

ST MARY OF THE ANGELS CATHOLIC PRIMARY SCHOOL
PROCEDURE TO PROTECT VULNERABLE CHILDREN AND ADULTS
2015-17

1. At present we have no pupils who are 'Looked After Children' (LAC). We do however have a policy in place to ensure that should this situation occur, we can deal with the issues immediately, in order to protect the wellbeing of the child.
2. Sometimes children do not attend school; and their parents do not follow our policy of first day calls to the office, although nearly all parents do. If not, we call them on the first morning of absence and keep calling until we know they are safe. If there is no reply, we will use our knowledge of the child to escalate it appropriately (eg, just keep ringing; contact the EWO; or contact the social care contact line/police.) Every case is different; the latter would be rarely necessary. Our attendance 2014-17 has been generally well above average.
3. School safety is high priority for us because the area is mixed and we recognise that there are some family tensions etc. We prioritise security. That is why the school has many secure features.
4. The front entrance and various entrances to the school are operated by entry pads. Each class allows its own pupils in and then can be locked internally during the day. Windows are all high security, safe, with toughened glass. High fences around the perimeter, mostly covered in thick hedges mean that entry/exit over fences is very difficult – virtually impossible without a ladder.
5. The school is secure because the internal school gates are locked just after parents leave; and not opened again until just before home time.
6. The car park is 'one way', clearly signed, with marked bays and speed notices. The pedestrian exit is completely separate, with a fencing barrier to prevent pupils running straight out of school.
7. Other security features include a sophisticated intruder alarm; metal shuttered windows which can be lowered within 15 seconds; a fire alarm with automatic trigger to the fire station, on sounding; and internal telephones in various key rooms around the school (eg heads room, Foundation Stage, office, junior dept.)
8. **In the unlikely event that a child is lost, we will make a full but quick search of the premises, class by class, Headteacher (or deputy), one admin staff, one stays in the office, and TAs; take mobiles; check the school grounds within the fenceline; if no-one is found, we will telephone the police and at the same time, school staff will go into the locality to check for the child. Back in the office, as soon as the police are called, we will telephone the parent/ first contact on the list straight away. Every logical and safe effort will be made to reunite the parent and child, according to the circumstances faced.**

- 9. We feel that we have a range of comprehensive and reasonable security measures. But if an intruder makes extreme attempts to enter school (for example, climbs a fence & smashes a window to avoid security measures), we will make all reasonable measures to telephone the police immediately. There are phones in the heads office, school office, kitchen and Year 6 class. All staff have mobiles and an emergency alert on SIMS. Emergency fire alarms can also be pressed in all rooms, as an emergency strategy and to vacate the school.**
10. We make courtesy calls to all unexplained absences every day. Early intervention ensures that pupil safety issues will always be addressed. Where attendance is poor, fines are issued as per policy; and the Education Welfare Officer has staged attendance improvement meetings.
11. Where situations might occur, relating to children who are known to social services and the school is aware of these, every effort is made to ensure procedures are followed, for example:-
- (a) A parent who is estranged from the other parent and does not have parental responsibility, the school will not allow the child to go with this parent unless otherwise informed.
 - (b) The school will contact Social Services to ensure the correct decision is taken if at all unsure.
 - (c) Incidents are recorded on CPOMS for future reference
12. At the end of each day all infant staff see their children out of the classroom to ensure that they are going home with their parents or designated person; parents for Y3 and Y4 are recommended to collect their child from the door/inform us if someone else is coming. Y5 & Y6 children may be collected but many make their way to the car park or walk home, as they will do soon for high school. Older children are all told regularly to come back to school if their carer is not around – or if no-one is at home. Many bring mobile phones which are kept labelled in the office, to make their journeys safer.
13. For any change in pattern of attendance or absenteeism, the Headteacher is immediately informed by class teachers/ admin staff.
14. The School Nurse visits the school to monitor vulnerable children and feedback from interviews are given to the Headteacher and SENCO. Other agencies are in regular contact when necessary (eg EWO, Social Care, Family Support Workers, TAFs etc.)
15. Every effort is made to ensure that children who are entitled to Free School Meals are receiving them. The school will contact the office on behalf of parents, and this has been advertised. Parents are reminded to renew their entitlement on a regular basis because we are in communication with the office and are aware of entitlements ending.
16. A suite of safeguarding policies outline the good practice we have in place re. bullying, behaviour and so on. For example, in cybersafety, there have been 2

meetings for parents in 2015, consultancy time with governors and staff, and pupils have been trained as 'Cyber Crew' in Year 6, visiting other classes with their powerpoints to teach e-safety. Pupils have developed an Acceptable Use Policy based on pupils and stakeholder questionnaires. We have the National Internet Safety Mark.

17. The learning mentor was awarded the National Learning Mentor Qualification in 2006/7, and has lots of resources to support children who are bereaved, lonely, insecure, angry and so on. She intervenes early where children's personal needs dictate; staff inform her when they have any kind of concern; and this prevents many further problems. Good records are kept and she provides a warm, reassuring service, because of her excellent personal skills. In 2016, an HLTA qualified as an Emotional Literacy Support Assistant, via the Educational Psychology service, which supplements these services.
18. This policy is fluid and will be reviewed annually, alongside the Safeguarding Policy. We also follow the advice, dated September 2016; "Children and Young People Missing from Education - Guidance" from Cheshire West and Chester Children's Services. This should be read alongside this policy.
19. Next review; autumn 2017.