

SAXTON C E PRIMARY SCHOOL

Safeguarding Policy

“Healthy and Happy in Mind and Body”

Rationale

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:

- Must be and stay safe
- Must be healthy
- Must be able to enjoy and achieve
- Must be able to achieve economic well-being
- Must make 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.

A named member of staff (the Headteacher) has the responsibility of ensuring that the school does its best to deliver each of the five key issues.

Saxton CE Primary School Safeguarding Children Statement

At Saxton CE 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. Saxton CE therefore has 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 annually by the relevant committee of the school governors. A copy of this policy is available with 24 hours notice.

The Headteacher, office manager and a named Governor with responsibility for Health and Safety oversee the monitoring of health and safety. Any concerns from staff are reported to any of the above and the Headteacher carries out an initial examination, assessing what remedial action needs to take place.

Each term there is at least one fire drill that practises efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment.

There is also an Emergency Procedures Plan that details what staff and parents should do in the case of emergencies as well as a Critical Incident Plan and Bomb Protocol.

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First Aid

Named members of staff in school have received first aid training and pediatric first aid training. There are a number of 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:

- All staff deal with incidents and refer to trained first aider if necessary
- The incident is logged in the accident book
- For head and other significant injuries, a note home is issued
- If there is any doubt at all a parent is contacted.

The Saxton CE Medicine policy states that no members of staff will give medicines. Parents must arrange for an adult to come into school to administer medicine as appropriate and necessary. Children with ongoing medical needs will require a healthcare plan to be completed.

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. 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

Saxton CE Primary School provides a secure site, which is controlled by precise management directives, but the site is only as secure as the people who use it. Therefore all people on the site have to adhere to the rules, which govern it. Laxity can cause potential problems to safeguarding. There are keypads on doors and padlocks on all gates. All gates will be locked except the main entrance gate which will be locked during playtimes.

Doors should be closed to prevent intrusion but to facilitate smooth exits.

Visitors, volunteers and students must only enter through the main entrance and after signing in. They are required to wear a badge.

Children will only be allowed home with adults with parental responsibility or confirmed permission. Children should be signed in and out of the visitors' book.

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, after which parents and police will be informed of the circumstances.

Missing Child Procedures

See attached policy document

Attendance

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.

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/ Induction Of Newly Appointed Staff And Work Placements

All staff, governors and volunteers that are 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 against them. 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 Criminal Records Bureau.

Newly appointed staff must also provide evidence of identity, a right to work in this country and relevant qualifications. Two references must be received.

The Headteacher sits on all appointment panels. The Headteacher has undertaken the training on Safer Recruitment.

New staff are inducted into safeguarding policies and practices.

Induction of Students and volunteers

Volunteers and students must have Criminal Records Bureau clearance. Induction in the safeguarding procedures in school is done via the school's Induction Checklist.

Welcoming Visitors

All visitors are required to report to the relevant school office and to sign in. DBS clearance is checked. If someone arrives for a meeting or a contractor arrives to

undertake some work and they do not have clearance, they must be supervised at all times. (See also Site Security).

Child Protection Policy

The designated adult for Child Protection is Mr Ben Garland Collins and the designated governor is Mrs Ann Jesty. There is a detailed Child Protection Policy, which is available from the school office. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Staff review the policy annually.

The Child Protection Policy includes a statement on physical restraint. Teaching staff and teaching assistants have had training in safer handling techniques. This school follows DfE guidelines 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 Authority Safeguarding procedures. A copy of this is available from the office. For any complaints about the Headteacher the Chair of Governors should be contacted directly.

Safeguarding within the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as PSHCE and Healthy Lifestyles, 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. As a Christian school, we also address safeguarding issues through Collective Worship.

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 taking place 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 Headteacher. Permission is gained from parents /carers for visits at the beginning of each school year.

Visiting speakers, with correct clearance are always welcome into school so that they can give specialist knowledge to the children.

Internet Safety

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. School computers have a secure firewall system as directed by the Local Authority. If teachers know of misuse, either by a teacher or child the issue should be reported to the Headteacher without delay.

As Child Protection Officer the Headteacher has overall responsibility for internet safety. The Headteacher and ICT leader have direct access to all pupil log-on data. Internet safety guidelines are displayed near computers and children are taught of e-safety issues. All pupils, staff and governors have signed an Acceptable Use statement. No parent must use photographs of children other than their own in social media contexts without the explicit permission of both the Head Teacher and the child(ren)'s parents.

Equal Opportunities

The Equal Opportunities Policy ensures that no child or adult are discriminated against because of gender, race, religion, ability, or for any other reason.

Children with disabilities must be able to take a full and active part in every lesson and every measure must be taken to ensure this.

There is a Behaviour and Discipline Policy in school

There is an Anti-Bullying Policy in school

Photographing and Videoing

We ask permission from all parents when their children start at Saxton CE School to take photographs.

Whistleblowing

The school has a separate policy for Whistleblowing.

Responsibilities

The governing body will ensure that appropriate resources are made available to effectively manage safeguarding in school. The Headteacher will manage the use of these resources so that class teachers are empowered to implement this policy. It is the responsibility of all staff to implement this policy effectively and consistently. It is the responsibility of parents and carers to support the school in the implementation of this policy with their children

Monitoring

The governors will monitor the effectiveness of this policy. Through everyday routines, the Headteacher will ensure that school practices reflect the guidelines included in this policy. This may take the form of informal monitoring during lessons and around the playground, in Collective Worship and PSHE sessions and during discussion with members of staff. The LA will monitor the impact of this policy through the work of the EDA who will quality assure the judgements that the school makes. The policy will also be monitored by Ofsted during their inspection visits.

This policy will be reviewed on an annual basis.

Signed: Headteacher June 2017

Signed: Chair of Governors June 2017