



KING'S MEADOW PRIMARY SCHOOL

SAFEGUARDING

At King's Meadow Primary School, we are committed to providing safe secure learning environments and experiences for all pupils.

Safeguarding includes:

- The Safeguarding and welfare of children
- Child protection
- The Vetting of adults working with children
- The Training of adults working with children
- Safe and secure school site
- Safe recruitment
- Children 'gone missing' (when transferring schools across the country)
- Help and advice to children to keep themselves safe (including internet safety)
- Up to date policies and guidance

We ask for your continued support in this area and your appreciation that the school has a legal duty to ensure that safeguarding policies, procedures and practices are in place and adhered to.

Site Security – During the school day

We will continue to maintain a single point entry for all visitors to the school site. By 9.00 am, when parents, carers and child minders have left the site, the two gates at the front of the school and the side gate will be locked (as has been the practice for a number of years). These gates will open again at 3pm when you return to the school site to collect your child.

Between 9.00 a.m. and 3.00 p.m. you will need to come to the front office if your child is late or you need to collect them during the day (eg. due to illness or for a medical appointment).

Foundation Stage

Morning – 8.45 a.m. start. Staff meet Parents and children at the gate at the bottom of the FSU playground. This gate will be locked at 9.00 am. As a result, late comers are required to enter the school via the main entrance.

Afternoon – the side gate to the FSU playground will open at 3.00 p.m. and entrance to the cloakroom and classroom will be from 3.00 pm onwards. Parents and pupils exit via the 'red room door'. The playground gate is locked at 3.15 pm. Children that are not collected are taken to the office.

Site Security - After school

The school will also maintain a 'lock in' policy at the end of the day. The two gates into the school on the KS1/FSU side of the school will be locked, as will all the classrooms when parents and pupils have left the site (3.30 p.m.). Children attending after school clubs (cooking, gardening, football etc) should be collected from the front entrance hall or side gate by the bike sheds. At 4.30pm, the internal quad gates will be locked. Access to 'Wrap Around Care' is via the side gate by the bike sheds and along the passageway at the side of Wing A.

Parents will, of course, be encouraged and allowed to attend and support school teams competing in sporting fixtures.

Absences

We have always asked that if your child is absent, you contact us by telephone, in person or by letter. If by 9.15 a.m. on the first day of absence no explanation for your child's absence has been received, we will be contacting you on your contact numbers. If no contact can be made we will contact the school's Attendance and Engagement Officer. This procedure is to provide reassurance to parents who allow (older) pupils to come to school on their own or with friends, and clarification in the school office about unexplained absences.

Please contact the school between 8.30 a.m. and 9.15 a.m, in person, by ringing the school office (01869 323525) or via e-mail: office.2210@kings-meadow.oxon.sch.uk if your child is absent, after which the procedures outlined above will be implemented.

Lateness

All teachers will close their registers at 8.45 a.m.. If your child arrives after this time, we ask that you bring your child to the front desk so that an explanation can be provided and they can be entered on the class register. Class registers are our main record of pupil attendance as well as serving as a potentially life saving record in the event of fire or evacuation.

Car Park Access

The entrance to the car park will be closed at 2.50 p.m. It is important that the entrance and exit are left clear and not 'blocked' by inappropriate parking to allow emergency vehicle access. Thames Valley Police have agreed to monitor parking and where necessary take appropriate actions.

End of the School Day – Safeguarding and Cloakrooms

At the end of the school day pupils in the Foundation Stage, Years 1 and 2 (Key Stage 1) will continue to be 'handed over' to their parents or known carers by the teaching or teaching support staff. Teachers and support staff of Key Stage 2 classes will continue to 'man' the cloakrooms but will not oversee the individual collection of pupils.

Some pupils in Year 5 and 6 have parental permission to walk home alone or with friends, in preparation for transfer to Secondary school. We expect Key Stage 2 pupils who are not collected to return to the class / cloakroom and alert their teacher or support staff, who will take the child to the front office and arrange for the parent/ emergency contact to be informed.

To avoid potential safeguarding issues in cloakrooms between parents and other pupils (who may be changing after Sports) and to also encourage greater independence we ask that parents not to enter the cloakrooms and wait outside for their child.

A 'Walking home unaccompanied' permission pro-forma is incorporated in the September annual permission letter as part of our record keeping process.

If you do have specific difficulties collecting your child (ie. a car breakdown or other emergency) please ring the school office so that the teacher and pupil can be alerted.

DBS procedures

DBS procedures are adhered to at King's Meadow School to ensure that support by adults in classes and on educational visits is 'vetted' and the adults hold a relevant DBS. All staff have already undergone this process, and all new appointments are subject to 'safe recruitment'. These procedures are in line with national guidelines.

All staff and visitors to school are required to sign in electronically and wear identity badges or identity stickers.