Appendix 1 - Additional School Specific Safeguarding Information and Procedures

|  |  |  |
| --- | --- | --- |
| **Safeguarding information specific to Budbrooke Primary School**  Below is a list of the safeguarding risks at Budbrooke Primary school and the procedures that are in place to reduce these risks. | **Safeguarding risk** | **Procedures to address this and reduce the risk.** |
| Road directly outside the main entrance to the school | Accidents involving pupils  Accidents involving cars  Increased flow of traffic during drop off and pick up times when pupils are moving in and out of the school site | Regular reminders to car owners on school newsletter  Messages via text message to parents when required  Educating pupils about road safety through PSHE lessons and whole school assemblies. |
| Gate from Year 5/6 playground opens out directly onto a footpath beside a road | Pupils at risk from cars using the road | Gates are locked and checked immediately after the start of school  Pupils line up at the start of the school day and staff meet and greet pupils to ensure that no child leaves the premises.  Gates are only opened just before collection time.  Pupils who walk home from this playground are verbally reminded to be careful of the road before leaving the school site.  Road safety is taught and reinforced through PSHE lessons and whole school assemblies.  Reminders are sent out on the school newsletter |
| Cars parked directly opposite school entrance | Cars reversing  Restricted view for drivers  Increased flow of traffic during drop off and pick up times when pupils are moving in and out of site. | Regular reminders to car owners on school newsletter  Messages via text message to parents when required  Educating pupils about road safety through PSHE lessons and whole school assemblies. |
| Park directly outside the school gates | Pupils crossing road directly outside school to gain access to the park  Large public open area very close to the school gates/ playground fence  Members of the public can easily interact with pupils through the school fencing on the Year 5/6 playground | Educating pupils about road safety through PSHE lessons and whole school assemblies.  Whole school assemblies/ class assemblies and discussions during PSHE about what to do if they are approached by strangers at the school fence (Do not interact, Walk away, Notify an adult on the playground immediately, move to the other side of the playground away from the fence that the public are able to interact with pupils through)  School staff and Midday supervisors training based on procedure for removing pupils from potential safeguarding risks when they are approached by members of the public through the school fence.  Two midday supervisors to be present on this playground to increase vigilance and provide additional support if procedures need to be followed.  All members of staff of the playground have radios so that SLT/ the school office can be contacted immediately in an emergency. |
| Nursery on school site with public access footpath | Members of the public can access the footpath to the nursery which is on school site | Fencing to secure school site and separate pupils from the public.  Fencing has a coded gate. Staff members only have access to the codes for the gate.  Code access out of pupils reach so that pupils cannot let members of the public through the gate in the fence. |
| Nursery and school staff car park on school site | Cars moving in and out of the car park requiring gates that are on school site to be opened | Fencing to secure school site and separate pupils from the car park.  Fencing has a coded gate. Staff members only have access to the codes for the gate  Code access out of pupil’s reach so that pupils cannot gain access to the car park  Staff members to shut and lock gates each time they access the car park. |
| Drop off and collection point for after school club (Kid’s Club) | Members of the public can access the entrance and exit to after school club | Entrance and exit fenced with a gate. The gate has a passcode, after school staff members have access to the code.  Code access out of pupil’s reach so that pupils cannot allow members of the public to gain access.  Entrance/ exit to Kid’s club has a bell so that staff members are notified when a parent/ carer has come to collect  Entrance/ Exit is near a window so that parents/ careers can be positively identified before collection.  Pupils who attend the club know the importance of notifying adults if they see a parent/carer/ member of the public approach the entrance/ exit  All members of staff have radios so that SLT/ the school office can be contacted immediately in an emergency |
| Driveway onto school premises | Members of the public are able to use the driveway as a footpath  Driveway leads immediately onto a main road. | Regular reminders on the school newsletter.  Footpath (which runs alongside the driveway) is clearly signposted |
| Gate onto public alleyway (Year 3 and 4 playground) | Members of the public can easily interact with pupils through the school fencing on the Year 3/4 playground  Gate opens directly into footpath for an alleyway leading to shops and a road | Gates are locked and checked immediately after the start of school  Pupils line up at the start of the school day and staff meet and greet pupils to ensure that no child leaves the premises  Gates are only opened just before collection time.  Staff ensure that an adult is there to collect pupil before allowing them to leave the line at the end of the school day.  Whole school assemblies/ class assemblies and discussions during PSHE about what to do if they are approached by strangers at the school fence (Do not interact, Walk away, Notify an adult on the playground immediately, move to the other side of the playground away from the fence that the public are able to interact with pupils through)  School staff and Midday supervisors training based on procedure for removing pupils from potential safeguarding risks when they are approached by members of the public through the school fence.  Midday supervisors are near other members of staff on a separate playground to increase vigilance and provide additional support if procedures need to be followed.  All members of staff on the playground have radios so that SLT/ the school office can be contacted immediately in an emergency |
| Green buttons to exit the building are at a height that is accessible for some older pupils | Pupils can exit the school premises | Only adults are to touch the green button  Safety message communicated regularly during whole school assemblies and class discussions  Green button exits (except one) exit out onto the playground and secured school site  Green button at the school office is monitored by the school admin team who are able to see the entrance/ exit to the school at all times |
| Reception building is separate from the main school | Effective communication of safeguarding issues/ incidents | All staff have radios  Telephone with direct link to school office and SLT so that they can be contacted in an emergency |
| Outdoor learning areas | Outdoor learning areas can be exited easily | All exits to outdoor learning areas exit onto school playgrounds and the secured school site. |
| Separate playgrounds | Effective communication of incidents and safeguarding issues and concerns | All staff have radios  Additional members of staff on the playground to increase support and vigilance when required. |
| Playground equipment | Injury from incorrect use | Individual risk assessments for playground equipment  Increased members of staff to ensure safety  Reminders about safe use of equipment given regularly by staff members  Major incidents reported and risk assessments amended as required. |
| Poly tunnel used for gardening | Secluded area away from clear view  Gardening equipment  Plants and shrubs | Pupils only allowed n this area with adult supervision.  Expectations about the use of the area are communicated clearly, particularly to those year groups who are situated near this area.  Risk assessments for tools  Risk assessments for plants and shrubs |
| Online safety | Exposure to online safety risks | The use of online communication within school is monitored extensively, both internally and externally, to help safeguard pupils from potential dangers or unsuitable content. Online safety incidents which are reported by staff or children are recorded and managed in accordance with the Online Safety Policy.  All children are taught about how to be responsible, safe internet users and are taught the skills which are needed in order for them to protect themselves against online dangers both inside and outside of school. |
| Individual pupil needs | Pupil may not respond to instructions in an emergency  Pupil may not be aware of how to remain safe  Pupil may have no perception of situations that could contain risk | Pupils have a personilsed plan, documenting strategies that are successful.  They have personal evacuation plans if required.  All adults working with the pupil (and parents) are given copies and these are updated as required, they are regarded as a working document. When plans are amended they are redistributed. |