

Safer Recruitment

Safer recruitment checks, including the appropriate DBS and barred-list checks where required, are completed before appointment and recorded on the SCR.

HT, OM and CoG have safer-recruitment training; recruitment panels include appropriately trained members.

New staff receive safeguarding induction and appropriate support during induction.

The Single Central Record is maintained and checked termly by CoG/HT.

How do GB know?

- Governor participation in recruitment and scrutiny of safer-recruitment processes.

• All new staff safeguarding induction is recorded and

Visitors to School

InVentry sign-in procedures verify visitor identity and safeguarding status; colour-coded lanyards identify access arrangements.

Visitors without appropriate clearance are supervised at all times; lanyard colours communicate this clearly.

DSL details are clearly displayed at the main entrance.

Visitor and Volunteer policies are in place; safeguarding information is provided to visitors and volunteers.

Clear signage directs visitors to the correct entrance on each site.

Contractors are managed in line with safeguarding procedures and supervised where required.

How do GB know?

- Witness when visiting the school.

Staff Conduct

The Staff Code of Conduct is read and acknowledged by all staff.

Safeguarding is everyone's responsibility; staff follow KCSIE 2026 and school procedures.

Concerns or allegations about adults, including low-level concerns, are reported in line with policy; whistleblowing routes are clear.

How do GB know?

- Adopted code of conduct at Gov meeting
- Training register outlines the training and HT report to Gvns

GDPR

Staff receive data protection and information-sharing training. Procedures are updated when statutory guidance or advice changes.

Data protection policies and documentation are reviewed regularly.

Safeguarding records for new starters and leavers are transferred securely and promptly, with confirmation of receipt where appropriate.

Image consent, photography and filming procedures are in place.

Policy & Practice

Key safeguarding policies are reviewed, adopted and accessible to stakeholders.

Annual safeguarding audit and action plan.

Safeguarding practice is kept under continual review and improvement. Staff and governors receive safeguarding and Prevent training, with regular updates; DSL training is maintained.

How do GB know?

- Safeguarding policy gets reviewed and adopted by Governors.
- Annual safeguarding audit
- HT reports to GB in full gvns

Health & Safety

H&S Policy is monitored by school leaders and governors. Annual H&S audit checks compliance and identifies actions.

Robust arrangements for site security.

Termly H&S meetings include site walks, review of risks and agreed actions.

First-aid provision and training are informed by risk assessment and statutory requirements.

Accidents are recorded on Arbor and parents/carers are informed in line with procedure.

OM monitors required H&S training and renewal dates.

How do GB know?

- Annual H& Safety audit/self-assessment
- Link Governor attends the H & Safety meeting

Split site & site security

STM operates secure door-access controls across both sites.

CCTV operates on both sites in line with school policy.

PM conducts weekly site walks.

Signage reminds drivers to park and drop off safely and considerately.

A specific risk assessment is in place for the split-site arrangement.

Pupil movement between sites is supervised and pupils are adult-accompanied.

How do GB know?

- Witness when visiting the school.



SAFEGUARDING AT ST MICHAEL'S

**How do we know our children
are safe and therefore can live
life in abundance?**

*These are safeguarding headlines and
examples of assurance; they are not a*

Fire Safety & Lock Down

Half-termly fire drills are recorded in the fire log and reported to governors termly.

OM introduces fire procedures to the new Reception class annually.

Fire service visits for Y2 and Y5 take place annually.

Fire alarms are tested and recorded.

Fire exits and escape routes are checked during H&S site walks; hazards are removed promptly.

Fire exit plans are displayed throughout school.

Emergency and lockdown procedures are in place, communicated to staff and reviewed following drills or incidents.

Annual Fire Risk Assessment completed; actions are tracked and addressed.

How do GB know?

Child Protection

Annual safeguarding training for staff and governors, supported by regular updates.

All staff read KCSIE 2026 Part One in full and confirm understanding; governors ensure this requirement is met.

Child Protection & Safeguarding Policy reflects KCSIE 2026, Working Together 2026 and local safeguarding arrangements.

J Gillespie (HT) provides leadership oversight of safeguarding.

DSL: Eunice Asante, Ashley Aldridge & Claire Gayle
Designated safeguarding gvn: B.Fielder & T.Bentil-Mensah

DSL training and updates are kept current.

Safeguarding concerns are recorded promptly on

Attendance

Attendance Champion monitors attendance and punctuality in line with statutory guidance and school procedures.

HT and Inclusion Manager review patterns, vulnerable pupils and safeguarding concerns linked to absence.

How do GB know?

- End of year AWO report – reported to gvns
- HT reports attendance to GB in FGB

Curriculum

STM delivers a bespoke 'Healthy Body, Mind and Spirit Curriculum' through weekly PSHE sessions.

Safety education, including road, water and fire safety, is woven through the curriculum and collective worship.

How do GB know?

- Annual safeguarding audit
- Policies agreed by gvns
- HT reports to GB in full gvns meetings as part of safeguarding

Online Safety

Online safety is embedded within the curriculum and safeguarding practice.

Pupils are taught safe and responsible use of school devices and online services.

Regular online-safety information is shared with parents/carers.

Online-safety guidance is available through school communications and the website.

LGfL filtering and monitoring systems are in place and reviewed in line with DfE standards.

Staff Code of Conduct sets expectations for IT, mobile phones, online conduct and

School trips

Headteacher is trained as Educational Visits Coordinator and oversees visit planning, risk management and procedures.

A school mobile phone accompanies staff on visits where required.

Parent volunteers receive safeguarding and visit expectations before the trip.

How do GB know?

- Policies agreed by FGB

The ultimate worth of each person is founded in being created in the image of God and in God's love and compassion for each. We encourage a culture of 'vigilance' where children feel safe and secure. This is based upon the promise of Jesus that: *'I have come that they might have life, and that they might have it more abundantly.'* John 10.10