

SCHOOL SAFEGUARDING OF CHILDREN POLICY

Introduction

The purpose of this policy is to ensure every child who attends our school is safe and protected. This policy will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and responsibility when managing safeguarding concerns. It reflects the school's response to the 'Every Child Matters' document published by the Government and in particular to the key issue;

That each and every child must be and stay safe

It reflects Keeping Children Safe in Education, September 2016 and Working Together to Safeguard Children, February 2017.

School Ethos

Our school will establish and maintain an ethos where our pupils feel secure, are encouraged to talk and are listened to. Children at our school will be able to talk freely to any member of staff or regular visitor to our school if they are worried or concerned about something. Children will be informed about 'The Place To Talk' and 'The Place To Be' and with parental permission will be encouraged to make use of these services.

All staff and regular visitors will, either through training or induction, know how to recognise a disclosure from a child and will know how to manage this. This is covered in greater depth in the school's Child Protection Policy.

Greenwood Primary School will endeavour to provide in the activities and opportunities in the PHSE curriculum that will equip our children with the skills they need to stay safe.

Parents and Carers

The school works closely with the parents and carers of all of its pupils. Parents are kept informed of issues via school newsletters, letters and occasionally advisory publications. Parents/carers are advised of health and safety issues and supported in keeping their children safe such as 'sun safety' and 'E safety'. The school also supports parents in working with other external agencies such as social services, health services and the police.

Health and Safety

The school has a health and safety policy, which is monitored and reviewed by the full governing body.

School staff and governors liaise closely with the caretaker and representatives of the Local Authority to ensure a safe site and buildings. Any concerns are reported to the office and the caretaker carries out an initial check to assess what remedial action needs to take place.

Each half term there is a whole school fire drill that practices efficient evacuation from the building. The school conducts a yearly Fire Risk Assessment.

Staff are made aware of their responsibilities for the health and safety of themselves and children in their care.

Through the curriculum and assemblies children are taught about keeping safe and taking responsibility for their own safety and that of others. This includes such areas as classroom activities, playtimes, bullying, and use of the climbing frame as well as road safety and stranger awareness.

There is a critical incidents plan that details what staff and parents should do in the case of emergencies.

The school catering company is Harrisons. They comply with government policies regarding food, drink and hygiene.

First Aid

In school there are always trained members of staff who oversee first aid. Four members of staff have paediatric first aid training. First aid kits are available in both welfare rooms, in Year groups and are taken on trips and outdoor activities. When a child is ill or has suffered an accident in school or playground the following measures are followed:

- A trained first aider is consulted
- The accidents are logged in the accident book
- For head injuries, a bump note is given to the child to take home and an adult is informed to keep a close eye on the child if they are not sent home
- If there is any doubt about a child's injury or illness a parent is contacted

The school has adopted and follows the DCSF guidance for the administration of medicines. In the case of a pupil needing medication during the day parents are welcome to come into school to administer correct dosages. The school will not administer the first dose of any new medicine in case of an allergic reaction.

Greenwood has a number of children that suffer from medical conditions such as severe allergies, epilepsy, heart conditions and organ transplants. For each of these children a health care plan is written and displayed in their classrooms, the staffrooms and the welfare rooms. Nurses are regularly invited into school to train staff in how to recognise problems and how to deal with them.

Site Security

By the nature of our large site security needs to be in the forefront of the minds of all those who work in or visit the school.

- Security doors to the entrances should be closed at all times and gates locked unless at the designated times before and after school.
- Fire doors should be closed but kept clear
- Visitors, volunteers and workmen must enter by the main entrances after signing in at the office and receiving a visitors badge.
- Children will only be allowed home with adults with parental responsibility or those they have indicated to the school have permission.
- Children are never allowed to leave the school alone during school hours but only if collected by an adult after informing the school office.

Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone. Children who are targeted because of concerns about their safety will be rung on the first day of absence while all others will be contacted on the third day if there has been no notification by parents.

The school works closely with the Local Authority's Educational Social Worker whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the Local Authority, annually to the government and to all parents through their child's annual report and termly through Attendance certificates if 100% or 95%. Positive measures are in place to encourage children to attend regularly 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

When new staff are appointed to the school they will be informed of the safeguarding arrangements in place. They will be given a copy of the school's Child Protection Policy and Safeguarding Policy as part of their induction and informed about who the Designated Safeguarding Lead within the school is.

Every member of staff will be expected to undertake training in school every year. Different areas of responsibility will require additional training e.g. The Headteacher, Designated Safeguarding Lead & Designated Governor.

All staff appointed to work in school will be expected to have a Disclosure and Barring Service check (DBS) Advice from the LA will be sought regarding staff who already possess DBS and whether they require another check.

Volunteers & Visitors

At Greenwood all volunteers who have regular or extended contact with children, whether in regulated activity or not regulated active will have the necessary checks and a DBS certificate. Visitors who do not yet have their DBS certificate will under no circumstances be left alone with a child or group of children.

(Regulated is unsupervised contact. In law, an organisation will have no entitlement to do a barred list check on a worker who, because they are supervised, is not in regulated activity).

It is assumed that visitors with a professional role e.g. the school nurse or speech therapist will already have relevant clearance. Supply agencies inform the school of the DBS checks and send this information electronically.

Internet Safety

Children should be encouraged to use the internet as much as possible. However, steps need to be taken to ensure this is done in a safe way. Pupils must never be left unattended whilst online and it is the responsibility of teachers to ensure this does not happen. If teachers know of misuse, either by a teacher or child the issue should be reported to the Headteacher without delay. Both the headteacher and ICT coordinator have attended training on internet safety.

Photographs & Videos

All parents of children admitted to the school sign permission slips for video cameras to film their children to be used within school and in addition permission is sought for photographs to be taken every year on the emergency contact form. Additional photographs for use out of school, e.g. The local newspaper are always preceded by an additional permission slip.

Positive Handling

Our positive handling policy provides guidance to staff on dealing with situations where physical intervention may be necessary. This follows the most up to date DCSF guidelines which assert that physical restraint may be used if there is a possibility that a child may be

about to cause harm to him/herself or to another. It may not be used as a punishment. If physical handling is used the details are recorded.

All allegations of abuse by or complaints of a teacher will be dealt with following guidelines by the Local Authority. For any complaints about the Headteacher the chair of governors should be contacted directly.

Whistleblowing

The school has a whistleblowing policy which is reviewed annually and presented to staff. If members of staff ever have any concerns about adults within the school they have a professional duty to inform the management accordingly. The details are set out in our whistleblowing policy.

Further and more detailed information on safeguarding can be found in the following policies and documents:-

- Administration of Medicines
- Behaviour and Anti Bullying Policy
- Child Protection Policy
- Prevent Policy
- Confidentiality
- Disability Equality Policy
- Drug Prevention
- Health & Safety
- Internet & e safety
- Positive Handling Policy
- Race Equality Policy
- SEN Policy
- Sex & Relationship Policy
- Staff code of conduct

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