



THRESHFIELD

PRIMARY SCHOOL

Flying together as we grow and learn

Safeguarding Policy

Date agreed: May 2018

Review date: May 2019

SAFEGUARDING POLICY

Rationale

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002; and in line with government publications the Teachers' Standards 2012, 'Working Together to Safeguard Children' 2015 and 'Keeping Children Safe in Education' 2015.

Threshfield Primary School Safeguarding Children Statement

At Threshfield 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. The school 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 by the relevant committee of the school governors. A copy of this policy is available from the school office.

The LEA monitors the H&S Policy on a yearly basis. The headteacher has overall responsibility for Health and Safety. The governor with responsibility for Health and Safety meets with the headteacher to discuss Health and Safety issues and to inspect the school premises termly. Any concerns from staff are reported and an initial examination is carried out, assessing what remedial action needs to take place.

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.

In addition to the Health and Safety Policy there are policies regarding Food and Drink and Food and Hygiene. These determine safe practices in school and the Kitchen / Dining Room.

First Aid

In school there are always trained members of staff who volunteer to oversee first aid. First aid kits are kept in the kitchen, main entrance, and the classrooms. 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
- The accident is logged in the accident folder
- For head injuries a letter is given to the child to take home and parents are informed by phone call.
- If there is any doubt at all a parent is contacted.

The school policy is that members of staff will not give medicines without parental consent. In the case of a pupil needing medication during the day parents are welcome to come into school to administer correct dosages. For the majority of medicines a dose before and after

school is perfectly adequate. Naturally the parents should consult doctors before giving any form of medication.

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

Threshfield 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. Therefore:

Gates should be closed except at the start and end of each school day. Doors should be closed to prevent intrusion but to facilitate smooth exits.

Visitors and volunteers must only enter through the main entrance and sign the visitor's book which is in the main reception.

Children will only be allowed home with adults with parental responsibility or confirmed permission.

Empty classrooms should have closed windows.

Children should never be allowed to leave school alone during school hours and if collected by an adult, signed out.

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.

The school works closely with the Local Education Authority whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LEA, 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 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. If staff are found to have a criminal record the appointment is reconsidered by the headteacher and the Staffing Committee of the Governing Body. The LEA is informed directly by the Disclosing and Barring Services.

The headteacher sits on all appointment panels where the candidates are external applicants. The Headteacher and the Chair of Governor have Safer Recruitment Training.

New staff are inducted into safeguarding practices. Newly appointed staff are assigned a mentor for the induction period. At Threshfield School the mentor is the headteacher. It is the responsibility of the mentor to familiarise new staff with procedures and policy, which affect the health and safety of all at school but especially the children.

Induction of volunteers

Volunteers must also have DBS 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. The office performs this. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

Welcoming visitors

The DCSF publication on Safeguarding Children and Safer Recruiting in Education refer specifically to (page 53, paragraph 4.76) - Individuals such as psychologists, nurses, dentists, Police, centrally employed teachers and other public sector staff will have been checked by their employing organisation, whether Local Authority, Primary Care Trust or Strategic Health Authority. It states that it is not necessary for Schools / colleges to see their DBS Disclosure as appropriate checks will have been carried out.

Child Protection Policy

The designated adult for Child Protection is Mr Cook and there is a designated governor. 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. Certain governors and all staff have had appropriate child protection training, which is updated at least every three years.

The child protection policy includes a statement on physical restraint. This school follows DCSF guidelines 10/98 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 Area Child Protection Committee procedures. A copy of this is available at 24hours notice. For any complaints about the headteacher the Chair of Governors should be contacted directly.

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 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.

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 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.

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. Parents are asked each year if they agree to their child using the internet. Pupils must never be left unattended whilst online and teachers should ensure that 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.

As Child Protection Officer the headteacher has overall responsibility for internet safety. She is also the internet and email manager for school and has direct access to all email addresses and passwords.

Equal opportunities

At Threshfield School we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at the school are considered equal in the learning partnership. When children have special needs we make arrangements to inform parents and design specific programmes.

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.

Behaviour policy

Good behaviour is essential in any community and at Threshfield School we have high expectations for this. The school follows the Traffic Light behaviour system. Although the emphasis is always on the positive there are also times when children have to be disciplined in order to maintain the safety and security of all children.

There are numerous rewards available to children:

- Showing another teacher good work
- Showing the headteacher good work
- Showing peers good work
- Celebration assemblies
- Merit assemblies

But the sanctions range from:-

- Being told the error of ones ways
- Being removed from the classroom/ working with another class
- Loss of playtime
- reporting to the headteacher
- Meeting with parents to discuss an agreed behaviour plan
- Involving outside agencies
- Exclusion

Staff are discouraged from handling children, but when they deem it is safest to do so guidance has been given on safe methods of restraining a child so that they do not harm either themselves or others.

Anti Bullying Policy

The definition of bullying is: "A systematic and extended victimisation of a person or group, by another or group of others."

The school's response to this is unequivocal.

Adults must be informed immediately and action will take place.

Although bullying in this school is rare, the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated.

There is a more detailed Anti-bullying Policy that is available from the school office.

Racial Tolerance

Along with the equal opportunities statement there is a racial Equality Policy.

Racism is tackled in both the RE and in the PSHCE curriculum. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children.

Photographing and Videoing

There has been a lot of controversy recently about adults photographing and filming young people. The concerns are genuine, however at this school we have taken a sensible, balanced approach, which allows parents to photograph and film providing they follow certain guidelines:

- Parents consent to school taking photographs and photos for local press etc is obtained upon entry to school.
- We do allow parents to take photos and short camcorder clips of their children when involved in a school production or assembly. Parents are asked to sign a privacy declaration should they use any of the above this is to say the photos are for family memorabilia only.

Whistleblowing

If members of staff ever have any concerns about people working, paid or unpaid, they have a professional duty to inform the management 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.

Feb 2018