

Appendix 1 - School specific procedures - Birchwood Primary School

Raising a concern about a child

If a staff member, volunteer or visitor to school has a safeguarding concern about a child they should report this to the DSL (Mrs M Day) or a DDSL. (Mr N Coleman, Mrs E Webb, Mrs L Scotchmer)

We use the CPOMS system to record all such concerns. Staff members have a log on to this system and can do this themselves directly using an incident report form. They allocate a DSL/DDSL that this incident will alert who will then either deal with directly or delegate the incident to another member of the DSL team to action. This system does not replace a conversation with a DSL/DDSL and we encourage such conversations as part of our practice.

Lunchtime supervisors, volunteers and visitors to the school do not have access to the system and as such should use the Warwickshire Safeguarding Green Concern forms to record any safeguarding concerns and pass these directly to a DSL/DDSL before leaving site. The DSL/DDSL will then add these concerns to CPOMS electronically including scanning in the original form as part of the record for the pupil.

All actions taken as a result of concerns raised will also be recorded on CPOMS and the appropriate staff notified to allow a timely, bespoke and appropriate response for our pupils.

CPOMS is also used to keep records of referrals to, outcomes of and any work with Children's social care, as well as support offered and undertaken within Early Help processes.

Raising concerns about the behaviour or actions of adults

If anyone in school has a concern about the conduct of an adult they should complete a Warwickshire Safeguarding Yellow Form and pass it directly to the Headteacher (Mr N Coleman). If their concern is about the Headteacher, then the form should be passed directly to the Chair of Governors, Mike Potts who can be contacted at potts.m@welearn365.com

Wellbeing concerns

If staff have concerns about the wellbeing of adults in school, this should be raised with the Headteacher. If the Headteacher is not available then these should be discussed with the Associate Headteacher (Mrs M Day). Wellbeing concerns are recorded on a school orange form and actions are followed up with the staff member individually.

Site Security

We have electronic gates onto both our upper and lower school playgrounds which are controlled by a timed open and close system at the start and end of the day. We operate a one way system on our school site to help smooth and safe movement around school. In addition a member of the SLT is on the main gate at the start and end of the day. Staff members hold key fobs for these gates as well as keys for external site gates.

Entry to our school building in reception is controlled by the school office and at the start and end of the day there are additional doors which separate the foyer from the rest of

the school building. Children are not permitted to leave through the main doors without an adult and a higher level exit supports this for younger children.

Class teachers dismiss all children from Reception to Year 2 directly to an adult at the end of the school day, which is marked by a bell. Children in Key Stage 2 may walk home unaccompanied if this has been agreed with parents and they have informed school.