

Child Protection

- Behaviour Logs - CPOMS
- Secure site – Digital sign in for designated members of staff.
- Designated safeguarding leads
- ISPs
- Health Plans
- Relevant, up to date training
- Meet & Greet
- Permission slips
- Register
- Parents Evenings
- CIC identified

Policy & Practice

- Designated safeguarding policy
- Cause for concern reporting forms on system and around the school. All staff access to CPOMS
- Policy reviewed and agreed annually.
- CP policy shared with staff on induction.
- Behaviour logs - CPOMS
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- Accident forms - EVOLVE
- All staff are aware how to refer to MASH
- EVOLVE risk assessments
- High level of supervision during lunch/play times
- Staff do not use phones in front of pupils (with the exception of an offsite visit) Personal devices are stored securely.

Staff Conduct

- Staff know reporting routes
- Whistleblowing policy in place
- Team Teach trained
- Confidentiality respected by all staff and only shared to relevant parties if appropriate.
- Staff dress code
- RRSA
- Record keeping – clear guidelines followed & reviewed
- CPD & appropriate training.
- Personal care guidelines shared with all staff.

Health & Safety

- Site security and safety taken seriously:
 - Building/outdoor spaces checked regularly
 - Equipment maintained and replaced as needed.
- School nurse, Chantelle Gilman, on site as well as first aiders:
 - Christine de Kock
 - Caitlin de Garis
- Specialised inspectors
- Caretakers
- Meet & greet/bus lines
- Risk assessments
- Alarms
- Reporting accidents

Visitors to School

- Office staff control access through front door.
- Visitors must be wearing visitor badge or approved identification.
- Signing in and out sheet and virtual sign in and out.
- Staff question unknown individuals.
- Regular visitors are added to school SCR.
- Documents checked by member of SLT.
- Visitors without appropriate documentation are supervised at all times.

Attendance

- Twice daily registers taken.
- Attendance that drops below 95% is monitored
- Regular meetings with School Attendance Service officer.
- Schools Attendance Service involved where attendance is inadequate.
- Office staff phone parents in cases of unexplained absence.
- School nurse phone parents/carers after 3 days of sickness absence
- Regular appointments and monitoring impact – CPOMS

Safeguarding

Listed here are ways we ensure safeguarding at Le Rondin School.
It is treated with the utmost importance.
If you have any concerns, please speak to the designated safeguarding leads.
Paula Sullivan – Executive Headteacher
Christine De Kock – Deputy Headteacher
Chantelle Gilman – School Nurse
If you have any concerns regarding the headteacher, please speak to:
Dave Stumpf – Head of Inclusion and Education – dave.stumpf@gov.gg



Updated – 14/11/2025

Online Safety

- Addressed through curriculum to upskill students
- Technology in school is subject to filters.
- Staff training through Boost, iHasco, meta compliance etc.
- Photo permission gained from parents and information shared with class teams.
- Staff use Seesaw and school emails to contact parents/ outside agencies regarding school business.

Appropriate Training

- All adults working with children in any capacity have a minimum of level 1 safeguarding children and young people training. Paid staff are required to also have level 2.
- Safeguarding training refreshed every 2 years.
- Mandatory for new staff.
- CPD provided for staff.
- Staff trained in recognising HSB on 31st October 2023.
- Staff have access to Prevent (Radicalization) through National College.

Single Central Record

- Staff details checked regularly and additional checks/updates ordered accordingly and in a timely manner.
- All regular staff/adults/visitors and volunteers information is kept securely
- Information is monitored by appropriately trained staff.

Fire Drills

- 3 times a year
- Designated fire marshals:
 - Paula Sullivan
 - Christine de Kock
 - Caitlin de Garis
- Staff responsible for closing classroom doors and fire doors on their exit.
- Admin staff responsible for registers & sign in sheets.
- Assembly points clearly identified on fire action sheets.

Safer Recruitment

- All staff and volunteers hold appropriate DBS checks.
- EHT and DHT trained in safer recruitment
- Mandatory training given to new staff
- References checked & verified
- Inductions for all new staff
- CP questions asked at interview to determine appropriate fit.

Curriculum

- PSHE
- Online Safety
- Visits (on & off island)
- UNCRC/RRSA
- SHARE, Drug & Alcohol strategy, Action for Children, St. Johns Ambulance, fire brigade and Police (road safety) visits.
- Stage appropriate for our learners
- Assemblies – Wing/Stage appropriate.
- EYFS & specialist bases – emergency services unit, incl. visits
- Swimming progression:
 - Splash pool
 - Hydrotherapy
 - Forest