

Hormead School Safeguarding Summary for Governors

The Governors and staff of Hormead First School recognise the importance of safeguarding and are committed to making every provision and to taking all steps to ensure the safety and welfare of all pupils at the school.

Overview and ethos

- The school fulfils its statutory duties in the first full governors meeting each academic year. Safeguarding policies, eg. The child protection policy, whistle blowing are updated with guidance from the local authorities model policies.
- All staff and governors are given a face to face update on latest **KCSiE requirements** – everyone is required to read and sign to stay they have understood their part in keeping children safe in education.
- Safeguarding is effective and pupils feel safe.
 - Early intervention is a key priority of the school
 - All staff are vigilant in logging concerns on the electronic database CPOMS and raise and alert for the Headteacher.
 - The Headteacher and DSP monitor all concerns and follow up on all incidents – where necessary the Headteacher will talk to the relevant parent/ guardian and escalate the concern by making a referral to the relevant body (child protection or families first)
 - Staff regularly discuss any concerns about conversations with parents or pupils with the Headteacher – steps are taken to record concerns and followed up by the Headteacher or deputy DSP.
 - Wishes and feeling are done with children whose homelife is a concern and nurturing sessions are put in place with an experienced TA or teacher to allow children to talk about worries.
 - Our school uses 'Kapow' for PSHE lessons. The lessons teach children about bullying and how to stay safe. They promote British Values and encourage children to be alert for such things as peer pressure, and saying no
 - Currently no 'looked after' children in school (last year there was 1)

Reporting and recording

- Our school has a whistleblowing policy which enables all staff and volunteers to raise concerns about poor or unsafe practice. This is reviewed annually.
- The safeguarding governor attends half termly visits with the Headteacher to discuss safeguarding concerns and perform routine checks on pupil safeguarding. A report is provided to governors.
- Child protection information is recorded on CPOMS. Any paper copies are stored in a locked filing cabinet in the Head Teacher's office. Information is transferred between schools via CPOMS, secure email or they are personally delivered.
 - CPOMS has been useful to be able to pull off reports in the subcategories we need to monitor.
 - We are now also using CPOMS to share any updates / concerns regarding SEND children.

Attendance

- The office staff follows up on any child who is absent before 10am and records reasons on Arbor.
- The Office staff run fortnightly attendance reports and share this with the headteacher. A detailed spreadsheet is kept updated to track attendance, patterns, including demographics.
- The headteacher has a system in place for contacting parents and carers about attendance concerns – a follow up meeting is arranged to put support in place for good attendance. Some examples include: offering free morning club to get an anxious child into school, meeting a child at the office to walk through to class, rewards for child for good attendance, lift sharing etc.
- Good attendance and punctuality is regularly promoted via letters, newsletters and the school website.
- Attendance figures, including persistent absence is shared with governors.
- Headteacher meets with Hertfordshire attendance officer to discuss concerns.

Safer recruitment

- Office manager is responsible for safer recruitment checks with Headteacher confirming that checks have been done.
- Office manager, Headteacher and governors have had safer recruitment training.

e-safety

- The school promotes safer internet day with yearly activities in place for children based on theme of the year.
- The school has an online safety policy which is shared with staff, governors and parents.
- Pupils have eSafety lessons in PSHE and are reminded of being safe online whenever the children are working online.
- Online safety updates are shared with parents. We recently ran a 6 week keeping children safe online course for parents and carer which was well received.

Health and Safety

- The staff and governors are proactive in ensuring that the school premises and environment are safe for pupils.
- All health and safety risk assessments are carried out for activities within and beyond school.
- School trips are risk assessed in line with current LA guidance and EVOLVE is used for these including residential visits.

Staff

Designated person:	Lynda Cowler
Deputy Designated Person:	Steph Cawsey
Deputy Designated Person	Lauren Guilliam
Governor for Child Protection and Safeguarding:	Lizzie Johnson
Governor monitoring of safeguarding records:	Lizzie Johnson

The Chair of Governors, Mr. Michael Johnson is the governor responsible in the case of allegations of abuse being made against the Head Teacher. Allegations against staff are dealt with in compliance with the LA.