

Name of visiting governors	Ruth Tonkinson Kamran Arshad
Date of visit	16.10.2024
Governor's area of responsibility	Safeguarding
Member of staff visited; role/responsibility	Headteacher Finance & HR Officer
Purpose/objective of visit	To explore safeguarding at Grove
Links with School Development Plan	To support and develop the physical, social and emotional well-being of the whole school community.
Summary of activities (including discussion about workload and well-being):	
<p>We met with:</p> <ul style="list-style-type: none"> <li>• The Headteacher</li> <li>• The Finance &amp; HR Officer where we viewed the SCR and several staff files</li> <li>• A group of children with Mr Bennett</li> <li>• Teaching and non-teaching staff – both new and experienced</li> <li>• A member of the Catering Team</li> </ul>	
What I've learnt from the visit:	
<p>Safeguarding is a high priority at Grove.</p> <p>The recruiting and vetting staff is a rigorous and well documented process that follows the KCSiE guidance. Thorough checks are carried out on the suitability of staff from the shortlisting process of full application forms and online searches through to the viewing of original documents and appropriate copies being collected. The staff files we viewed were clearly organised and contained all the necessary paperwork. The Finance &amp; HR Officer was confident in talking through the whole process and spoke knowledgeably of what information was stored and for how long. The SCR was stored securely and was accessible by only the Finance &amp; HR Officer and the Headteacher.</p> <p>Staff have received thorough training in safeguarding. They are aware of and understand the KCSiE document. They knew the signs and indicators of abuse, neglect and exploitation.</p> <p>Staff talked positively about the training they have received. They talked about the children at Grove in a kind and caring way and were confident about their role in keeping them safe.</p>	

Staff know how to report a concern through a NOC form, who their DSLs are and how information is stored on CPOMs. They were keen to point out that they knew the need to follow up on a concern and not just assume a member of staff had seen a NOC and had dealt with it.

Staff were able to talk about how the many ways in which school ensures the safety of both children and adults, as well as the part they play in this, through curriculum lessons as well as incidental learning.

Staff were able to explain what would happen in the case of a lockdown as well as recalling the numerous times fire drills had been carried out at various times of the day. They were aware of the use of fire registers, the roles of fire marshals and of the different evacuation routes.

Staff were clear in their responsibility of keeping the school secure, for example, using key fobs and ensuring gates were closed before walking away. They knew how to report any safety concerns to ensure site staff could rectify issues.

Staff talked about safety in the local area and the need to be vigilant. The addition of the new gate at the main office was mentioned as a recent safety feature. They were conscious of their safety when travelling to and from work, especially in the dark and when walking between the two school sites.

Staff felt they very much part of a team and worked together to do their best to keep children at Grove safe.

Children said they felt safe in school and were able to talk confidently about ways in which they were kept safe. They were able to identify adults who they might go to with concerns and shared that they felt listened to. Children shared their understanding of ways in which they can keep themselves and others safe both within school, outside of school and online. They talked about the curriculum and specific lessons they had received as well as general safety advice they are given. Children talked positively about My Happy Minds and were very keen to share their knowledge and understanding of what they have learnt and how their brain responds in times of perceived danger.

Children knew there were Playleaders and teachers on the playground and they could approach someone to help them if something had happened. They knew there were First Aiders and where the First Aid boxes were

They shared that they felt all staff in school are there to help them keep safe and that their school environment is kept clean and safe for staff and children.

Children were aware that their school is a secure environment with gates and key fobs and that staff and visitors wear lanyards to show who they are and that they are safe adults to be in school.

A member of the Catering Team was both knowledgeable and confident when explaining the system used to ensure children are not put at risk from known allergens. The Catering Team have daily menus that record the ingredients and known allergens in each dish, and these were shown to us. Details of the children with known allergies are carefully documented and stored securely. A wristband system is used to indicate the meal a child is to receive. By this time in the year, the staff know most children by sight, but the wearing of a red wristband ensures children receive a meal that is safe for them to consume

Aspects to be clarified/questions remaining:

**Comments from pupils involved in the visit:**

- I love My Happy Minds.
- I like the Happy Breathing.
- We know about fight, flight and freeze. Part of our brain is about feelings and emotions. It's like we have a scrapbook in our brain.
- Adults are there to protect us and keep us safe.
- Teachers wear lanyards and visitors do too.
- We don't share our details online.
- Don't share your password.
- Don't talk to strangers online.
- On Roblox we only talk to friends we know.
- You should only play games for your age.
- We have fire drills, and we know what to do.
- I can talk to a teacher or another adult if I feel sad.
- Our playground is a safe place to be.
- If I fall out with my friends, I can talk to someone on the playground. They can talk things through.
- Playleaders help us. They help us play nicely and kindly.
- I know where the First Aid box is.
- Teachers say, stay close to the wall and close to your partner when we walk to swimming.

Comments from staff involved in the visit:

Focus & date of next visit;  
tbc

Signatures to agree the content of this report:

Governor: R Tonkinson

Staff member:

Head Teacher: