



MARYLAND PRIMARY SCHOOL

Safeguarding & Early Help Protocol

Maryland's Protocols are not the full length policies but quick guidance documents based on the school's policies.

NO	Area of SG/CP	Aspects include:	What we do
1	Pupil focussed	Child Protection E-safety & mobile phones Accident & first aid Welfare & medical conditions Drugs & substance abuse Behaviour (assertive discipline plan) /anti-bullying Prevent- suspected radicalisation Racial equality Physical Intervention and Restraint Safety in the community (gangs, knife crime) Road safety School Council – pupil voice Attendance LAC	<ul style="list-style-type: none"> ➤ If incident/disclosure is noted by a support staff, they must report to the CT who will complete SG form indicating: <ul style="list-style-type: none"> - If it is a disclosure or incident -Highlight category of incident -Record interview with pupil(s) -Report to SG lead for final decision. -Form must be signed by the person recording the incident. ➤ Member of Safeguarding team will save copy for access on the WP. This must be password protected. ➤ Complete Early Help record if needed.
2	Personnel focussed	Safer Recruitment Volunteers Supply staff, Work Experience & Students Pastoral Team – how pupils seek support Educational Visits <ul style="list-style-type: none"> ➤ SLT – HT, DHT & AHT1- are safeguarding leads ➤ Single central record ➤ Exclusion protocols 	<ul style="list-style-type: none"> ➤ Advert must indicate school commitment to safeguarding. ➤ Enhanced DBS must be carried out. ➤ Request for photo ID. ➤ Add new staff member to Single Central Record ➤ Ensure eligibility to work in UK ➤ Forms must be completed with proper photo identification and other credentials. ➤ Volunteers must not be left alone with children at any time. ➤ DBS check must be carried out if volunteers will be working alone with children. ➤ Attendance record must be kept for all volunteers. ➤ Volunteers must be placed in suitable phases. ➤ DBS check evidence for agency staff ➤ Photo ID verification on first (or occasional) visits ➤ Safeguarding expectations communicated in written and/or verbal induction. ➤ Signing in and out of the building ➤ Regular first aid and welfare team meetings ➤ Health Care Plans for pupils with medical conditions. ➤ Lanyard identification for children with allergies. ➤ Risk assessment of route and destination ➤ Coach hire for destination outside of the local area. ➤ See Educational Visits protocol ➤ All reports are checked and decision for next step taken. ➤ Admin staff keep this updated regularly. ➤ Ensure safety of pupils offsite
3	Premises	H&S Policy	<ul style="list-style-type: none"> ➤ Kept up to date regularly ➤ Evacuation box situated in the front office of both

			offices
		School Security – location based (Maryland site)	<ul style="list-style-type: none"> ➤ Personnel situated at both entrances to the school. ➤ School map posted across the school. ➤ Two entrances with inner doors, video link and access codes ➤ CCTV ➤ Intercoms ➤ Escort for visitors ➤ Visitor identification
		Fire & Evacuation drills	<ul style="list-style-type: none"> ➤ These are carried out 3 times a year, varying times of day ➤ See fire safety and evacuation protocol on walls in key areas around the school.
4	Children's Centre	H&S Policy	➤ Updated by senior practitioner
		Accident & disease reporting	➤ Report to Health and safety postholder, refer to the SPS guidance on WP
		Control of Hazardous substances	<ul style="list-style-type: none"> ➤ Locked away in the cleaners' cupboards ➤ Other non-hazardous products are stored under the sink away from sight
		Creche guidelines	<p>Prior to the commencement of sessions, the senior practitioner will ensure:</p> <ul style="list-style-type: none"> -general risk assessment is carried out of the entire Children's Centre. -parents register children for services and book a week in advance before attendance. -staff, parents and children, sign in and out of the centre. -creche workers risk assess the area for their sessions.
		Kitchen procedures	Follow the policy and guidance
		Hot drink & food safety guidance	<ul style="list-style-type: none"> ➤ Special cups only can be used for hot drinks in the CC ➤ Thermometer in the fridge ➤ Staff to have food hygiene level 2 ➤ Follow the protocol for kitchen utensils
		Control of communicable diseases	➤ Staff and pupils with sickness and diarrhoea are off the premises for 48hours
		Nappy disposal	<ul style="list-style-type: none"> ➤ Nappy is collected once a week ➤ Nappy sacks are provided
		Electric gates	<ul style="list-style-type: none"> ➤ CC and nursery staff monitor the gate. ➤ Faults are reported to site supervisors and members of SLT
5	Governors	Sub committees Link governor for safeguarding	<ul style="list-style-type: none"> ➤ Monitor H&S, CP, ➤ Ratify policies ➤ Sign in and out ➤ Lanyard ID given to all governors ➤ DBS checked
6	EYFS	Some location based protocols may differ, e.g. Maryland Nursery	➤ Teacher lead, but based on same principles as main school
7.	Community	Parents, visitors etc.	<ul style="list-style-type: none"> ➤ Safeguarding tab under 'staff & governors' ➤ Parents' noticeboards ➤ Website ➤ Info pods in playgrounds ➤ Noticeboards