



MARYLAND PRIMARY SCHOOL and CHILDREN'S CENTRE Safeguarding Protocol

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

NO	Area of Safeguarding	Aspects involved:	What we do
1	Pupil	Child Protection	<ul style="list-style-type: none"> ➤ Incidents and disclosures noted by a staff member is reported to one of the DSLs in the school and recorded on the Smoothwall programme. ➤ Actions taken by the DSL are also recorded on Smoothwall.
		Online safety & mobile phones	
		Accident & first aid	
		Welfare, medicines & medical conditions	
		Behaviour /anti-bullying	
		Prevent- suspected radicalisation	
		Racial equality	
		Physical Intervention and Restraint	
		Safety in the community (gangs, knife crime)	
		Attendance	
		Children Looked After - (CLA or LAC)	
2	Personnel	Safer Recruitment	<ul style="list-style-type: none"> ➤ Advert indicates the school's commitment to safeguarding. ➤ Enhanced DBS is carried out for new staff members. ➤ School requests a photo ID from candidates when they are invited for interviews. ➤ New staff member is added to the Single Central Record ➤ Eligibility to work in UK is checked on the application form
		Volunteers	
		Supply staff, Work Experience & Students	
		Pastoral Team – wellbeing and welfare support for pupils.	
		Educational Visits	
		➤ There are 3 designated safeguarding leads in the school including two members of the senior leadership team.	
3	Premises	H&S Policy	<ul style="list-style-type: none"> ➤ Kept up to date regularly ➤ Evacuation box is situated in the front office

		School Security	<ul style="list-style-type: none"> ➤ There is a receptionist at both the main school office and CC office. ➤ School map is 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 at different times of the day. ➤ See fire safety and evacuation protocol on walls in key areas around the school.
4	Children's Centre	Health & Safety Policy	<ul style="list-style-type: none"> ➤ Updated by the SLT member responsible for the CC.
		Accident & disease reporting	<ul style="list-style-type: none"> ➤ Report is made to the SLT member in charge of the CC . ➤ Local authority's standard procedure guidance is available on the school system for reference.
		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, staff ensure that:</p> <ul style="list-style-type: none"> -a general risk assessment of the entire Children's Centre is carried out -parents register children for services and book a week in advance before attendance. -parents, sign in and out of the centre. -creche workers risk assess the area for their sessions.
		Kitchen procedures	Policy and guidance for kitchen usage is followed
		Control of communicable diseases	<ul style="list-style-type: none"> ➤ Staff and pupils with sickness and diarrhoea are off the premises for 48hours
		Nappy disposal	<ul style="list-style-type: none"> ➤ Nappy is collected regularly ➤ 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, safeguarding ➤ Ratify policies ➤ Governors are all DBS checked ➤ Link governor visits the school on agreed dates to check our single central record (SCR) and firewall for our internet use.
6.	Community	Parents, visitors etc.	<ul style="list-style-type: none"> ➤ Parents' notice boards ➤ Website ➤ Info pods in playgrounds