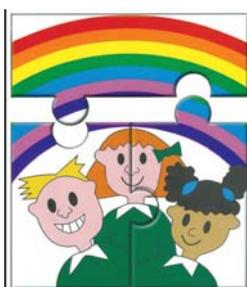


Emersons Green Primary School



Safeguarding Policy

Draft to Governors – date June 2018	Draft to staff- date June 2018
Ratified: July 2018 by Full Governing Body	Next Review: July 2019

Safeguarding Policy

Every Child has the right to stay safe;

- Safe from maltreatment, neglect, violence and sexual exploitation
- Safe from accidental injury and death
- Safe from bullying and discrimination
- Safe from crime and anti-social behaviour in and out of school
- Have security, stability and are cared for

Every Child Matters: Changes for Children HMSO 2004

Introduction

Emersons Green Primary School fully recognises the importance of safeguarding children and the contribution the school can make to ensuring safety for every child. This Safeguarding Policy is essentially a directory, signposting the relevant policies that go together to ensure the safety and wellbeing of pupils, staff, visitors, volunteers, pupils' families and other users of the school.

The Emersons Green Primary School Safeguarding Children Statement

At Emersons Green Primary School the health, safety and wellbeing of all children is of paramount importance (the 'paramountcy' principle).

Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. We therefore have to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place.

Child Protection Policy – See Child Protection Policy

The designated adult (DSL) for Child Protection is Karl Hemmings, Headteacher and the designated governor is Fern Jameson. The Deputy Designated adult is Adam Rider, Deputy Headteacher. It is the Governing Body's duty to ensure the Child Protection 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 for most staff or every two years for Senior Leaders, who will attend the Advanced CP training.

Other relevant documents include:

Child protection Policy for Staff

Staff Code of Conduct

Allegations against Staff Guidelines

Staff Code of Conduct

Behaviour Policy

Anti-Bullying Policy

The Health and Safety Policy – See Health and Safety Policy

The school has a health and safety policy, which is monitored regularly by the relevant committee of the school governors. The Headteacher, the School Business Manger, and the Governors oversee the policy. Any concerns from staff are reported to any of the above or the caretaker who carries out an initial examination, assessing what remedial action needs to take place. Each term there is a fire drill that practices efficient evacuation from the buildings.

Other relevant documents include:

Manual Handling – Guidelines

School Visits Guidelines and Risk Assessment form

Disaster Emergency Plan

Work-Life Balance Policy

First Aid

In school there are always trained members of staff who volunteer to oversee First Aid. The First Aid cupboard is situated in the DHT Office. 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 as appropriate (this may not be needed for minor cuts or grazes)

The incident is always logged in the accident book

A sticker is put on the child with relevant details, if appropriate

For head injuries a Head Note is issued and sticker is given

Whoever is teaching the child that afternoon is informed if there is any ongoing concern about an injury

If there is any doubt at all a parent is contacted.

Other relevant documents include:

First Aid Boxes and contents

Administration of Medicines – See Guidelines

The school has adopted a Supporting Pupils with Medical Conditions Policy

Short term Medical Needs

We no longer administer medication for short term medical needs. Parents are encouraged to manage the child's medication around the school day. Parents or their representatives are welcome to come into school and administer medication themselves if it is absolutely necessary.

Long Term Medical Needs

These are medical needs which will affect the pupil for extended periods and probably most of their lives. E.g. anaphylaxis, asthma, epilepsy, diabetes. If children need medication for any of these conditions parents and School Nurse must fill in a Health Care Plan. This plan must give clear instructions on dosage and frequency of medication. In these circumstances such medication is stored safely in the medicine cabinets in the school office, accessible toilet, Resource Base or in a teacher's cupboard and a record of the administration kept.

There is at least annual training on Diabetes, Anaphylaxes and Epilepsy for all appropriate staff.

Other relevant documents include:

Health Care Plans

Indemnity form for administration of medication

Supporting pupils with medical conditions policy

Site Security

Emersons Green Primary School provides a secure site, 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 will be locked from 8.50am until 3pm and then 3.30pm onwards. Any accessing the gate for any reason between these times must immediately secure it once passing through.

All exit doors should be closed to prevent intrusion.

Visitors must only enter through the main entrance and after signing in at the office window. They should be given a visitors badge on entry.

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, signed out. Older children (typically in Year 6) can walk home by themselves at the end of the school day if the school has been informed of this. Should a child leave the school premises without permission then staff have been informed never to chase after a child, but instead to report immediately to the school office. Parents and police will then be informed of the circumstances.

Gates will be closed during after school clubs (3.30pm onwards). No-one will be allowed to access the site at this time unless the Headteacher has given permission (e.g. spectators at a sports match). At these times, as the security of the site has been compromised, a member of SLT will monitor visitor access to the school.

Access to the Out of School Club (7.30-8.40am and 3.30-6pm) will only be allowed to those parents and carers with responsibility for picking up pupils. At the end of the day, a code is provided to those adults to access the school gate. Parents and Carers of these pupils are responsible for not sharing that code unnecessarily. The Headteacher has overall responsibility for day-to-day site security – this is delegated to the member of SLT acting up in the absence of the Headteacher. At other times the Caretaker has responsibility for site safety/security (e.g. before the arrival of the Head in the morning and after the Head leaves the site at the end of the day).

Attendance –see Attendance Policy and Attendance and Punctuality

Guidelines for Parents

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone. If there is no notification school has a policy of phoning home to ascertain each child's whereabouts. The school works closely with the Authority's Welfare officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported regularly to Governors and the LA, annually to the government and to all parents.

Attendance issues can present safeguarding concerns for individual pupils and this should be considered by school staff when monitoring attendance,

Pupils missing from school for longer periods are reported to the LA Children Missing from Education Team.

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.

See also:

Attendance Policy

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

There is an established Safer Recruitment protocol followed for all appointments, from writing and placing an advertisement to new staff induction. 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 Governing Body. The LA is informed directly by the Criminal Records Bureau. The Headteacher sits on all appointment panels where the candidates are external applicants. The Headteacher undertakes training on Safer Recruitment. New staff are inducted into safeguarding practices. 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.

See also:

Safer Recruitment Checklist Staff Code of Conduct

Induction of volunteers including Governors – See Governors Induction Pack

We aim to get all volunteers DBS cleared. However, if they are involved in a brief activity, such as a school visit, which does not involve the supervision or close contact of children the school may email 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 and keeps a record of this. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children. All members of the Governing Body will be given a DBS check upon appointment.

Other relevant documents include:

Volunteer pack

Staff Code of Conduct

Safeguarding Staff

Work Life Balance –See Staff Well Being Policy

This document sets out our policy on encouraging and enabling all staff to maintain a healthy balance between their work and other interests and responsibilities in their life. The rationale is that:

A good work life balance is central to staff effectiveness and satisfaction, and pupil learning.

Work life balance is about helping staff combine work with their personal interests and commitments.

Staff should be able to pursue their work free of harassment and the school takes a zero-tolerance approach to any behaviour by visitors to the school which may be deemed harmful to the wellbeing of its staff.

The governing body has a statutory responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees.

Welcoming visitors

It is assumed that visitors with a professional role i.e. 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).

Physical Restraint

This school follows DfES 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 Local Safeguarding Board procedures. For any complaints about the Headteacher the Chair of Governors should be contacted directly. Alternatively, the Local Authority Delegated Officer (LADO) Tina Wilson may be contacted on 01454868508

All incidents of restraint are recorded in a bound and numbered book, kept securely in the Child Protection filing cabinet in the Headteacher's office.

Drug and substance misuse – see Alcohol, drugs and substance misuse policy

This policy document is concerned with the use of alcohol, illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents.

The School's Governing Body recognises its moral and legal duty to provide as safe an environment as possible for all its employees and to ensure the safety of all pupils, other members of the school's staff and the public.

Drugs education for pupils is included in our PSHE policy.

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 taken 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 can give specialist knowledge to the children.

Other relevant documents include:

English Policy

Maths Policy

Other subject policies

Internet Safety – See Internet /e- Safety policy and guidelines

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. Parents are asked 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.

Other relevant documents include:

E-Safety Policy

Acceptable Use Policy (Staff, pupils, parents/carers)

Behaviour policy – See Behaviour policy, Serious Behaviour Policy

Good behaviour is essential in any community and at Emersons Green Primary School we have high expectations for this. 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:

Stickers

Showing another teacher good work

Certificates

Green cards

Headteacher's awards

Special privileges

Sanctions range from:

Verbal warning

Yellow card

Red card - loss of playtime and/or 15 minute of lunchtime play

A letter home

Serious behaviour sanctions

Exclusion (internal or external)

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

Other relevant documents include:

Behaviour Policy

Serious behaviour Policy

Anti-Bullying Policy

Single Equalities Policy

We currently have policies in Equal Opportunities, Race and Disability in our Equalities, Diversity and Community Policy and Disability policies. These are currently being reviewed and combined in Single Equalities Policy.

Equal Opportunities -See Equalities, Diversity and Community Cohesion Policy

Emersons Green Primary School ensures that equal opportunities are available for everyone, regardless of sex, class and ethnic group or ability range.

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.

Race Equality -See Equalities, Diversity and Community Cohesion Policy

Along with the equal opportunities policy there is also a Race Equality Policy. We want our children to be prepared for an ethnically diverse society. The school will work hard to promote racial equality and harmony by preventing and challenging racism. If anyone ever feels unjustly treated then the school welcomes and values a response. Racism is tackled in both the RE and in the PSHE curricula. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children also. All racist incidents which are very rare are reported to the Local Authority and Governing Body .

Photographing and videoing – See Policy for the Use of Images

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

Parents have the right to exclude their children from certain activities where other parents may take photos such as performances, sports day etc.

Parents consent to school taking photographs by signing a permission slip. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.

At EGPS we will allow photographs and videos to be taken at school performances (not assemblies) and special events such as sports days. At these times, parents will be reminded that they should not share images publically on the internet or other forum.

Parents will be asked to fill out a form annually. The forms are kept in a separate file in the office.

The policy will be made available to all parents and posted on the school website. If there are additional events not detailed on the original form, parents will be informed by newsletter. Parents will be asked to contact the Headteacher if they have any issue with it and wish their child to be withdrawn.

If a child is withdrawn by request of their parent reasonable arrangements will be made for alternative arrangements.

Publication Scheme on information available under the General Data Protection Regulations (2018)

The governing body is responsible for maintenance of this scheme.

One of the aims of the General Data Protection Regulations is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. We also have very clear responsibilities in regard to keeping information about individuals secure.

At Emersons Green we let parents know the information which we publish or intend to publish, the manner in which the information will be published and whether the information is available free of charge or on payment.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

Other relevant documents include:

Data Protection Policy

Data Protection Impact Assessment

Information Security Incident Protocol

Privacy Notice (pupils)

Privacy Notice (school workforce)

Records Retention Policy

Subject Access Request Policy

Risk Register

Confidentiality

Emersons Green Primary School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. It seeks to implement the underlying principles of Keeping Children Safe in Education and to address the issues, which may arise about confidentiality. It is committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received.

Sharing information unnecessarily is an erosion of trust. However, it is accepted that there may be times when information must be shared without permission, for example should a child be directly and immediately at risk if information were not to be shared.

The school is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality.

Whistleblowing – See Whistleblowing Policy

If members of staff ever have any concerns about the behaviour or intentions of any person within the building, school grounds or within proximity of children, 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.

Should the concern be about the Headteacher, then the Chair of Governors, Mike Beard, should be contacted. The LA can also be informed. The Local Authority Designated Officer (LADO) is Tina Wilson and she can be contacted on 01454868508.