

# Safeguarding Procedures

## *Branston Locks Primary and Nursery School*

Implementation date: September 2025  
Review date: September 2026



Document created by Kate Bryant (Headteacher)

May 2024

## Whole school procedures for Safeguarding and Child Protection

As a JTMAT school, we follow and adhere to the [JTMAT Safeguarding Policy](#) which overarches all Safeguarding and Child Protection procedures. This document details our bespoke procedures for Safeguarding and Child Protection and is available on our school website and via the school office. We also inform parents and carers about this document when their children join our school and through our school newsletter.

The policy and this document is provided to all staff (including temporary staff and volunteers) at induction alongside the [JTMAT Staff Code of Conduct](#). In addition, all staff are provided with and expected to read and sign to say that they have read Part One of the statutory guidance [Keeping children safe in education - GOV.UK \(www.gov.uk\)](#).

This document will be reviewed in full by the Local Governing Body on an annual basis. This document was written in April 2024, prior to the school opening. It will be agreed by the Local Governing Body in the first meeting. It is due to be reviewed in September 2025.

### Key safeguarding contacts

Name	Role in school	Date and level of Safeguarding Training
Kate Bryant	Headteacher. Designated Safeguarding Lead (DSL) Designated Teacher for Looked After Children Prevent Single Point of Contact (SPOC) Senior Mental Health Lead	March 2023 Services For Education 7 <sup>th</sup> June 2024 Level 2 5 <sup>th</sup> November 2024 Level 3 20 <sup>th</sup> December 2024 Early Help Assessment 20 <sup>th</sup> March 2025 Safer Recruitment
Ellen Collins	Assistant Headteacher SENDCo Deputy Designated Safeguarding Lead (DDSL)	10 <sup>th</sup> October 2025 Level 2
Jake Fellows	Chair of Governors	

### Purposes and Aims

The purpose of our Safeguarding and Child Protection procedures at Branston Locks Primary and Nursery School is to ensure that:

- We are committed to developing a robust safeguarding culture.
- We build resilience by raising awareness of a wide range of safeguarding issues.
- We establish a safe and supportive environment, in which children can learn; where they are listened to and have a voice.
- Prevent harm through rigorous procedures, including safer recruitment and checking the suitability of all adults working with our children.

Our aims to follow the procedure set out by [Staffordshire Safeguarding Children Board](#), [Working together to safeguard children](#) and [Keeping children safe in education - GOV.UK \(www.gov.uk\)](#) by knowing and understanding that:

- Safeguarding is everyone's responsibility
- The voice of the child must be heard
- Everyone uses a child-centre approach and considers the best interest of the child
- Our setting is a safe environment, with an open ethos where children can learn
- Everyone has a role to play in ensuring that families receive the right help at the right time
- A broad and balanced curriculum that teaches how to keep safe, positive relationships, online safety etc is planned and delivered
- Staff embed safeguarding within their daily practice
- Robust procedures are in place to safeguard children, families and the wider school community

At Branston Locks Primary and Nursery School, we strive to:

**Protect** everyone from maltreatment and abuse

**Prevent** impairment of physical or mental health through maltreatment or abuse

**Ensure** our environment is safe

**Take action**

### **Our Safeguarding Culture at Branston Locks Primary School**

At Branston Locks Primary and Nursery School, we understand that safeguarding is everyone's responsibility and we adopt the approach that 'it could happen here.' We expect all staff, governors, volunteers, visitors and parents / carers to share our commitment to maintaining a safe environment and a culture of vigilance.

Children know they have a voice and will be listened to without prejudice or judgement. We expect all staff and visitors to report any concerns they have, however small, to the DSL / DDSL and record it on MyConcern (See Appendix A: 'Reporting a Safeguarding Concern.')

We pay full regard to Keeping Children Safe in Education. Our safer recruitment systems and selection practice includes scrutinising candidates through references, online presence, previous employment history and DBS checks as well as medical examination, barred list checks, prohibition checks and whether they are known to social services. This information is gathered and maintained on the school's Single Central Record.

## **Induction**

All staff are made aware of the systems and processes we have in place to support safeguarding. These are explained as part of staff induction and include discussion of:

- JTMAT Safeguarding Policy and Branston Locks Safeguarding and Child Protection Procedures
- JTMAT Behaviour Policy and Branston Locks Behaviour Procedures document
- JTMAT Staff Code of Conduct and Branston Locks staff handbook
- The role of the DSL / DDSL and who these people are in school
- At least Part 1 of KCSiE 2024

Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that all adults should take in their daily professional conduct to safeguard themselves. Failure to work in accordance with this guidance could lead to disciplinary action.

See Appendix B: Safeguarding Induction Checklist

## **Use of reasonable force**

On very rare occasions, it may be necessary and appropriate for staff in school to use reasonable force to safeguard children. The term, 'reasonable force' covers the range of actions that involve a degree of physical contact to control or restrain children.

'Reasonable' in these circumstances means using no more force than is necessary and should only be used as a last resort in a case where:

- The child is in danger of harming themselves
- The child is in danger of harming others
- The child is in danger of causing serious damage to property

When reasonable force has been used, this must be reported directly to the DSL and recorded on MyConcern. Witnesses should also record their observations in a factual manner. In addition, the incident should be recorded in a bound book alongside any witness statements.

## **Site security**

At Branston Locks Primary and Nursery School, we provide a secure site, which is controlled by precise management directives. All staff are vigilant and ensure that:

- Gates are kept closed during the school day; all visitors gain access through the main entrance.
- Visitors report to the main entrance. The following procedures are then followed –
  - If they provide a DBS number and 2 forms of ID, this is listed for the SCR and a green visitor lanyard is issued.
  - If they do not have a DBS, they are issued with a red visitor lanyard and should not be left unsupervised at any point. Should staff see someone with a red lanyard who is unsupervised, they must challenge the person and escort them back to the main office.
  - Staff wear their purple Branston Locks Staff lanyard at all times.

- JTMAT central staff wear their silver lanyards at all times.  
- Visitors from other Trust schools must be asked to remove their school ID and wear a green lanyard

-See Appendix C for Lanyard use

- On entry, visitors must sign in on the electric sign in system
- Supply staff must not be let in until all checks and assurances have been received from supply agencies
- All visitors will be handed a postcard listing Safeguarding procedures and indicating which DSLs are available on site.
- Parents / carers etc who are attending events will be asked to sign in on a sign in sheet and will only be allowed admittance via ticket so that numbers do not exceed fire regulations.
- Children will not be allowed to walk home alone.
- Parents / carers nominate 3 named people who may collect. They are also provided with a password should someone other than their usual person collect the child. Parents / carers are asked to inform school if this is going to be the case (see Appendix D)
- All empty classrooms should have closed windows and doors.
- Two members of staff are on duty at break time and there is a named first aider available.
- A health and safety learning walk is carried out regularly and risk assessments revisited at least termly.
- Fire evacuation plans including PEEPs are visible in every classroom.
- Medication (with the exception of epipens and inhalers) is kept in the school office and is locked away. Should a member of staff be required to administer medicine, this will be the headteacher, office services manager or the assistant headteacher. A record will be kept of the time, date and dosage of the medicine and must only be administered according to doctor's instructions. Non-prescribed medicines will not be administered in school.
- Inhalers and epipens will be kept in red duffel bags in the classroom on a high peg. They will be taken outside at playtime and lunchtime and for PE or on trips. Should a child need to take their inhaler, a record will be kept on the medical sheet held inside the duffel bag. This information will be collated weekly by the Office staff and any patterns reported to the class teacher and DSL as appropriate (see Appendix E)
- The risk assessment of the site security is managed by the Office Services manager and we have a clear system of risk assessments and review timescales of these.
- Safeguarding posters are present in each classroom and staff have taught the children who the safeguarding team are so that children and parents know who they can talk to. This poster is also visible from pick up and drop off points (See Appendix F)
- Mobile phones and cameras are not permitted for use on site, unless the parent / carer is photographing their own child at a time where permission has been given.
- Staff will not use their mobile phones in the presence of children and will never take photographs on their own devices – school issued devices have been provided for this reason and their usage is monitored using Smoothwall.
- Staff will never give out information about a child to someone without parental responsibility. Confidential material that must be transferred to another school will be placed into a sealed envelope and the checklist ticked, dated and signed by the DSL and the Headteacher. (See Appendix G) It will then be taken by hand to the new school unless distance prevents this, in which case, it will be sent as a Recorded Delivery. This information

must only be handed to a school's DSL and the return slip signed and dated by them for our records.