

North Duffield Community Primary School Safeguarding Policy

“Every Child Matters”

When the government published “Every Child Matters” it raised 5 key issues that were deemed essential in the complete development of each and every child, in that we have a duty to ensure that each child:

- Stays safe
- Is healthy
- Is able to enjoy and achieve
- Is able to achieve economic well-being
- Makes a positive contribution

There was a clearly stated need that, while each area of society has an important part to play in child development, schools must embrace the document both individually and collaboratively. The government has published a policy “Safeguarding Children” (DfES/027/2004) and this school has used this in formulating its own safeguarding statement.

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Safeguarding and Promoting Welfare

“Safeguarding” is an umbrella term encompassing the whole wellbeing of a child and recognises the importance of the preventative agenda. Child Protection is an important component of “safeguarding”

Safeguarding –Definition

All adults working in education have a duty to safeguard and promote the welfare of children which is defined in the Children Act as:

- Protecting children from maltreatment
- Preventing impairment of children’s health and development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and
- Undertaking that role so as to have optimum life chances and to enter adulthood successfully.

The North Duffield Community Primary School Safeguarding Children Statement

At North Duffield Primary School, the health and safety of all children is of paramount importance.

Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. We therefore have to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place:

The Health and Safety Policy

The school has a health and safety policy, which is monitored regularly by the school governors. The Head teacher and the Governors oversee the policy. Any concerns from staff are reported to any of the above who carries out an initial examination, assessing what remedial action needs to take place. Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment. There is also a crisis

management that details what staff and parents should do in the case of emergencies.

First Aid

In school, there are always trained members of staff who volunteer to oversee first aid. There are several first aid kits situated around school. When a child is poorly, 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
- The incident is logged in the accident book
- For head injuries, a Head Note is issued
- If there is any doubt at all a parent is contacted.

For matters of an intimate nature staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Head teacher. 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. In rare circumstances the school nurse will be contacted as a matter of utmost urgency before the parent.

Site security

North Duffield CP School provides a secure site, but the site is only as secure as the people who use it. Therefore, all people on the site must adhere to the rules, which govern it. Laxity can cause potential problems to safeguarding. Therefore:

- Gates are shut at playtimes and lunchtimes
- All Exit Doors should be closed to prevent intrusion.
- Visitors must only enter through the main entrance and after signing in at the reception area. They should be given a visitors badge on entry.

- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Children should never be allowed to leave school alone during school hours, and if collected by an adult, signed out.
- Should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the office. Then parents and police will be informed of the circumstances.

Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone. If there is no notification school has a policy of phoning home to ascertain each child's whereabouts. The school works closely with the Authority's Welfare officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LA, annually to the government and 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.

Appointments of staff and induction of newly appointed staff and work placements

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 them. If staff are found to have a criminal record the appointment is reconsidered by the Head teacher and the Governing Body. The LA is informed directly by the Criminal Records Bureau. The Head teacher sits on all appointment panels where the candidates are external applicants. The Head teacher and 2 governors have undertaken the Safer Recruitment training. 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

Volunteers, who help in school on a regular basis, as defined by the Criminal Records Bureau, will be subject to DBS clearance.

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 office will endeavour to check this before admittance is granted. All visitors are required to sign in and wear a visitor badge.

Child Protection Policy

The designated adult for Child Protection is Michaela Mounfield and the designated governor is Mrs Suzanne Broome. It is the Governing Body's duty to ensure the Child Protection policy is reviewed annually and any deficiencies within the policy addressed immediately. Certain governors and all staff have had appropriate child protection training, which is updated at least every three years.

Record keeping procedure

- ☐ Any member of staff who has concerns about the welfare of a child must share this information without delay with the Safeguarding Lead
- ☐ Staff must make a brief accurate record of these concerns using the agreed proforma, recording any allegations that the child makes in the child's own words if possible.
- ☐ These records must be stored securely in a locked filing cabinet in the main office and the information shared with staff only on a "need to know basis".
- ☐ The child protection record must be transferred to the Safeguarding Lead of the admitting school should the child change schools.

Confidentiality

We recognise that all matters relating to child protection are confidential. The Head teacher or Safeguarding Lead will disclose any information about a pupil to other members of staff on a need to know basis only.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot make a promise to a child to keep secrets.

Positive Handling

This school follows DfES guidelines 10/98 which asserts that physical restraint may be used if there is the possibility that a child may be about to cause harm to him/herself or to another. It also asserts that on no occasion should such physical contact be used as a punishment. All allegations of abuse by or complaints of a teacher will be dealt with following the Local Safeguarding Board procedures. For any complaints about the Head teacher the Chair of Governors should be contacted directly.

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 and Stranger Danger. 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 taken 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 Head teacher. Visiting speakers, with correct clearance are always welcome into school so that can give specialist knowledge to the children. See EVC policy.

E- Safety

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. 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.

See E Safety Policy.

Behaviour policy

Good behaviour is essential in any community and at North Duffield Primary we have high expectations for this. Please refer to Positive Behaviour Policy.

Staff are discouraged from handling children, but when they deem it is safest to do so all members of staff are trained in Positive Handling so that they do not harm either themselves or others.

Anti-Bullying Policy

There is a more detailed Anti-Bullying Policy.

Race Equality

Along with the equal opportunities policy there is also a Race Equality Policy. We want our children to be prepared for an ethnically diverse society. The school will work hard to promote racial equality and harmony by preventing and challenging racism. If anyone ever feels unjustly treated, then the school welcomes and values a response. Racism is tackled in both the RE and in the SEAL curricula.

The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children also. All racist incidents are reported to the Local Authority and Governing Body on a termly basis.

Photographing and videoing

There has been a lot of controversy about adults photographing and filming young people. The concerns are genuine; however we have taken 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.

Whistle blowing

If members of staff ever have any concerns about the behaviour or intentions of any person within the building, school grounds or within proximity of children, they have a professional duty to inform the Head teacher. Please refer to LA Whistle blowing

Reviewed: July 2015

Next Review: July 2017

Signed: Head teacher Date:

Signed: Chair of Governors Date: