

Supervision of Pupils Policy

Centenary House School Site (YR-Y2) including EYFS

The purpose of this policy is to detail the responsibilities of staff regarding the appropriate supervision of all pupils throughout the school day.

This policy should be read in conjunction with *the Child Protection and Safeguarding Policy, the Behaviour Policy and the Health and Safety Policy*.

Every employee has a part to play in the supervision of pupils when they are on the QEGS Junior School premises throughout the extended school day. It is appropriate for any employee to intervene if they witness inappropriate or dangerous behaviour.

During the school day, pupils are supervised before and after school, during trips and events, during extra-curricular activities and during lunchtimes and break times. The level of supervision required will depend on the number and age of the pupils, the location of the lesson/activity and the nature of the lesson/activity.

1. Aims of Policy

- The supervision of pupils fully meets all statutory guidance relating to adults working with children as set out in KCSIE 2018 and the ISI Regulatory Requirements.
- The purpose of this policy is to offer guidance to all staff as to appropriate supervision of all pupils throughout the school day.

2. Roles and responsibilities

The Governing Body and the Head of the Junior School have specific obligations to ensure, as far as is practicable, a safe place of work is established for all children, employees and others who enter the school. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

The teacher has a duty of care to the children, which is based on the principle of 'in loco parentis'. This can be thought of the standard of care expected of prudent parents in the care of their children.

In order for teachers to carry out their duties effectively the Head has certain responsibilities which are:

- to ensure that teachers are aware of school policies and obtain the information they need in order to carry out their professional duties effectively
- to ensure the maintenance of good order and behaviour at all times when pupils are on the school premises and whenever the pupils are engaged in authorised school activities elsewhere
- to make arrangements for the security and effective supervision of the school buildings and their contents and the school grounds

3. Negligence

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident.

High standards of supervision must be maintained at all times. Appropriate risk assessments should be carried out for all activities outside normal day to day teaching in school.

Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

4.1 Before School

While children are on the school premises, they are the responsibility of the staff and therefore they must be adequately supervised at all times.

1. Pupils should not arrive at school before 8.00am. There is a Before School care facility in the Centenary House hall for pupils who arrive from 8.00am, where members of staff supervise.

The school handbook (given to all parents) states the start of the school day and indicates that no arrangements are made for the supervision of children earlier than 8.00am on a school day.

The Before School Care (BSC) supervisor will be responsible for the supervision of children before the school day begins. All children are signed into the BSC by their adult. All children in BSC are supervised in the EYFS playground and Hall, with exit points being in sight at all times. If weather permits, the adventure playground may also be used under supervision.

2. From 8.30am, pupils in Early Morning Care collect coats and bags and are escorted to their classrooms.

At 8.30am teachers open their classrooms. Children who arrive after 8.30am are taken to their classrooms where early work is set up for the children. The main gate is supervised by a member of staff, due to main door to school being open. The EYFS door is also supervised.

From Year 1 upwards, boys are encouraged to be independent in leaving parents at the door and walking into school on their own. Parents are welcome to bring their son to the classrooms, if they have a particular need.

The official start to the school day is at 8.45 a.m. when the side gate and car park gate are padlocked and remains so all day. Therefore any late arrivals need to be admitted through the main front door by the Secretary or a member of staff.

Boys are NOT permitted to open the front door at any time.

4.2 Morning Break (10.45 – 11.05) and Afternoon Break (14.20 – 14.30)

Supervision at Playtime:

- There must be adequate supervision through school break times.
- A duty rota for break time supervision will be displayed in the staff room. A risk assessment for break times on the main playground and guidance on playtime supervision will also be displayed.
- Duty teachers and playground assistants will "patrol" around the school.
- Duty teachers should begin supervision promptly. Teaching assistants are to be present on the playground before the start of break. They must be excused from other duties 5 minutes before.
- There will always be adequate members of staff on duty to cover ratios and ensure all areas of the playground are safe. Other staff will be on call, should they be needed. EYFS pupils will be in sight or sound at all times.
- Staff should leave the staff room promptly to supervise the children back into class.
- There are clear routines to supervise children from the playground back into class. Staff should work as a team to support one another in this process. We expect children to enter school in the appropriate manner to ensure a positive start to the next lesson. Particular attention should be paid to supervising children on the stairs.
- All supervising duty staff should be vigilant and alert to any pastoral issues, such as bullying or children who are having trouble settling in or playing successfully with others. Any issues should be monitored and passed onto the form teacher in the first instance and, if appropriate, to the relevant Pastoral Leader and the Pastoral Assistant Head.
- Part of the induction of new staff will include explanation of supervisory responsibilities.

Wet Playtimes

- It is the responsibility of the duty teacher to declare an indoor break and to notify staff.
- All children will stay in their year group classrooms at the time of their normal playtime and play quietly.
- A wet playtime rota is on display in the staffroom.
- The teacher on duty will supervise them with TAs present in each year group classroom until the end of break when the rest of the teachers will collect their children and supervise their return to class.
- Staff should support each other in maintaining adequate levels of supervision during wet playtimes.
- Guidance for supervision of wet playtimes is found in the Staff Handbook and a rota is in place. Children should never be left in classrooms without supervision during break times.

4.3 Lunchtime (12.05 – 13.20)

5. Staff Duties

A duty rota for break and lunchtimes is prepared by the Deputy Head and is distributed to all staff with a copy being displayed in the staff room.

Staff are expected to arrange cover for their supervision duties if they are to be away from school.

6. Extra-curricular activities

- Pupils attending extra-curricular clubs at lunchtime should be collected from the playground (or form rooms/field if alternative routine is in place) by the teacher running the club.
- No pupil may wait unsupervised inside the school building prior to the commencement of clubs.
- Pupils who need to change into alternative kit for the club must be supervised changing before and after the activity. Pupils are not permitted to change in classrooms without a member of staff supervising.

7. Supervision in classrooms

- Pupils are prohibited from entering a classroom in the absence of a teacher. They should always wait outside a classroom until a teacher arrives.
- Pupils must not be left unattended in any school room at any time.
- In the case of an emergency, staff should email or telephone the office, or send a pupil to the office or neighbouring classroom with a 'help' card to seek help if they are alone with a class. Staff should not leave the class of pupils unattended.
- Pupils having to remain inside at break times (perhaps due to injury or illness) should sit outside the school office. For specific cases, alternative arrangements may be put in place.

8. Physical Education and Games, Outdoor and Adventurous Education, Forest School

The same general principles of care apply during PE as to other school activities. It is very important that the Teacher should consider factor, such as:

- safety of apparatus being used
- condition of the floor
- suitability of pupil's clothing
- whether the exercises and activities are within the capability of the children
- whether the activity is being taught properly, in particular gymnastics

Please follow the procedures listed below:

- Staff should wear appropriate clothing.
- Children should not be allowed to wear watches.
- If valuables are handed in to a member of staff for safe keeping the school is accepting responsibility for them.
- Children should not be allowed in the hall before the start of a PE lesson without direct supervision.
- Children should not be handling PE equipment without direct supervision.
- Children should be trained to work quietly and to leave the hall in an orderly way.

Children not taking part in games or PE remain the responsibility of the teacher taking the lesson. Children not taking part in swimming should remain with another class for supervision or remain pool side.

In the event of an accident any action for damages would be unlikely to succeed if the teacher could show that he/she had employed reasonable care.

Showers and Changing

Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard young people, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment. Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils.

This means that adults should:-

- avoid any physical contact when children are in a state of undress.
- avoid any visually intrusive behaviour and where there are changing rooms.
- announce their intention of entering.
- avoid remaining in the room unless pupil needs require it.

This means that adults should not:-

- change in the same place as children.
- shower with children.

9. Art, science and design technology

- As part of the schemes of work for these subjects, pupils are taught the importance of safe working and associated safety considerations.
- Teachers ensure the safety of all pupils when planning for practical activities. For example, by ensuring pupils wear masks, gloves and other PPE, by training pupils in the use of tools, and by educating pupils of safe practices when dealing with hot substances or glass containers.
- Consideration is given to the number of pupils who can be reasonably controlled and supervised when organising practical activities.
- Teaching assistants are employed to support with the supervision of certain activities.

10. Supervision on Educational Visits

See Educational Visits Policy.

11. Protocol for leaving the school premises during the school day

Pupils are not allowed off site during school hours unless there is clear evidence of a request from the pupil's parents or guardian. All pupils given permission to leave the school site during school hours must be collected from the school office by their parent or guardian. Pupils are not to be sent off site on a personal errand on behalf of a member of staff. This includes children collecting items from cars parked in the school car park.

12. Illness

When children are taken ill during the school day the school will, often after consultation with the school matron, contact the parents or guardian in order to make arrangements for the pupil to be collected. Contact details are held on SIMS (School Information Management System). See the *First Aid Policy* for further information.

13. Close, one-to-one, supervision of pupils

Close, one-to-one, supervision of pupils is carefully managed and employees and volunteers are aware of the risks involved. Below are some contexts where it is prudent to consider the associated risk of one-to-one supervision:

- Running an extra class outside the curriculum, possibly in an isolated or quiet part of the building.
- Running a private detention under similar circumstances.
- Calling a child to an office for disciplinary or administrative reasons.
- Visiting the toilets as part of a duty responsibility.

Practically, a good degree of the risk can be reduced by having doors open in rooms, giving other colleagues and support staff an easy access to your working environment and informing others of your timing and plans for any given appointment. If anyone has concerns after taking account of the risk, then it is entirely correct to discuss the matter with a member of the Senior Leadership Team, as appropriate.

In addition there are circumstances where individual children may give cause for concern, usually because they have problems of their own; they may have special physical and/or educational needs, be distressed or perhaps violent. Such situations are rare but not unknown. Staff can reasonably expect to be advised of any special arrangements in this respect.

This means employees and volunteers should:

- Avoid meetings with pupils in remote, secluded areas of school.
- Ensure there is visual access and/or an open door in one to one situations.
- Where possible, position furniture between themselves and the pupil.
- Position the pupil between themselves and the exit.
- Inform other staff of the meeting beforehand, assessing the need to have them present or close by.

- Avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- Always report any situation where a child becomes distressed or angry to a senior colleague.
- Consider the needs and circumstances of the child/children involved.

Also see *Staff Behaviour and Code of Conduct* section in the *Child Protection and Safeguarding Policy*

14. Registering pupils

Pupils are registered twice a day, usually by their form teacher at 08.45 and a class teacher at 13.20. Absences are logged and accessible on SIMS. Following registration, the school secretary follows up any absences.

Should a member of staff have concerns that a pupil has gone missing whilst at school, they are required to take appropriate action in line with the *QEGS JS (inc. EYFS) Missing Child Policy*.

15. Missing pupils

Missing Child Policy including EYFS

Policy Statement

Every effort is made to ensure the safety and security of children whilst they are in our care at school. This policy sets out our procedures for maintaining safety and dealing with the following events:

1. A child going missing from the school site
2. A child insisting on leaving the premises
3. The abduction of a child
4. A child going missing whilst on an external visit
5. Concerns regarding attendance and prolonged periods of unauthorised absence

Responsibilities

- It is the Head's responsibility to ensure that all relevant staff are aware of this policy, what is expected and the procedures to follow, and to ensure that the policy is reviewed on a timely basis.
- It is the responsibility of all staff to read the policy and act at all times according to its guidance, ensuring pupils remain safe.
- It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for hand-over of their child at the beginning and end of the school day.
- It is the responsibility of Governors to ensure they are aware of the school's procedures and to challenge/support the school in its review of this policy.

Actions/routines to reduce the risk of children going missing when on the school site

- To prevent a child going missing all children are registered electronically twice a day, at the start of the School day and after lunch.
- Each pupil who arrives at school is supervised from 8.00am and registered at 8.45am. From Year 3 onwards are expected to come into school independently and make their way into their classroom to drop-off bags before returning to the playground.
- Staff maintain the appropriate high level of supervision throughout lessons and are aware of the location of the children in their care at all times. If pupils are taken out of the class for interventions, music lessons or other activities this must be communicated to the class teacher who has the overarching responsibility at that time.
- During break times and lunchtime, the staff and midday supervisors on duty have responsibility for knowing the locations of the pupils.
- At the end of the School day or after activities, the children are only allowed to leave the School premises if their parent or an adult approved by their parents has come to collect them, unless travelling home via bus/train and parents have notified the school.
- If no approved adult is there at normal pick up time, the child will be placed into after-school care (ASC), known as 'Owls' or 'Hoots', which remains open until 6pm (Owls) or 5.55pm (Hoots). If the relevant adult has not arrived to collect their child by 4.00 p.m., and the parents have not informed the office or ASC that they are delayed, every effort is made by the school office staff/ASC staff to contact the parents. The child remains in ASC until collected.
- If a child is expected in ASC but does not attend, ASC staff will check with the class teacher to see if the child was dismissed to the parents, or if they are attending an extra-curricular activity. They will then attempt to make telephone contact with parents to ensure that the child has been collected.
- If it is not possible to contact parents, other family relations will be contacted to ascertain the child's whereabouts.
- If it is not possible to ascertain the whereabouts of the child, the Head or a member of the SLT should be contacted and a decision made as to whether the police should be contacted.
- When a child is collected from School during the School day whether due to illness or a pre-arranged appointment, they must always be collected from the School Office so that a note may be made on the registration system to record the fact that they are no longer on premises.
- Pupils are not allowed to leave the School premises on their own during the course of the School day.
- Any visitors to the School are recorded arriving and leaving. Parents who come to School during the School day are requested to report to the School office.

Procedures if a child is noticed to be missing (on-site)

In the event of a member of staff fearing that a child has gone missing while at school:

1: If a child has gone missing from the school site

- The member of staff will take a register, establishing which child is missing.
- The member of staff who noticed the missing child will check with the School Office immediately as to whether the child has another commitment, e.g.

music lesson, play rehearsal, School trip, external appointment, etc. and inform a member of the SLT of the situation.

- Staff will maintain the safety and well-being of other children, taking into account their supervision.
- A member of the Senior Leadership Team will be contacted and organise other available staff to support a search of the immediate vicinity and school grounds, including places at which the child was last seen, tracing the routes that they may have taken and asking other children what information they have as necessary.
- A thorough check of all exits should be made to ensure all gates/doors were locked/bolted and there are no other ways a pupil could have left the school. If something is discovered this needs to be drawn to the attention of the staff immediately.
- This search should take an appropriate amount of time - thorough checks done with a sense of urgency
- If the child has not been found after these searches, the Head should be contacted (if not already aware) and the School Office will contact the police and the parents (unless there are reasons connected with the child's welfare which indicate that this should not be done.)
- This phone call should usually only occur once appropriate and urgent checks and searches have been carried out as set out above, but in the event of a serious concern about a missing child, then the police and parents should be contacted immediately.
- If the missing child has any special medical or learning needs then these need to be noted, to be disclosed to police or other agencies.
- Once the police arrive all relevant information about the child will be given. The police will then take over the search.
- A detailed written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.

2: If a child insists on leaving the premises:

- If a child insists on leaving the premises with the knowledge of the Staff and cannot be persuaded by them to stay on premises, every effort will be made to restrain the child to prevent this and parents will be contacted immediately.
- If it is thought that the child may be a danger to himself or others then reasonable force to return the child to the School premises should be used.
- If appropriate, and enough Staff are available to enable one to leave the premises with a mobile phone, they will follow and observe as to where the child is going.
- If there are not enough Staff to leave the premises to observe the child, a member of the SLT may decide the child is unsafe and call the police.
- A detailed written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.
- The Head / Deputy Head should be informed throughout this process.

3: Abduction of a child:

This procedure is to be used where it is known that a child has been abducted by a third party, or where there are reasonable grounds to believe/suspect this.

- Ensure all remaining children are safe, cared for and that the area is secure. If not, move to a secure area.
- Ring the Police immediately.
- Evaluate the situation and challenge if felt appropriate and safe to do so.
- Contact Head/Deputy Head and telephone the child's parents
- Gather and record as much evidence as possible – witness statements and information linked to the abduction.
- Report of the incident made to ISI & Ofsted.
- Report the incident to Wakefield District Safeguarding Children Board (Social Care Direct) – 0345 8503 503, LADO – 01977 727145 or 01977 727926 or wdsbc@wakefield.gov.uk

Actions/routines to reduce the risk of children going missing when on excursions off-site

- When there is a trip off the School premises then it is the responsibility of the staff taking the trip to ensure that a regular register is taken or head count made. How this operates will depend on the nature of the trip, the mode of transport used and the location of the trip (see *Educational Visits Policy*).
- When on excursions off the school premises, staff will implement strategies to maximize the safety and security of the children in accordance with the school's *Educational Visits Policy*.
- Full risk assessments are carried out and list of all the children's names is carried by the trip leader.
- Where the children are split into smaller groups, a specific member of staff will have responsibility for the children in their group
- Appropriate staff/pupil ratios for the age of the children and the purpose of the trip or activity will be upheld.
- The number of children is checked regularly by frequent headcounts and roll calls.
- Children must be briefed before setting off of the importance of staying with the group leaders and reminded to encourage each other to keep with the group.
- Children must be instructed what to do in the unlikely event of being separated from the group. This will vary depending on of the visit.
- Where possible, children should wear school uniform/kit on educational visits to ease identification of lost children and to be easily identifiable in a group.

4. Procedures if a child is noticed to be missing (off-site):

In the event of a member of staff fearing that a child has gone missing while at school:

- The member of staff will take a register, establishing which child is missing.
- As many adults as is appropriate should start searching the immediate vicinity for the child. Staff will maintain the safety and well-being of other children, taking into account their supervision.
- The Group Leader should contact school to alert them, in line with the *Educational Visits Policy* and the school must inform the Head or next most senior member of staff on site at that time.
- This search should take an appropriate amount of time - thorough checks done with a sense of urgency

- If the child has not been found after these searches, the Head should be contacted (if not already aware) and the School Office will contact the police and the parents (unless there are reasons connected with the child's welfare which indicate that this should not be done.)
- This phone call should usually only occur once appropriate and urgent checks and searches have been carried out as set out above, but in the event of a serious concern about a missing child, then the police and parents should be contacted immediately.
- If the missing child has any special medical or learning needs then these need to be noted, to be disclosed to police or other agencies.
- The search for the missing child should continue until the police arrive.
- Once the police arrive all relevant information about the child will be given. The police will then take over the search.
- Consideration should be given to the physical and emotional welfare of the remaining pupils.
- A detailed written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.

After the event

When the situation has been resolved, the Head and SLT will review the reasons for this event happening and revise measures if necessary.

5. Procedures related to attendance and prolonged periods of unauthorised absence:

Please see the relevant section of the ***WGSF Child Protection and Safeguarding Policy: 'Child Missing from Education'***.

For all cases, whether abduction or missing child, no comment should be made to the Press at any point.

Important Numbers:

Dial 9 for an outside line if using a school phone

Police – 999

Head – ext: 350

Deputy Head – ext: 370

Wakefield District Safeguarding Children Board (Social Care Direct) – 0345 8503 503

01924 306497

LADO – 01977 727145 or 01977 727926 or wdsccb@wakefield.gov.uk

16. Visitors to school

All visitors to the school are required to report to the School Office where they sign in and are issued with a visitor's badge which they must wear at all times whilst on the premises. All employees must remain vigilant to the presence of strangers on the premises and should challenge any person not displaying a visitor's badge.

Should a member of staff have concerns about a stranger on the school site, they should contact school security or the police.

No pre-arranged visitors are permitted to enter the School without the permission of the School Head and correct procedures will be followed regarding the requirements of child protection and safeguarding (i.e. DBS, supervision, etc.). All visiting speakers must also be vetted in accordance with the procedures for visiting speakers.

All employees, whilst on the school premises, must visibly wear their identity cards. Should an employee forget their card then a temporary card must be obtained from the Junior School Office.

End of the Day

At the end of the school day or after activities, the children are only allowed to leave the school premises if their parent or an adult approved by their parents has come to collect them. It is the responsibility of the member of staff teaching a class at the end of the day to see all boys in that class safely off the premises. If the member of staff is unable to do this, she/he must make arrangements with another teacher.

At the end of the last lesson, boys return to their classrooms with their form teacher, to tidy the rooms and pack book bags. This teacher then dismisses them from the playground.

If no approved adult is there at normal pick up time, the child will be placed into after-school care (ASC), which remains open until 5.55p.m. If the relevant adult has not arrived to collect their child by 4 p.m., and the parents have not informed the office or ASC that they are delayed, every effort is made by the school office staff, then the ASC staff to contact the parents. The child remains in ASC until collected.

If someone other than the parent is going to collect their son from school, they need to put a note in the child's journal. This applies to other members of their family as well as friends. If, for one reason or another, during the day the parent finds they are unable to collect their son, then the School Office should be telephoned and the secretary informed of the new arrangement.

Staff will not allow their child to go home with someone other than the parent without the parent authorising the school to do so.

Collection after extracurricular activities

It is the responsibility of the member of staff organising the after-school activities to ensure that all the boys are collected safely.

Parents should be given notice of children who will be late home through participation in after school activities. They should be given adequate notice of any changes to arrangements such as cancellations of school clubs and fixtures. Every effort should

be made to contact the parents during the day. If for any reason a parent cannot be contacted the child must remain at school until the agreed time of collection.

Supervision of Pupils in Out of School Care

Supervision of pupils in Hoots after school care has staffing arrangements in line with the EYFS.

Supervision after School:

- Teachers should be satisfied that children have left the school site appropriately.
- If for any reason children have not been met at the end of the day they should be taken to Hoots (ASC).
- Any child left at school at the end of the school day is the responsibility of the parents. If they neglect to make provision for their safe return home school would contact the parents, register and note the concerns.

17. After School Care (Owls)

See *QEGS CH After School Care and Before School Care Policy (inc. EYFS)*

18. Uncollected Pupils

Any pupil who has not been collected from After School Care (Owls) by 18.00 will be supervised by a member of the SLT. See *QEGS CH After School Care and Before School Care Policy (inc. EYFS)*.

19. Staff Absences

In the event of staff absences, cover is put in place by the Deputy Head and this is communicated to staff by being displayed in the staff room or via email.

Supply teachers are also used to cover absences and the HR Department ensure that necessary checks related to safeguarding are carried out.

20. Monitors

The monitors have duties which include helping the playground staff by tidying the equipment away at the end of breaks, monitoring pupils during playtime as 'Playground Buddies', supporting staff at family service during lunchtime.

The duties of the monitors are shared at the beginning of their term in role to ensure that they are aware of what their role entails and the limitations of their responsibility.

Data Storage

We ensure that pupils' personal data, including any information relating to their individual needs, assessments and interventions is maintained securely at all times. (General Data Protection Regulation: May 2018). For more information on the way personal data is stored and processed refer to the Privacy Notices and Data Protection Policies.

Equal Opportunities

We believe all pupils in the school should have equal opportunities and equal access to the curriculum giving them the opportunity to learn and make progress, enabling them to fulfil their potential. All pupils are respected for their individuality and have their talents recognised, valued and nurtured. Curriculum activities and the use of equipment offer pupils opportunities to develop in an environment free from prejudice and discrimination against age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation (as outlined as 'protected characteristics' in the 2010 Equalities Act).

Safeguarding

Staff at QEGS JS recognise the need to provide a safe and caring environment for children and young people. We acknowledge that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. We have adopted the procedures set out in the WGSF Child Protection & Safeguarding Policy in accordance with the statutory guidance, where further details can be found about Designated and Deputy Designated Safeguard Lead.

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