

Highwood Primary School



Promoting Resilience – Achieving Potential

Safeguarding Policy

June 2018



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 (September 2018)

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.

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. 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. The Headteacher 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

Supply teachers and volunteers are required to read and sign the school Child Protection Policy before commencing work. 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 Mrs Cathy Cox and there are always at least 2 trained Deputy DSPs from the Senior Leadership and Inclusion Teams. The school Child Protection Policy is reviewed annually by the Governing Body. All staff receive child protection training led by the Lead DSP.

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)

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, the curriculum, in subjects such as Personal, Social and Health Education and Citizenship 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.