



'Aim ever higher' Together we learn and grow

Philippians 4:13 "I can do all this through him who gives me strength"

Leigh Church of England Academy Safeguarding Practices and Protocols

Safeguarding New Starter Protocols:

- Operations Administer alerts the Designated Safeguarding Lead (DSL) and Deputy Safeguarding Lead (DDSL) of any new admissions.
- Before each new pupil starts lateral checks, by way of the Children's Services system, are completed prior to a home visit This is to ensure the safety of staff undertaking those visits.
- DSL or DDSL to discuss any identified risk factors or concerns with staff undertaking the home visits prior to the visit taking place and make the decision about if it is safe for staff to attend the address.
- EYFS and Nursery staff will visit each child before starting Nursery and/or Reception. This enables staff to identify any specific requirements for that child and to get an understanding of parents/carers view of their child's development.
- Home visits will be made for all other new starters, prior to them starting Leigh C of E Academy in line with the above checks.
- At least two members of staff will attend the above visits
- Staff who attend visit will make the Operations Administer aware when they leave and give a time estimate for their return.
- Staff to have access to a mobile telephone and keep this to hand at all times during the visit. ➤ Staff to leave immediately if they feel threatened or uncomfortable.
- If there are concerns regarding the welfare of children during the home visit these are to be discussed upon return with the DSL or DDSL and dealt with accordingly.

Attendance:

- The recording of each pupil's absence or presence is to be completed at the start of each morning and afternoon. This includes children in our school Nursery.
- The recording of pupil's absence or presence will be completed by class teachers by 09:15
- When a child's absence has not been reported to the school a telephone call home will be made on the first day of absence by the Operations Administrator. This includes children in our school Nursery.
- If school are unable to contact parents/carers for three consecutive days, a safe and well visit by 2 members of staff will be undertake to the home address. This includes children in our school Nursery.
- If children are absent and they are the subject of a Child Protection or Child in Need Plan a safe and well visit will be conducted on the first day of absence if no contact can be made with a parent/carer.
- If a child has a social worker, they will be made aware of an absence by 10:00 each day
- If a child is absent for 10 school days (20 sessions) a referral will be made to Children's Services and Police in regard to them being a child absent from education.



Good Practice:

- A safeguarding update appears on the staff briefing every week
- Safeguarding Bulletins created by the DSL are sent to staff via email on a fortnightly basis
- Safeguarding figures are updated as and when there is a need
- Staff are made aware of the students they need to monitor in their class by the DSL. A list is sent at the start of every half term, but updates are given by the DSL during the term if a child is added or removed from the increased monitoring list.
- DSL completes classroom observations
- DSL and DDSL have an open-door policy and encourage staff and children to seek advice/support
- Pupil and parent/carer voice questionnaires are sent out periodically
- DSL asks staff safeguarding questions on an ad hoc basis to ensure training is embedded and to identify any additional training needs.
- DSL speaks to children regularly to gain pupil voice and embed the culture of being and feeling safe at school
 - DSL is a part of the Inclusion Team, which ensure a whole school approach to inclusion and the welfare of all children