

Safeguarding- Summary of Expected Practice at The Orchard

<p align="center">Environment</p> <ul style="list-style-type: none"> • All chemicals, cleaning materials stored and locked centrally- on COSHH register • Finger guards all doors • All coats and bags off floors • No plastic carrier bags • Staff awareness- pick up/remove any hazards • Caretaker's shed to be clearly and carefully organised and locked securely • Thorough cleaning • No hot drinks in corridors, classrooms, hall and playground • Termly Health and Safety Inspections • Termly Governor Learning walks where Safeguarding is an ongoing focus • Named DSL list in each classroom, hall, office and shared areas 	<p align="center">Procedures/Policies</p> <ul style="list-style-type: none"> • Challenge all visitors politely • Expected visitors written on staff notice board • Coats on for cold weather outdoor play • School councillors responsibility • Playground Tutor responsibility • Attendance and Punctuality procedures - courtesy calls by 9.15 a.m. for non-attendees • Educational visits policy • Child protection policy • Health and safety policy • End of day dismissal to known adults only • Counting heads on visits, end of playtimes • All staff, Governors, club providers, volunteers DBS checked- on single list • Checking hazards before PE lessons- involving children • Whistle blowing policy • Follow county guidance on allegations against staff • Named Governor for Child Protection • Guidance on physical intervention procedures • Bullying, Behaviour policies - annually reviewed • Complaints procedure • Equal opportunities policy • SEN Policy and 'School offer' • Risk assessments • Staff Handbook and Staff Code of Behaviour • First aid training for all staff- 3 yearly • E-safety policy • Policies on website and in foyer
<p align="center">Security</p> <ul style="list-style-type: none"> • Electronic security gates at both boundaries- cctv monitoring • Staff wear badges at all times • All visitors sign in and wear badge or sticker • Late children signed in • Children leaving early signed out 	<p align="center">Other</p> <ul style="list-style-type: none"> • Strong positive relationships between staff and children so children confident to talk to us and we listen to them • Worry boxes or worry wall in each class • Vigilance by staff at all times • Safeguarding- weekly agenda item at our staff admin meetings, agenda item at Governors meetings • 4 DSLs- regular CP training • Safety incorporated in to the curriculum- eg- PE, science, Art, DT, PSHE • Annual training for staff • Regular training for Governors • Training for every volunteer helper