

Shottery St Andrew's CE Primary School



This policy is underpinned by our school vision based on the scripture, 'Let your light shine before others, that they may see your good deeds and glorify your father in Heaven.'

Appendix 38.16 School Specific Safeguarding Information

Date adopted by Governors:	June 2026
Date for policy review:	June 2027
Person responsible for review:	Headteacher
Signed by Chair of Governors	

SCHOOL-SPECIFIC SAFEGUARDING INFORMATION AND PROCEDURES

Overview

This document sits alongside the school's Child Protection and Safeguarding Policy, which is fully aligned with Warwickshire Safeguarding procedures and Keeping Children Safe in Education (KCSIE) 2025.

It details the school-specific safeguarding systems, procedures and contextual safeguarding considerations that support the safety and wellbeing of all pupils at Shottery St Andrew's CofE Primary School.

The information detailed in this document is as follows:

- Safeguarding in the local community
- The Designated Safeguarding Lead (DSL) Team
- Site Security
- Fire, Evacuation, Invacuation and Lockdown Procedures
- Priorities – Intent and Implementation
- Priorities – Measuring Impact and Review

Safeguarding in the Local Community

Shottery St Andrew's CofE Primary School serves families from Stratford-upon-Avon and the surrounding villages. A proportion of pupils walk to school, whilst others travel by car or school transport.

The local area is predominantly rural and generally considered safe. However, the school remains vigilant regarding risks associated with road safety and parking around the school site. Concerns regarding unsafe parking are addressed promptly through communication with parents, Warwickshire Police, Warwickshire County Council and local residents.

Common concerns include parking on zig-zag markings, obstructing driveways and unsafe stopping near school entrances. These concerns are monitored and addressed swiftly in order to protect pupils and families.

The school maintains positive relationships with the local community. Members of the public occasionally raise safeguarding concerns which are responded to promptly and appropriately by the DSL Team.

Within Warwickshire, emotional abuse, neglect, domestic abuse and criminal exploitation continue to be significant safeguarding concerns. The school ensures staff remain aware of local safeguarding trends and contextual risks through regular safeguarding updates and training.

The DSL Team

There are four members of the Designated Safeguarding Lead (DSL) Team at Shottery St Andrew's CofE Primary School.

The roles and responsibilities of the DSL Team are communicated to all pupils at the beginning of each academic year and reinforced throughout the year through assemblies, classroom displays and safeguarding activities.

All staff receive safeguarding training during induction and regular updates throughout the year. Visitors, volunteers and supply staff receive safeguarding information upon arrival, including details of the DSL Team, reporting procedures and expectations whilst on site.

Information identifying the DSL Team is displayed prominently throughout the school, including classrooms, offices and communal areas.

Site Security

The main entrance to the school is fitted with an electro-mechanical locking system, ensuring that access to the building remains secure throughout the school day. CCTV monitors the front entrances and key external access points and is viewed from the school office/reception.

The school site benefits from a secure perimeter fence and controlled access gates. In addition to the main pedestrian entrance gate, there is a secondary pedestrian security gate located adjacent to the kitchen area. This additional gate provides a further layer of security by preventing direct access from the playground and school grounds to the main front gate. It supports the school's duty to safeguard pupils by reducing the risk of children leaving the site unsupervised and ensuring that movement onto and off the site is carefully controlled.

The additional security gate also enhances visitor management procedures. All visitors are required to enter the site through designated access points and report to the school office before being granted access to the school building. This enables staff to verify identity, undertake safeguarding checks where appropriate and ensure visitors are signed in before entering areas used by pupils.

The front gate is supervised by staff at the start and end of each school day. Gates remain secured throughout the school day and are opened only by authorised staff when required.

The school works closely with Warwickshire Police and Warwickshire County Council to promote road safety and appropriate parking around the school site. 'Parking Buddie' signage is displayed around the perimeter of the school and opposite the school to reinforce expectations.

All visitors, contractors and professionals attending the school are recorded in advance where possible. Appropriate safeguarding checks, including DBS verification and Letters of Assurance, are completed in line with statutory guidance and the school's visitor procedures. Contractors working on site are risk assessed and supervised where necessary.

All staff, visitors and volunteers must sign in using the electronic signing-in system and wear the appropriate identification badge or lanyard at all times.

- Blue lanyards – Staff
- Orange lanyards – Governors
- Green lanyards – Volunteers
- Grey lanyards – Visitors who may move around school unescorted
- Red lanyards – Visitors who must remain supervised

Any adult not displaying appropriate identification will be challenged appropriately by staff.

The school promotes a culture of professional curiosity and vigilance. All staff understand their responsibility to challenge unknown adults, report concerns immediately and maintain awareness of safeguarding risks.

As part of safer recruitment procedures, all staff complete the required pre-employment checks, including online searches and overseas declarations where applicable, in accordance with KCSIE 2025.

Pupils attending Breakfast Club are registered through the electronic signing-in system to ensure accurate records of all pupils on site before the start of the school day.

Year 6 pupils may walk to and from school independently where written parental consent has been received and arrangements have been agreed with the school.

Fire, Evacuation, Invacuation and Lockdown Procedures

The school maintains comprehensive evacuation, invacuation and lockdown procedures to ensure the safety of pupils, staff and visitors during emergencies.

Procedures are reviewed regularly and reflect current national guidance, including the requirements of Martyn's Law and local authority recommendations where applicable.

Regular evacuation, invacuation and lockdown drills take place throughout the academic year to ensure staff and pupils understand emergency procedures and can respond effectively.

Records of drills, evaluations and subsequent actions are maintained and reviewed by leaders.

Priorities – Intent and Implementation

Early Support

The DSL and SENDCo regularly monitor the progress of pupils receiving Early Help support to ensure interventions are effective and that families receive timely assistance.

Where concerns escalate or support is not having the desired impact, referrals are made to Family Connect and other appropriate agencies in accordance with local safeguarding procedures.

Mental Health and Emotional Wellbeing

The school recognises the importance of positive mental health and emotional wellbeing as part of safeguarding.

The school has access to an external counsellor to provide targeted support for pupils and families. The school also works closely with Warwickshire's Mental Health in Schools Team and has an allocated Education Mental Health Practitioner (EMHP).

The school's Mental Health Champion is Mrs Louise Withers.

Child-on-Child Abuse

The school recognises that child-on-child abuse can occur in any setting, including primary schools, and may take place both face-to-face and online.

The school adopts a zero-tolerance approach to all forms of child-on-child abuse, including:

- Bullying and prejudice-based bullying
- Physical abuse
- Sexual violence and sexual harassment
- Harmful sexual behaviour
- Online abuse
- Upskirting
- Initiation or hazing behaviours
- Abuse within intimate personal relationships

All concerns are taken seriously, recorded on CPOMS and responded to promptly.

Through the curriculum, collective worship, assemblies and daily interactions, pupils are taught about healthy relationships, respect, consent, personal boundaries and seeking help from trusted adults.

Pupil Leadership and Safeguarding

The school has a child-led School Council and Safeguarding Committee.

Members are elected by their peers and meet regularly to discuss safeguarding themes and promote pupil voice.

The committee contributes to key events including:

- Anti-Bullying Week
- Road Safety Week

- Safer Internet Day
- Children's Mental Health Week

Pupils help develop safeguarding messages, lead assemblies and contribute to improving safety across the school.

Response to Bullying

Bullying is taken seriously and all incidents are recorded, investigated and addressed promptly.

The school uses restorative approaches alongside appropriate sanctions and support to rebuild relationships and promote positive behaviour.

Patterns and trends are analysed through CPOMS records to identify any locations, groups or emerging concerns requiring additional intervention.

Parents are informed and involved where appropriate.

Filtering and Monitoring

The school uses Smoothwall to provide filtering and monitoring across all school-managed devices and networks.

Filtering systems prevent access to harmful or inappropriate content whilst monitoring systems identify concerning searches, language or online activity that may indicate a safeguarding concern.

Alerts generated by the system are reviewed promptly and appropriate action is taken.

The Headteacher, Mrs Louise Withers, is the named member of staff responsible for filtering and monitoring arrangements.

Governors receive regular assurance that filtering and monitoring systems remain effective and are reviewed in line with Department for Education guidance and KCSIE 2025.

Online Safety and Emerging Technologies

Online safety is embedded throughout the curriculum and wider school life.

Pupils are taught about:

- Safe and responsible internet use
- Social media and age restrictions
- Cyberbullying
- Online relationships
- Privacy and personal information
- Misinformation and disinformation

- Online scams and exploitation
- Artificial intelligence (AI) and emerging technologies

Parents are supported through newsletters, workshops and communications to help promote safe technology use at home.

Support for Pupils Experiencing Prejudice and Discrimination

The school is committed to ensuring all pupils feel safe, valued and respected.

Any incidents of discriminatory behaviour, prejudice or hate-based language are taken seriously and addressed promptly.

Miss M Morys is the named member of staff available to provide support and advocacy for pupils who may experience prejudice or discrimination.

Through the curriculum, collective worship and the school's SHINE values, pupils are encouraged to celebrate diversity and respect others.

Attendance and Children Missing Education

Attendance is recognised as an important safeguarding issue.

Persistent absence, severe absence and children missing education can increase vulnerability to abuse, neglect, exploitation and poor educational outcomes.

Attendance support and intervention are implemented in line with the school's Attendance Policy and Child Protection and Safeguarding Policy.

The school works closely with Warwickshire Attendance Service and receives support from the allocated Attendance Officer.

Where contact cannot be established with families, welfare checks may be undertaken.

Educational Visits and Risk Assessment

Risk assessments are completed to minimise safeguarding risks both on the school site and during educational visits.

The school continues to strengthen its use of risk assessment to identify and reduce potential risks associated with bullying, child-on-child abuse, online safety and site security.

All educational visits are recorded and approved through EVOLVE.

Safeguarding Culture

Safeguarding is everyone's responsibility.

The school continues to strengthen its safeguarding culture by ensuring staff remain professionally curious, vigilant and proactive in identifying concerns.

Safeguarding is a standing agenda item at:

- Staff meetings
- Staff briefings
- Senior Leadership Team meetings
- Governor meetings
- Monitoring and evaluation activities

Regular safeguarding updates are provided to staff, including learning from safeguarding reviews, local safeguarding trends and updates to statutory guidance.

Communication with Parents

The school actively promotes safeguarding through newsletters, the school website, parent workshops and ongoing communication.

A dedicated safeguarding section on the school website provides information, guidance and support for families.

Measuring Impact and Review

The actions outlined within this document are regularly reviewed throughout the academic year.

Pupils, staff, governors and parents contribute to safeguarding evaluation and development where appropriate.

The impact of safeguarding actions is reported through safeguarding governor meetings, governing body meetings and the school's self-evaluation processes.

All safeguarding concerns are recorded promptly on CPOMS and assigned to the appropriate DSL for follow-up.

Cases remain active whilst support is required and are only closed when outcomes have been achieved and risks have reduced appropriately.

Regular training, monitoring and quality assurance activities ensure that safeguarding arrangements remain effective and continue to protect all members of the school community.