

# Coupe Green Safeguarding Portfolio



Coupe Green  
Primary School  
HOUGHTON

Our portfolio outlines the procedures and systems in place which are used to prevent harm and safeguard children.

## Procedures

- Rigorous checks are conducted during recruitment
- Staff declaration forms are completed annually
- Detailed induction process including training and key documents
- Annual staff training, both Level 1 and 2
- Frequent staff update training through staff briefings
- Transition meetings are conducted between year groups and education setting to ensure that information is shared effectively
- Concerns are reported to the DSL, using Safeguarding forms and Keep an Eye On forms, and records kept to identify needs and patterns
- The DSL keep both electronic and hand written chronologies for children who have a safeguarding file
- Internet access is managed and required blocks are added to support child safety
- Any suspicious searches are reported to the Online Safety Champion
- PSHE lessons are planned to teach children how to stay safe, understand appropriate relationships, teach children about changes in their bodies and teach children about bullying and how they can prevent it.
- A prevent risk assessment is completed and lock down drill

## Policies

All policies are shared with staff and guidance to support safeguarding can be found in the staffroom and on the school website.

- Child Protection Policy
- Working Together to Safeguard Children
- Keeping Children Safe in Education
- Whistle Blowing
- Prevent Duty
- Staff Code of Conduct
- Behaviour Policy
- Online Safety Policy
- School risk assessments
- Complaints Procedures and Guidance
- Emotional Health and Well Being
- Drug Education
- Growing and Changing
- Use of Social Networking Sites and other forms of Media