bullying including cyber-bullying and prejudice based bullying
- domestic abuse
- drugs and alcohol misuse
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)

- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- hate
- mental health
- missing children and adults
- private fostering
- radicalisation/extremism
- sexting/grooming and other E safety issues
- teenage relationship abuse
- Trafficking

Any reports of **child sexual violence** and **sexual harassment** (including child-on-child) accusations will be dealt quickly and in line with part 5 of KCSiE (2025). The school will be supported by other agencies including social care and the police.

For more information on any of the above list, see the links to Government guidance in KCSiE.

Child Protection Policy

The designated Safeguarding Lead is Mr Dan Port and the deputy designated safeguarding leads are Mrs Victoria Whitlock and Miss Catherine Mellersh. The designated safeguarding governor is Mrs Rebecca Kerslake. There is a detailed Child Protection Policy statement, which is available from the school office and on our website. It is the Governing Body's duty to ensure the policy is reviewed annually and any recommended updates addressed immediately. Mrs Victoria Whitlock and Miss Catherine Mellersh are additional Safeguarding Leads.

All allegations of abuse by or complaints of a teacher will be dealt with in accordance with procedure laid out in KCSiE guidance (2025) and Local Authority procedures. The Local Authority Designated Officer (LADO) is the first point of contact in such cases. For any complaints about the Head teacher, the Chair of Governors should be contacted directly.

The Health and Safety Policy

The school has a Health and Safety policy, which is monitored by the relevant committee of the school governors.

The Head teacher, the Caretaker and the Governors oversee this monitoring using a comprehensive list of issues that may have arisen. Pupils from the school are also invited to attend these Health and Safety Walks. Any concerns from staff are reported to any of the above and the caretaker carries out an initial examination, assessing what remedial action needs to take place.

Each full term there is a fire drill that practices efficient evacuation from the buildings and a lockdown procedure rehearsal; these are recorded in the fire drill book. The school conducts an annual Fire Risk Assessment.

Safe working practice ensures that pupils are safe and that all staff, volunteers and Governors;

- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Work in an open and transparent way
- Work with other colleagues where possible in situations open to question
- Discuss and/or take advice from school management over any incident which may give rise to concern
- Apply the same professional standards regardless of gender, race, disability or sexuality
- Be aware of confidentiality

- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

First Aid

In school there are always trained members of staff who oversee first aid. They meet on a termly basis to share best practice and this is monitored by the safeguarding Governor. There are also paediatric trained first aiders. There are a number of first aid kits situated around school. When a child is poorly, or has suffered an accident in school or on the playground there is a protocol for staff to follow:

- A trained first aider is consulted
- For head injuries a Head Note is issued; for some specific injuries an accident note is issued
- If there is any doubt at all a parent/carer is contacted.
- A log of all accidents is kept in school

The Meadowside school policy is that members of staff will only give medicines if absolutely necessary. In the case of a pupil needing medication during the day parents are welcome to come into school to administer correct dosages. For the majority of medicines a dose before and after school is perfectly adequate. Naturally, parents should consult doctors before giving any form of medication.

For matters of an intimate nature staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Head teacher or Deputy. Please also see our Intimate Care policy.

Site security

Meadowside Primary provides a secure site, which is controlled by precise management directives, but the site is only as secure as the people who use it. Therefore all people on the site have to adhere to the rules and to Safeguarding expectations.

- Doors should be closed not only to prevent intrusion but to facilitate smooth exits.
- Visitors, volunteers and students must only enter through the main entrance and after signing in at the office.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Children should never be allowed to leave school alone during school hours, and if collected by an adult, they must be signed out.
- Should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the office. Then, parents and police will be informed of the circumstances.

The school run a colour-coded security scheme to make it easier for both children and staff to recognise who has been DBS checked and who has not.

Red lanyard – No DBS – should never be left alone or unattended

Green lanyard – DBS checked

Black lanyard – Governor – DBS checked

Blue lanyard – Staff – DBS checked

Before School

School is not open to the children until 8.35 am. This provides time for everyone to arrive ready for the whistle at 8.45am. The main gates will remain locked until 8.35am. At 8.35 am we will open the main gate and staff will be on duty on the playground and at the front of the school to receive the children.

Off Site Visits

Off site visits will be the subject of a risk assessment. The lead adult carries out a pre-visit wherever possible and always completes a Risk Assessment, using information from the site itself and by consulting their website if a pre visit has not been possible

Safeguarding concerns or allegations will be responded to following the GSCB procedures. The member of staff in charge of the visit will report any safeguarding concerns to the Designated Safeguarding Lead and Headteacher, who will pass to Social Care if appropriate. In an emergency the staff member in charge will contact the police and/or social care.

The child protection/safeguarding policy and procedures of an off-site provider e.g. water sport activity, will be checked and the DSL satisfied that they are appropriate, before using the facility.

The Design of the Curriculum

“Preventative education is most effective in the context of a whole-school or college approach that prepares pupils and students for life in modern Britain and creates a culture of zero tolerance for abusive behaviour” KCSIE 2025

Our Meadowside Curriculum deals with safeguarding in two ways:

Firstly, our curriculum, in subjects such as Personal, Social and Health Education (we call this Life Skills) allows for discussion of relevant issues with the children. Topics include such themes as Drugs, Sex and Relationships and Stranger Danger. Children are encouraged to explore and discuss these issues. Visits from The Life Education Bus, SkillZone, the Think Travel team, the Fire Brigade and theatre groups are organised for appropriate year groups. With the introduction of the Prevent Strategy for schools, our curriculum and SMSC throughout the school allows opportunities for learning, reflection, raised awareness and challenge, so that our children develop a moral code and set of values which mirror those of life in modern Britain and our Meadowside ethos and expectations.

Secondly, our curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as using equipment properly in PE and Design and Technology. At all times there has to be appropriate staffing levels.

When the curriculum is taken out of school, appropriate and agreed pupil/adult ratios are maintained. The lead adult always carries out a pre- visit and completes a Risk assessment. This is shared with pupils, who contribute to its contents and with all staff and volunteers. All trips are authorised by the Head teacher in advance.

Risk assessments for the use of play equipment and play areas are carried out and children made aware of these risks. However, these should not deter children from exploring and experimenting in their play. They should be taught how to manage the risks.

Online Safety

The following section must be read in conjunction with KCSiE part one, paragraphs 134 – 148..

Children should be encouraged to use the internet, but at all times in a safe way. Children are taught in computing lessons the safe use of the internet and how to use the facilities it offers safely, how to report abuse and deal with the consequences.

The breadth of issues classified within online safety is considerable and ever evolving, but can be categorised into four areas of risk:

content: being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, and extremism.

contact: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.

conduct: online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying

commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group

Pupils must never be left unattended whilst online and teachers should ensure that this does not happen. If teachers know of misuse, either by a teacher or child, the issue should be reported to the DSL without delay.

The DSLs have overall responsibility for e-safety. Our Online Safety Policy contains more detail.

Equal opportunities

At Meadowside Primary we ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at Meadowside Primary are considered equal in the learning partnership. When children have additional needs we make arrangements to inform parents and design specific programmes.

Children with disabilities must be able to take a full and active part in every lesson and every measure must be taken to ensure this. We also ensure we provide equality of access and provision for all children regardless of gender, race or disability.

Provisions within the Equality Act allow schools to take positive action, where it can be shown that it is proportionate, to deal with particular disadvantages affecting pupils or students with certain protected characteristics in order to meet their specific need (part one - KCSiE 2025).

Children with additional needs

Governors recognise that children with special educational needs or disabilities may be especially vulnerable to abuse and expect staff to take extra care to interpret correctly apparent signs of abuse or neglect. Indications of abuse will be reported as for other pupils. They may be increasingly vulnerable to being bullied, at higher risk of sexual exploitation, on line grooming and radicalisation. Staff should work closely with parents/carers in meeting any particular needs and providing any appropriate safeguarding advice.

Additional barriers can exist when recognising abuse and neglect and exploitation in SEND children e.g. assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration, communication difficulties, not necessarily showing outwardly the signs of the impact of others behaviour towards them such as bullying. Staff awareness should be raised to these issues and the need for additional pastoral support to be reviewed.

Governors will provide a school environment in which pupils with special educational needs or disabilities feel confident and able to discuss their concerns. Whenever possible, pupils will be given the chance to express themselves to a member of staff with appropriate communication skills. The Designated Safeguarding Lead will work with the Special Educational Needs Co-ordinator to identify pupils with particular communication needs.

Anti Bullying

Meadowside School's definition of bullying is:

" If someone does something unkind to you Several Times On Purpose"

The school's response to this is unequivocal:

'Start Telling Other People'

Adults must be informed immediately and action will take place.

A more detailed Anti-bullying Policy is available from the school office and on our website.

Photographing and filming.

At Meadowside Primary School we currently allow parents to photograph and film at productions or events. A detailed protocol is always published for parents in advance of such events.

All parents are asked to provide permission at the beginning of the academic year to allow photographs to be taken, used by the newspapers and the school website. All staff are alerted to those children for whom permission has not been granted.

The school has a detailed protocol for use of Social Networking sites which is available from the office.

Attendance

The school will keep its admission register accurate and up to date.

The school attendance policy is regularly updated and understood by all staff.

A child who is absent from education is a potential indicator of abuse or neglect including sexual exploitation or risk of radicalisation. After reasonable attempts have been made by the school to contact the family, the school will follow the GSCB procedure and refer to the Local Authority education welfare/attendance service.

All schools must inform their Local Authority if a child is referred to be educated outside of the school system e.g. Elective Home Education, ceased to attend, unfit to attend on health grounds, in custody for 4 months or permanently excluded.

We will ensure that this and other linked policies are updated on a regular basis to reflect the changing needs of the children and young people who attend our school as well as National or Local Authority updates. We will consult with the children/young people to ensure their voice is heard.