Highwood Primary School

Promoting Resilience – Achieving Potential

Safeguarding Policy

Approved by: School Development Committee

Date: 17.11.21

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Next review due by: September 2022

Introduction

This policy has been impact assessed against protected characteristics (race, gender and disability) and no adverse impact has been identified.

The welfare and safety of children who attend Highwood Primary School is our paramount concern. We will promote the health, well-being and safety of the pupils in all that we do. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school. The school understands the responsibilities set out under section 175 of the 2002 Education Act to work together in partnership with other agencies to help children to grow up in a healthy and safe environment.

Definition of safeguarding

All adults who work with children have a duty to promote their welfare and keep them safe. The Children's Act 2004 sets out these responsibilities as the requirement to keep children free from maltreatment, to prevent the impairment of children's health and development and to ensure that children grow up in circumstances consistent with the provision of safe and effective care.

Aims and Objectives

The aims and objectives of this policy are to ensure that all of our staff promote an environment where children can learn in a safe, caring, stimulating and positive school and where their social, physical and moral development is our highest priority. All pupils will know they are valued and their concerns will be taken seriously and addressed by the adults who care for them. We want all children to feel safe and know what to do if they ever have concerns about any aspect of their physical or emotional safety.

In promoting the health and well-being of pupils we aim to help children to become confident, responsible, trustworthy and resilient. In our school, we respect our children. The environment within our school is one that encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for themselves. We will promote the emotional intelligence of our pupils so that they are aware of their own emotions and the effect their actions have on others.

This policy provides guidance on how we will make sure our school is a safe and caring place for all our pupils.

Keeping Children Safe in Education 2021 / CPOMS (See CPOMS Staff Guide)

Our Safeguarding Policy and procedures are based on the DfE document 'Keeping Children Safe in Education.' All staff are required to sign to confirm that they have read and understood Part 1 of this document which outlines their statutory duties as members of staff working with children. Governors are required to sign to confirm that they have read and understood Part 2 of this document which outlines their statutory duties as managers of those working with children. Staff training is provided at least annually and when this document is updated. All incidents must be recorded on CPOMS (Refer to Appendix A).

Health and Safety (See Health and Safety Policy)

The school has a health and safety policy, which is reviewed each year by the relevant committee of the school governors. Herts for Learning produces a monitoring checklist, which has to be completed on a yearly basis. The Headteacher, the Site Manager and the Governor with responsibility for Health and Safety oversee this comprehensive list. Any concerns from staff are reported to any of the above and the Site Manager carries out an initial examination, assessing what remedial action needs to take place.

Each half term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment.

The Critical Incident Plan details what staff and parents should do in the case of emergencies. In addition to the Health and Safety Policy there are policies regarding Food and Hygiene. These determine safe practices in school and the Kitchen/ Dining Room.

First Aid

All staff receive basic first aid training and there are no less than 3 members of staff hold a paediatric first aid qualification. Each class has a first aid kit, and the MSAs also carry basic first aid during lunchtimes. 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
➢ 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.

Any medicines which need to be taken during the day are administered by a member of the Office Team in the Medical room. Medicines must be clearly labelled to include the dosage required and the correct form completed by the parents. However usually with medicines a dose before and after school is perfectly adequate.

For matters of an intimate nature, staff must deal with a child with utmost sensitivity and to ensure that they safeguard themselves by working wherever possible with another adult. If necessary, parents will be contacted.

Site security

The following points should be followed to ensure that Highwood Primary School maintains a secure site:

➢ Wherever possible, gates should be locked except at the start and end of each day
➢ Doors should be closed to prevent intrusion but to facilitate smooth exits. This especially applies to security key code doors
➢ Visitors, volunteers and students must only enter through the Main Entrance and after signing in at the office window
➢ 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, need to signed out.

If a child leaves the school premises without permission then the Headteacher or Deputy Headteacher should be informed immediately. The Absconding Policy protocols will be followed. Parents and police will be informed of the circumstances.

Attendance (See Attendance Policy)

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone immediately. If there is no notification school has a policy of phoning home to ascertain each child's whereabouts.

The school Attendance Manager works closely with the Local Education Attendance Improvement Officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the Governors and Local Authority, and annually to the government. 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 Disclosure and Barring Service 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 Local Authority is informed directly by the Criminal Records Bureau.

The Headteacher sits on all appointment panels where the candidates are external applicants and at least one Governor have undertaken the NCSL training on Safer Recruitment.

New staff are inducted into safeguarding practices and are given Level 1 Child Protection training. 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.

Supply staff and volunteers (See Child Protection Policy)
Supply teachers and volunteers are required to read and sign the school Child Protection Policy before commencing work and to have read Part A or Annexe A and Annexe B of Keeping Children Safe in Education. A copy of the supply teachers DBS check should be copied and kept as part of the Single Central Record.
Volunteers working in the school only require a DBS check if they are working without direct supervision of a member of staff. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

Visitors
Visitors with a professional role i.e. the School Nurse or members of the police already have relevant clearance from the DBS. Visitors without a DBS clearance are not allowed within the school during school hours unless accompanied by a member of staff.

Child Protection (See Child Protection Policy)
The lead designated senior person for Child Protection is Michelle Green and there are 3 trained Deputy DSPs from the Senior Leadership and Inclusion Teams; Zahidah Dodwell, Bindu Rai and Lynda Marriott. The school Child Protection Policy is reviewed annually by the Governing Body. All staff receive child protection training led by the Lead DSP and Welfare Manager. All allegations of abuse by or complaints about a teacher will be dealt with by the Governors Grievance committee. For any complaints about the Headteacher, the Chair of Governors should be contacted directly.

Behaviour (See Behaviour Policy and Statement of Behaviour Principles)
There may be times when adults, in the course of their school duties, have to intervene physically in order to restrain children and prevent them from coming to harm. Such intervention will always be the minimum necessary to resolve the situation. We follow the guidance given in the Hertfordshire STEPs programme in which all staff are trained. All adult(s) involved in any such incident should report it to the Headteacher immediately.

Anti Bullying (See Anti Bullying Policy)
Although bullying in our school is rare, the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated.

The Design of the Curriculum
The curriculum deals with safeguarding in two ways. Firstly, in subjects such as Personal, Social and Health Education (PSHE) and Relationships and Sex Education (RSE) where the teaching staff discuss relevant issues with the children. Topics include such themes as Drugs, Sex and Relationships and Online 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 have to be appropriate staffing levels and when the curriculum is taken out of school appropriate and agreed pupil/adult ratios are maintained. (Offsite Visits Policy) The lead adult always assesses visits as to the level of risk before they are authorised by the Headteacher.
Visiting speakers, with correct clearance are always welcome into school so that they can give specialist knowledge to the children.

Internet Safety (See E-Safety Policy)
Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. The school has a very secure internet connection which prevents the children from accessing inappropriate sites. If teachers know of misuse, either by a teacher or child the issue should be reported to the Headteacher without delay.

Photographing and videoing for the school website
The school follows the Local Authority guidelines on using pictures and videos on the school website. Parents/carers are asked for their permission to use their child's photo on the website and in the monthly Round Ups of school events annually but are able to opt out of this permission at any time. Only children's first names are used. Parents/carers are asked to give permission for us to use their child's photo for any promotional or other purpose e.g. the school Prospectus, in newspaper articles about the school. We do not use the photos of Pupils who are Looked After by the Local Authority on our website or in any other promotional materials.

Whistleblowing (See Whistleblowing Policy)
If members of staff ever have any concerns about people working, paid or unpaid, they have a professional duty to inform the Senior Leadership Team and/or Governors accordingly. This can be done in writing or verbally but staff should be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality.

Safeguarding Policy Annex: Remote Learning

Due to Covid-19 and the increased need for children to access the internet, all staff must be mindful of the strict protocols for online teaching from home and school. Pupils will inevitably be spending a significantly increased amount of time online for home learning and personal use. Pupil and staff safety is a paramount as is the safeguarding of Critical Worker and Vulnerable children attending on site.

Please refer to the Government guidelines for more information:

https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19

The Department for Education Covid-19 helpline is available to answer questions on 0800 046 8687 or via email on **DfE.coronavirushelpline@education.gov.uk**

This annex to the safeguarding policy details changes to our safeguarding practices and procedures as a result of the school and bubble closures and the need for blended and remote learning.

Staff Training
Staff must read and have a clear understanding of the guidelines for teaching remotely and must agree and adhere to the requirements. Teaching staff must learn how to use the Google Classroom with an underlying awareness of the potential safeguarding issues in remote learning. They must check the suitability of online resources used prior to uploading or recommending them to pupils. In the event of a safeguarding concern about a child or a member of staff, please follow the usual procedures and record this on a 'Record of Concern' form from the photocopier area or from the Operations Site under 'Forms' and give to a DSP in an envelope if they are not at their desk. The staff rota is devised so that there is always at least one DSP on site. In the rare event that this is not the case, please contact the DSL via mobile.

Online Teaching From Home
Staff must only use the Google Meet app and should if possible set up a waiting room to prevent strangers from entering a meeting. Professional attire should be worn and all comments must be appropriate in tone and content in line with the Staff Code of Conduct. Never conduct a live session 1:1 with only one pupil without parents being notified in advance of the time and content of the session so that they can supervise and teachers reserve the right to end or record a meeting if only one student remains in the session. All staff must only ever contact pupils

through school email addresses or Google Classroom and Phase Leaders should be BCC'd into the message. You are not expected to make telephone calls to parents from your home. Other methods of contact pupils such as calling their mobile phone, private email or social media must not be used. Participation in an online session such as an assembly should not be conducted from a bedroom or personal space and you may choose to have a suitable background in order to protect your privacy rights. If it is essential to contact a parent whilst working from home, you should contact your Phase Leader who may ask a member of SLT on site to make the call on your behalf. Google Meets should be held with prior notice to parents within the normal school day, ensuring that friends and family are not visible.

Pupil Engagement
Pupils are invited to attend regular live sessions each week to include assemblies, external sessions with guest speakers or external providers as well as Google Meets. Attendance is not compulsory. Teaching staff must monitor and record the levels of engagement that pupils are making on the 'Children Not Engaging' spreadsheet. After 2 days of not having had work submitted, an email must be sent to parents via the class email address. If work is still not submitted thereafter, the child's details must be recorded. Each week, Phase Leaders must arrange for parents to be telephoned and can be supported by the Office Team if need be. All updates must be recorded and any safeguarding concerns must be raised with a DSP following the necessary procedures.

Online Safety Checklist (See Anti-Bullying Policy)
Highwood is committed to ensuring that online interactions between teachers, parents and pupils are positive. Some work should be set that is not computer based to allow for screen free learning.

Teachers will ensure that pupils understand and agree to:
- Appropriate online behaviour
- Adopt positive learning habits
- Communicate respectfully with teachers and others online
- Ensuring that they remain on mute unless asked to unmute
- How to identify the risks of the internet
- How and when to seek support

Parents should be aware of:
- The importance of remaining in control of electronic devices at home and remaining within earshot when children are in contact with their teachers
- What work suggestions are made in the daily email
- The website links that their child will be asked to access
- Parental controls to monitor screen time and access to internet sites
- Who their child is interacting with online
- How to report concerns to the school
- Where to seek support to keep their children safe online
- Helpful website to support them regarding e-safety:
  - Internet Matters **https://www.internetmatters.org**
  - NSPCC Net-aware **https://www.net-aware.org.uk**
  - Thinkuknow **https://www.thinkuknow.co.uk**
  - Parent Info **https://parentinfo.org**
  - UK Safer Internet Centre **https://www.saferinternet.org.uk**

Staff should:
- Use secure platforms such as Google Meet and Google Hangout
- Reinforce e-safety messages on the Google Classroom and daily email when setting work that requires access to the internet
- Be alert to peer-on-peer abuse. No unsupervised collaborative work should be encouraged

- Check what is visible to pupils so that nothing inappropriate or personal is on view
- Make sure that there is never a possibility of strangers having access to the screen by monitoring the waiting room and authenticity of all participants
- Immediately report any concerns about online safety to a DSP in line with this policy, who will make a referral to Children's Services or the Police as appropriate
- Be aware of the UK Safer Internet Centre's online safety helpline which provides advice for professionals:
  - Telephone 0344 381 4772
  - Email **helpline@saferinternet.org.uk**
  - Website **https://www.saferinternet.org.uk/helpline/professionals-online-safety-helpline**

Staff can signpost parents to:
  - Childline – for support **https://www.childline.org.uk/**
  - UK Safer Internet Centre – to report and remove harmful online content **https://www.saferinternet.org.uk**
  - CEOP (Child Exploitation and Online Protection) – for advice about making a report about online sexual abuse **https://www.ceop.police.uk**

Pupils must agree to:
- Treat others and myself with respect when I am online or using a device.
- The messages I send and the work that I upload will be polite and sensible
- Be careful not to upload, post, share or forward material that could be considered as offensive, harmful or illegal. If I know of others doing this, I will inform my teacher.
- I will be dressed appropriately for online learning and ensure that my background is suited to learning
- Ensure that the language I use is appropriate and not use spellings, abbreviations or phrases that are too colloquial or more suited to talking to my friends
- Try my best!
- Hand in my work to my teachers, even if I am unsure of it so that I can receive support and feedback
- Only share their Google Classroom login details with their parents and carers and not with anyone outside of Highwood
- Not to take photos or recordings or videos of the content on the Google Classroom with others or on social media
- Contact teachers via the class email address or the Google Classroom only

Data Protection
GDPR protects all online content from a pupil as their personal data subject to the provisions of the Data Protection Act. This includes the names, email addresses and phone numbers of parents. Only relevant staff should have access to their data and the information should only be kept for as long as it is required. Student data should not be kept on the private devices of staff. An audit trail should be retained of all emails sent out to parents/pupils by saving them in a folder within the class email address.

Keeping Staff and Children Safe
All staff must adhere to the Safeguarding and Child Protection Policy guidelines at all times in line with Keeping Children Safe in Education 2021. Children should be taught in accordance with the school's Risk Assessment. Under no circumstances, should a volunteer be left unsupervised or allowed to work with the children attending school. A member of the DSP team will be available on site daily and the DSL is contactable by mobile phone at all times. The Office team will ensure that the daily attendance is recorded for the DfE. Any pastoral concerns should be raised with the class teacher so that parents can be informed.

Appendix A - CPOMS Recording

Professional contact; (DSP/ SENCo)

- Scan and log all professional reports for your children
- Log all visits/phones calls by professional even if they give no advice. Record 'advice to follow' if that's the case.

Recording an incident;

- Write enough
- Context – what was happening
- Factual account of the concern/observations
- What was said and by whom
- What did you do/say following this incident
- Any further actions

If you are tagged in a log with an action;

- Act
- Log your response (as above)

Please bear in mind...

- Your log will form part of the child's chronology and cannot be deleted
- Parents can make a 'subject awareness request' which would give them access to read all stored logs about their child

Role of all Stakeholders

- To be accountable to the health and safety of pupils
- Safeguarding overrides GDPR

Lunchtime Incidents

- MSA must notify the class teacher of the incident in a factual way
- It is the class teacher's responsibility to log the incident on CPOMS
- If the incident is lengthy where numerous pupils were involved, the MSA must write it down neatly on paper. They must hand the form to the class teacher
- The class teacher will upload the incident form onto CPOMS
- Once the incident has been uploaded onto CPOMS it must be shredded

Medical Issues / First Aid

- See a first aider to attend to injury and record the accident in the First Aid File. This is found in the Middle Room.
- If the injury requires contacting the parents and emergency services immediately, then the injury must be recorded on CPOMS. This will be carried out immediately. For incidents dealt by the MSA, the Office Team will contact the parent/ carer.
- The class teacher must call the parent/ carer. In addition, the incident, it may be required to log the incident on Solero.