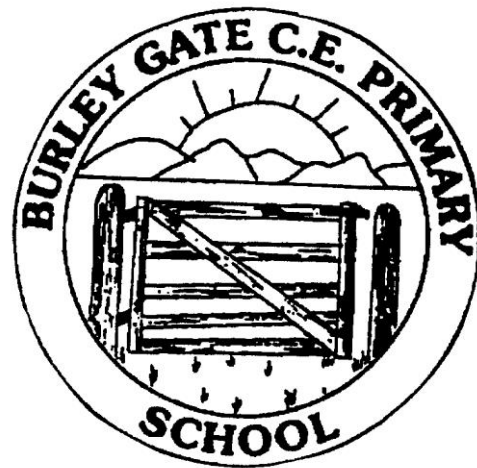


Burley Gate CE Primary School



Safeguarding Policy

Issue Date: 2018

Review Period: Annual

Date of review: January 2018

Date of next review: January 2019

Headteacher - Miss B J Donald

Designated Safeguarding Manager - Mrs J K Dixon

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Herefordshire Safeguarding Board Manual @

www.herefordshire.gov.uk/hscb_SafeguardingChildrenProcedures

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Safeguarding and promoting the welfare of children is defined in the Children Act 1989 and 2004 as;

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

To be read in conjunction with the School's Child Protection Policy.

Confidentiality

All incidents relating to child protection will be dealt with in strictest confidence and information will be shared with staff on a need to know basis. Parents will be kept informed unless the sharing of information with them prejudices any further investigation.

Introduction

Burley Gate CE Primary School fully recognises the contribution it can make to protect children and support pupils in school. The aim of this policy is to show how we safeguard and promote our pupils' welfare, safety and health by fostering an honest, open, caring and supportive climate. The pupils' welfare is of paramount importance.

This policy applies to all staff, governors, volunteers and visitors to the school.

Where the Governing Body provides services or activities directly under the supervision or management of school staff, the school's arrangements for child protection will apply. Where services or activities are provided separately by another body, the Governing Body should seek assurance that the body concerned has appropriate policies and procedures in place to safeguard and protect children and there are arrangements to liaise with the school on these matters where appropriate.

The School has a Health and Safety policy which is monitored annually by the governing body.

School Ethos

The school adopts an open and accepting attitude towards children as part of its responsibility for pastoral care. Staff endeavour to build positive relationships with children and parents so that they feel able to approach staff about any concerns and will see school as a safe place when there are difficulties at home or outside of school. Children's worries and fears will be taken seriously and children are encouraged to seek help from members of staff.

Our school will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- Ensure that children know that there are adults in the school whom they can approach if they are worried or are in difficulty;
- Ensure a safe physical environment
- Equip children to make informed choices and decisions
- Promote children's self esteem
- Include in the curriculum activities and opportunities which equip children with the skills they need to stay safe;
- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies, particularly the Police and Social Care;
- Operate safe recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children, including DBS checks.
- Provide training for parents and children on staying safe on the internet.

Safeguarding Roles and Responsibilities

All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. There are, however, key people who have specific responsibilities outlined at the start of this policy – see Child Protection Policy for detailed information.

The Health and Safety Policy

The School has a health and safety policy which is monitored annually by the governing body. A copy of this policy is available.

Any concerns from staff are reported to the head teacher and any appropriate remedial action needs to take place.

At least each half term there is a fire drill that practices efficient evacuation from the buildings. The School conducts an annual Fire Risk Assessment.

First Aid

In school there are always trained members of staff who volunteer to oversee the first aid. First aid kits are stored in the staff room. This includes the Forest School Emergency bag.

When a child is unwell or has suffered an accident in school or on the playground there is a protocol for staff to follow:-

- a trained first aider is consulted
- if the incident is deemed to be serious it is logged in the accident book
- for all head injuries a head bump letter is issued
- if the severity necessitates a parent is contacted.

For matters concerning managing medicines and drugs the Health and Safety policy and Managing Medical Conditions in School should be consulted.

For matters of an intimate nature, staff are asked to deal with a child with utmost sensitivity and always to seek guidance from the Headteacher or deputy. In almost all situations the parents will be asked to come into school immediately so that they are part of the decision making process for such matters.

Site Security

Burley Gate CE Primary School provides a secure site which is controlled by precise management directives, but the site is only as secure as the people who use it. Therefore all people on the site have to adhere to the rules which govern it. Laxity can cause potential problems to safeguarding. Therefore:-

- Gates are kept closed during the school day.
- Doors should be closed to prevent intrusion.
- Access to the school is keypad controlled, visitors may only enter after signing in at the office and must wear identification.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Empty classrooms should have closed windows and doors.
- Children should never be allowed to leave School alone during School hours unless collected by an adult such as a parent who is doing so for a valid reason. They should report to the office to do this.
- Two members of staff are always on duty at break times.

Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone or email on the first day of absence. The school operates a first day calling policy, parents/carers are contacted by 9.30am if the school has not been informed about an absence.

The School works closely with a Welfare officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the Governing Body, to the DFE and annually to all parents. Positive measures are in place to encourage children to attend regularly and punctually and the school is aware of its right to take legal action against parents who do not ensure good attendance and punctuality. Approved holidays are given in exceptional circumstances and parents must put in written requests to Governors.

Appointments of Staff – Adults in School

All staff that are appointed to work in School have a DBS Check. This search highlights people who have a criminal record or if previous allegations have been made against them. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the Governing Body. The LA is informed directly by the Criminal Records Bureau.

The Headteacher sits on all appointment panels where the candidates are external applicants. The Headteacher and the Chair of Governors have undertaken the training in Safer Recruitment.

New staff are inducted into safeguarding practices. Newly appointed staff are assigned a mentor for the induction period. It is the responsibility of the mentors to familiarise new staff with procedures and policy, which affect the health and safety of all at school but especially the children.

Volunteers must also have a DBS clearance. Volunteers who do not yet have clearance will not be able to work in school until clearance is gained.

Other providers such as AiP supply details of DBS checks which they carry out. Records are kept of this on the School Single Central Record (SCR). This is kept in the office and includes all staff and volunteers who are DBS cleared. The SCR also outlines when DBS checks need renewing. The office staff will advise people when their DBS needs to be renewed.

DBS checks will be carried out every 3 years and when a risk is apparent. (Saville Report.)

Welcoming Visitors

It is assumed that visitors with a professional role i.e. the School Nurse or members of the Police already have relevant clearance but the school secretary will check this before admittance is granted.

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly the curriculum in subjects such as personal social and health education discusses relevant issues with the children. Topics include such themes as drugs, sex and relationships, stranger danger and road, fire and water safety. Children are encouraged to explore and discuss these issues.

Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as using equipment properly in PE and design and technology. At all times there has to be appropriate staffing levels and when the curriculum is taking place out of school, appropriate and agreed pupil/adult ratios are maintained. The lead adult always assesses visits as to the level of risk and all trips are finally authorised by the Educational Visits Coordinator, Mr I Burrell. Visiting Speakers with correct clearance are always welcome so they can give specialist knowledge to the children.

Internet Safety

Children should be taught to use the internet in a safe way. Parents are asked when their child starts at the school if they agree to their child using the internet while in school, and are requested to send in written confirmation. Pupils must never be left unattended whilst online and teachers should ensure that this does not happen. If teachers know of misuse, either by a teacher or child the issue should be reported to the head teacher without delay.

The Computing Co-ordinator has overall responsibility for internet safety. He is also the internet and e-mail manager for the School and has direct access to all e-mail addresses and passwords provided by the SIMS system.

The School has an Internet Safety Policy.

Behaviour Policy

Good behaviour is essential in any community and at Burley Gate CE Primary School we have high expectations.

Although the emphasis is always on the positive there are also times when children have to be disciplined in order to maintain the safety and security of all children.

The school Behaviour Management Policy details this.

Anti-Bullying Policy

At Burley Gate CE Primary School we have a detailed Anti Bullying policy.

The School's response to this is unequivocal and includes all forms, e.g. cyber, racist, homophobic and gender related bullying.

Adults must be informed immediately and action will take place.

Children are told that silence is the bully's best friend. Although bullying in this school is rare the school always acts swiftly with a process of investigation, communication and action. Bullying will not be tolerated.

The Anti-Bullying Policy is available.

Taking Images of Children

At Burley Gate CE Primary School we take a sensible, balanced approach, which allows parents to photograph and film providing they follow certain guidelines:-

- Parents consent to School taking photographs by signing a permission slip on entry to School.
- A list of children who may not be photographed is kept.
- Photography and video is not permitted to be published in any format, without specific parental consent. Parents are reminded about this prior to school events.

Physical Intervention

Staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that all times it must be the minimal force necessary to prevent injury to another person.

Such events should be recorded and signed by a witness.

Staff who are likely to need to use physical intervention will be appropriately trained.

Changing for PE, Intimate Care and Support

If a child requires intimate care, e.g. a young child requiring support with toileting, a minimum of two members of staff must be present.

If a child needs regular intimate care for a medical condition, this will be carried out in accordance with a Health Care Plan written in consultation with parents, health care specialists etc.

When changing for PE, girls and boys in Class 4 will have separate changing areas as appropriate.

One to one support for pupils will take place in communal areas by adults have undergone DBS checks.

Mobile Phones

Staff mobile phones to be kept in the Staff Room to limit access to unregulated sites. No mobile phones are allowed in the classroom. Children are not allowed to bring phones to school unless prior permission is given by the Headteacher.

Whistle Blowing

If members of staff ever have any concerns about people working in the school, paid or unpaid, they have a professional duty to inform the management accordingly. This can be done in writing or verbally but staff should be able to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality.

Staff Code of Conduct

Burley Gate C E Primary School has a Staff Code of Conduct which is given to each member of staff.

Radicalisation

All staff are aware of the Prevent Strategy and complete Channel General Awareness Training. They receive regular updates. (See School Radicalisation Policy.)