



## Appendix 1: School-Specific Safeguarding Information and Procedures

### Overview

This document complements our comprehensive Child Protection and Safeguarding Policy, which aligns fully with Staffordshire Safeguarding's procedures. It outlines the additional safeguarding systems and processes specific to The Wilnecote School. Additionally, it highlights the key contextual factors we consider ensuring the continuous safety of our students.

The information detailed in this document is as follows:

- The Safeguarding Team
- Safeguarding Procedures
- Follow up concerns
- Whistleblowing Policy Information
- Site Security

### The Safeguarding Team

The Wilnecote School has a team of seven DSL members. Their roles, responsibilities, and locations are introduced to all students at the start of each year and shared with staff during induction, as well as during annual safeguarding training. Throughout the year, regular reminders are provided to ensure ongoing awareness to both staff and students. All visitors, including supply teachers, receive a leaflet upon arrival that outlines our safeguarding procedures, identifies the Safeguarding Team members, and provides guidance on what to do if they have concerns about a child's welfare. The following poster is displayed in every classroom, office, corridor, and rotates on all visual monitors throughout the school.

**Child Protection & Safeguarding**

- Do you feel unsafe either inside or outside of school?
- Do you feel you are in danger of harm – physically or emotionally?
- Are you worried about the safety of a friend?

If the answer to any of these questions is "Yes" you need to tell someone.

The following staff are trained to help you in these situations but if you would rather talk to another member of staff first, that's fine too.

**DO NOT BE AFRAID TO SEEK HELP!**

 <b>Mr Simpson</b> Designated Safeguarding Lead Teacher	 <b>Mr Foskett</b> Headteacher Deputy Safeguarding Lead Teacher	 <b>Mrs Taylor</b> Deputy Designated Safeguarding Lead Student Support
 <b>Mrs Ager</b> Deputy Designated Safeguarding Lead Teacher	 <b>Miss Julius</b> Deputy Designated Safeguarding Lead Teacher	
 <b>Mr Croydon</b> Deputy Designated Safeguarding Lead Teacher	 <b>Mr Herbert</b> Deputy Designated Safeguarding Lead Teacher	

COMMUNITY SCHOOLS TRUST



## Safeguarding Procedures

The main categories of abuse are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

If a member of staff or a visitor is concerned about any aspect of a child's welfare and specifically those outlined above, then they must inform the Designated Safeguarding Lead or the Deputy Designated Safeguarding Leads, by logging via ClassCharts or using the green welfare concern form. The Designated Safeguarding Lead will decide whether the concerns should be referred to Children's Services, after a further follow up with the student concerned and any other relevant individuals.

## Following up concerns

Staff and visitors are encouraged to follow up any concerns raised by contacting the Designated Safeguarding Lead. While it might not be possible to update fully for reasons of confidentiality, the Safeguarding Team will be able to reassure staff and visitors that the concern has been dealt with and that the student concerned is being safeguarded appropriately.

## Whistleblowing Policy Information

Every adult in a school has a duty to refer safeguarding concerns to the Designated Safeguarding Lead or any other senior member of staff. However, if staff or visitors feel that concerns have not been taken seriously by the school or its leaders or that appropriate action has not been taken to safeguard the child and consider the child to be at continued risk of harm, you should speak again to the Designated Safeguarding Lead, outlining your concerns as a matter of urgency.

If still dissatisfied, you have a duty of care to the child to contact Staffordshire Children's Advice and Support Service on 0300 111 8007 and explain your concerns to the Duty Social Worker, who will advise you on the next course of action. Our school Whistleblowing Policy serves to protect all staff and visitors from any form of recrimination for having taken the above action, staff and visitors can also seek confidential advice from the NSPCC Whistleblowing Helpline on 0800 028 0285.

## Site Security

All external doors into the school are key card-operated to ensure secure access throughout the day.

All staff wear school lanyards to indicate their membership in the school community. Visitors are also required to wear lanyards to confirm their authorised access. Blue lanyards are issued to visitors who must be escorted, while black lanyards identify those who are DBS-checked and permitted to move around the school unescorted. Any visitor not wearing a lanyard is challenged.