



SAFEGUARDING POLICY

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The welfare 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. Our children have a right to protection and to be safe, regardless of their age, gender, race, culture or disability.

“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

Further to this “Working Together to Safeguard Children” Sept 2016, document highlights the duty of care should

- protect children from maltreatment
- prevent impairment of children’s health or development
- ensure that children are growing up in circumstances consistent with the provision of safe and effective care, and
- take action to enable all children to have the best outcomes.

There is a clearly stated need that, while each area of society has an important part to play in child development, schools must embrace these documents both individually and collaboratively.

The government has also published the following policies:

“Keeping Children Safe in Education” Sept 2016

“Prevent Duty” (DFE-00174 -2015)

and these have been used in formulating this safeguarding statement.

In order to ensure our children are safe, a wide range of measures are put in place: (Greater detail of some of these measures can be found in specific policy referenced at the end of this document.)

The Health and Safety Policy & Risk Assessments

The school has a health and safety policy, which is monitored regularly by the school governors. The Headteacher and the Governors oversee the policy. Any concerns from staff should be reported to the Headteacher, Business Manager or a member of the Senior Leadership Team who will carry out an initial examination, assessing what remedial action needs to take place.

The LA produces a monitoring checklist which is completed by the Headteacher and Health and Safety Governor each term.

At least 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 critical incidents plan that details what staff and parents should do in the case of emergencies.

Generic risk assessments and specific risk assessments are carried out for all school trips and visits.

Specific risk assessments, pertinent to Early Years Foundation stage are carried out at least annually and more frequently if and when required.

For some children, where it is deemed necessary to do so due to social, behavioural, medical or disability needs, individual risk assessments are carried out.

First Aid

In school there are a large number of trained members of staff who oversee first aid. There are a number of first aid kits situated in the office. 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, who decides on the action to take, consulting the Headteacher or Deputy Headteacher if necessary, and whether or not parents need to be contacted.
- The incident is logged in the accident book. Any serious injury is also reported to the Local Education Authority.
- For head injuries a Bumped Head Note is issued and the parent is contacted

ALL MEMBERS OF STAFF SHOULD BE FAMILIAR WITH THE FIRST AID POLICY AND THE LIST OF CHILDREN WHO NEED SPECIFIC CARE.

For matters of an intimate nature staff are informed 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.

The school also has an 'Administering Medicines' policy. All medicines are to be taken to the school office where they are signed in, labelled and records kept on how and when these are safely administered. All medicines are stored in the office – or staffroom fridge if they are to be stored at a lower temperature.

Site security

We provide a secure site, but the site is only as secure as the people who use it. Therefore all people on the site must ensure they are following security rules. Laxity can cause potential problems to safeguarding. Therefore:

- The children's entrance gate are locked between 9:15am and 3:10pm.
- Entrance to nursery is via the enclosed outdoor nursery provision area, via the main school playground at the start of morning sessions. Once sessions are in operation all external gates are locked and the gate between the main school playground and the nursery provision area is secured with a double closing system. This is not padlocked in case emergency evacuation is required.
- All Exit Doors are closed and locked to prevent intrusion when not in use.
- In the nursery setting internal doors into school also have high handles.
- Where doors are open for children to access outdoor learning – children and these areas are supervised by adults. In the early years settings these areas are enclosed by fencing.

- Visitors must only enter through the main entrance, buzz to be granted access and sign in at the office window.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Children are not allowed to leave school alone during school hours, and if collected by an adult, signed out.
- There is a coded system in the school office which highlights children where safeguarding for collection procedures are in place, with relevant information for consultation.
- 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 if necessary, the 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 or letter. If there is no notification school will phone home to ascertain each child's whereabouts. The school works closely with the Authority's Welfare officer whenever a child's attendance and punctuality is a cause for 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. Holiday's during term time are not permitted, (See East Riding LA Policy) and will be classed as unauthorised.

Confidentiality

We regard all information relating to individual child protection issues as confidential, and we treat it accordingly. We pass information on to appropriate persons only. We comply with the 'Government Information Sharing guidance' (2015), with regard to confidentiality, as follows:

The files we keep on children are open to those children's parents. Information from third parties will not be disclosed without their prior consent. Access to these files may be withheld in certain prescribed cases where there are instances of actual or alleged abuse. Working notes are not subject to disclosure, but will be summarised and then kept on file.

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

All staff that are appointed to work in school have a criminal records search called a DBS check. This search highlights people who have a criminal record or if previous allegations have been made them. Appointments are subject to DBS checks and 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 Disclosure and Barring Service The Headteacher sits on all appointment panels and has

undertaken the NSPCC training on Safer Recruitment, as has the Chair of Governors and Business Manager. The Single Central Register is checked regularly, at least termly, by the Governor with the responsibility for safeguarding.

New staff are inducted into safeguarding practices by the School Business Manager and the Headteacher. New staff are made familiar with procedures and policy, which affect the health and safety of all at school, most especially the children.

All staff receive appropriate child protection training which includes the following:

- Basic safeguarding information about the school's policies and procedures
- Signs and symptoms of abuse (emotional and physical) including FGM
- Indicators of vulnerability to radicalisation, including those pertinent to the local area.
- How to manage a disclosure from a child as well as when and how to record a concern about the welfare of a child

Induction of volunteers

Regular volunteers must also have Disclosure and Barring Service clearance. For a brief activity, such as a school visit, which does not involve the supervision or close contact of children the school may telephone for a "99 check". For extended contact with children, when children may be left alone with an adult, or when an adult visitor may be in and around the school building a full DBS search will be conducted. Office staff support volunteers in completing relevant forms. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

For Volunteers a One Page Summary of the school - Safeguarding Child Protection Procedures at Induction, which also provides details of confidentiality. The School Business Manager undertakes this induction process.

Welcoming visitors

It is assumed that visitors with a professional role ie the School Nurse or members of the police already have relevant clearance but the office will endeavour to check this before admittance is granted and a note made of anyone entering without clearance. (See also Site Security).

Child Protection Policy

The designated adult for Child Protection and DSL (Designated Safeguarding Lead) is Lorraine Timney. The Deputy Child Protection Lead is Helen Calpin. The designated governor is Dr Jennifer Mabbott.

It is the Governing Body's duty to ensure the Child Protection policy is reviewed annually and any deficiencies within the policy addressed immediately. All staff and governors have appropriate child protection training, which is updated at least every three years and at least every two years for the Designated School Lead.

Staff, including key workers in the Foundation Stage, know children well, including those with disabilities or vulnerabilities, and are vigilant for any changes in patterns of behaviour or attendance which may indicate a cause for safeguarding concern.

This school follows the governments guidance “Use of Reasonable Force in Schools” (DFE-00295-2013) 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. Relevant staff have been trained in Restraint, (Team Teach) including the Headteacher.

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 Headteacher the Chair of Governors should be contacted directly.

The Design of the Curriculum

The school curriculum addresses safeguarding through specific direct teaching of topics and issues and through the promotion of raising awareness of safeguarding issues.

- Through direct teaching and the ethos of the school, children are taught the importance of respect, tolerance and of the safety of themselves and others.
- The school promotes pupil’s spiritual, moral, social and cultural development through the curriculum and access to a variety of teaching resources and cultural activities, in lessons and through assemblies, with a particular focus on promoting British Values.
- The curriculum, organization of teaching and learning and ethos in settings and schools contributes to teaching children and young people about safety issues, including road safety, accident prevention, substance misuse, sexual harassment, self-harm, Internet safety, staying safe and resilience.
- Within subjects children are taught safe working practices, such as using equipment correctly and specifically in subjects such as PE, Technology, Science, etc.
- The school recognises that E-Safety in particular is of paramount importance in our world today and the school is proactive in teaching children and communicating to parent’s ways to stay safe online. In school appropriate filtering methods – set by the LA -are in place to ensure that pupils are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.
- Staff expectations of pupil’s behaviour, attendance and attainment are high. Throughout school, children are taught about the importance of positive behaviours which help to keep everyone safe. Children understand that school rules are there for this purpose.
- There are formal and informal opportunities to praise reward and celebrate pupils behaviour and achievements in lessons, , assemblies, dinner time, break time, before and after school, trips etc.
- Visiting speakers, with correct clearance are always welcome into school so that can give specialist knowledge to the children.

Photographing and videoing

Parents have a box to complete on their child’s admission form to the school to

state whether or not they are happy for their child's photograph to be used in and out of school. Records of children who cannot have their image shared are kept in the school office and copies given to staff to ensure the identity of these children are safeguarded.

Staff follow the schools "School Staff & Volunteer Code of Conduct" policy which clearly states that technologies provided by or agreed by the Headteacher or Deputy Headteacher should be used for the photographing and videoing of children in school or on trips.

ISSUES RAISED IN THIS POLICY ARE DETAILED MORE FULLY IN THE FOLLOWING SCHOOL POLICIES:

- **Child Protection Policy**
- **First Aid Policy**
- **Administering Medicines Policy**
- **Anti-Radicalisation Policy**
- **British Values Policy Statement**
- **E – Safety**
- **ICT Home School Agreement Policy**
- **Equal opportunities**
- **Disability Policy**
- **Good Behaviour policy**
- **Whistleblowing**
- **School Staff & Volunteer Code of Conduct Policy**
- **Health and Safety Policy**
- **Educational Visits Policy**
- **GDPR Policy**

Other Government documents to refer to include:

Working Together to Safeguard Children" July 2018

"Keeping Children Safe in Education" Sept 2018

"Prevent Duty" (DFE-00174 -2015)