

**Witton-le-Wear Primary School.**

**Safeguarding Policy**

## **Witton-le-Wear Primary School Safeguarding Children Statement**

At our school, 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, safe and happy environment in which their children can flourish and this is what we strive towards. In order to do this a wide range of measures are put in place:

### **Policy Overview.**

Many of the policies referred to within this Safeguarding Policy are available as individual documents that can be viewed separately should the need arise.

### **The Health and Safety Policy**

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

The Head teacher and the Governors oversee the policy. Any concerns from staff are reported to any of the above who carries out an initial examination, assessing what remedial action needs to take place.

Every term there is at least one fire drill that practices efficient evacuation from the buildings. The school commissions an annual Fire Risk Assessment. This is undertaken by a professional external body. PEEP's are in place for any children identified as requiring them.

### **First Aid**

All staff training with regard to medicines and First Aid is recorded in our Medical Training File which is located within the main school office. Mrs. S. Foster is our leader for all aspects of Medicines and First Aid.

In school there are always trained members of staff who volunteer to oversee first aid. They hold a variety of First Aid at Work and Paediatric First Aid Qualifications which are regularly reviewed.

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:

- A trained first aider is consulted
- The incident is logged in the accident book
- For head injuries parents are notified as a matter of course following an agreed procedure.
- If there is any doubt at all a parent is contacted over any other illnesses or accidents.

School policy is that members of staff will only give medicines when the parent has completed and signed the appropriate form requesting that staff administer medicine, and that this medicine has been prescribed from a pharmacy with an appropriate label- off the shelf medicines are not administered; the decision to meet the request is at the discretion of the Head Teacher.

For a wide variety of medicines, however, 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 Head teacher or Deputy Head teacher.

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.

See also: policies for **First Aid, Administration of Medicines.**

## **Site security**

Witton-le-Wear Primary School provides a secure site and this is always an area of concern and priority. We have a specific School Security Policy.

Therefore:

- All exit doors should be closed to prevent intrusion.
- Visitors must only enter through the main entrance and sign in at the office. They should be given a visitor's 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.

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. Parents and police will be informed of the circumstances should this need arise.

## **Attendance**

Good 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 (First Day Response).

The school works closely with the Local Authority whenever a child's attendance and punctuality causes concern. We follow the guidelines which are contained within the LA's Attendance Toolkit which all schools have access to.

Attendance rates are reported each term to the LA, annually to the government. 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. A variety of reward systems are used to promote and reward half termly, termly and full year attendance. Parents are regularly given letters and updates as to the importance of good attendance and how we are doing as a school with regard to percentage attendances. Parents are aware of the exceptional circumstances where absences will be authorised, and that the persistent absence threshold has risen from 85% to 90% from September 2015 onwards.

## **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 Head teacher and the Governing Body. The LA is informed directly by the Disclosure and Barring Service. A variety of checks are made upon all staff within school and evidence of these checks is available within the school's Single Central record (SCR).

The Headteacher sits on all appointment panels where the candidates are external applicants. The Headteacher and Chair of Governors undertook training on Safer Recruitment during March/April 2019, ( valid for 5yrs ).The Deputy Head teacher undertook Safer Recruitment training on 19/6/18 and alongside this we have a further two Governors with recognised training within this area.

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 / safeguarding 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 there may be no need for a DBS check if the adult is not to be left alone unsupervised with the children. 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 an enhanced DBS will be required before access is permitted. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

## **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 check this if needed. (See also Site Security).

## **Child Protection Within Safeguarding Policy**

The designated adult for Child Protection is Mark Stephenson (Head teacher) with the Deputy Designated Person being Sharon Walker (Deputy Head) and the designated governor, Mrs. Bridget Watt, (who is responsible for monitoring the school's procedures and practices for Child Protection). There is a Child Protection Within Safeguarding Policy. 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 L1 training ( January 2020), which is updated at least every three years unless an earlier need arises. The Head teacher and Deputy Head teacher have L2 training which is updated every two years ( last undertaken in November 2019 ). One other designated teacher in school is also trained to Lvl 2.

The Child Protection Policy is supported by the Physical Handling Policy; This school follows DfES guidelines which assert 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 Durham Safeguarding Children Partnership procedures, ( DSCP).

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, Stranger Danger and where and when appropriate - Sexual Exploitation. This last area is extremely sensitive and the school recognises the need to very vigilant in its duty of care with regard to sexual exploitation of children. Staff monitor this closely within our small village primary school setting. However, we do not raise this area as a curriculum focus in a routine matter because we believe that there is a real danger of raising fears and stress within children unduly. This issue will be discussed and dealt with if we feel the need is warranted.

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, Design and Technology, Science, etc. 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 Head teacher. The deputy head teacher is also the EVOLVE visitors co-ordinator.

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

### **Internet E 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 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 Head teacher without delay.

As Child Protection Officer, the Head teacher has overall responsibility for internet safety.

The school also has a lead member of staff responsible for overseeing Internet and E Safety across the school, ( Mrs R Redfern ).

The school has an Internet Usage Policy and other associated Policies and these are reviewed and amended regularly. Latest updates were undertaken during Spring 2020.

Pupil and Parental E Safety agreements were most recently sent out during Autumn term 2019 are due to be sent out again during Autumn 2020.

## **Equal Opportunities**

Our school has an Equalities Policy, statement and information/objectives in line with requirements from the Equality Act 2010.

No children or adults are discriminated against in any kind of form within school life.

## **Behaviour Policy**

Good behaviour is essential in any school and we have high expectations for this. Although the emphasis is always on the positive there are also times when children may have to be disciplined in order to maintain the safety and security of all children.

There are numerous rewards available to children:

- Star Awards
- Stickers
- Showing other teachers good work
- Certificates
- Trophies

Sanctions range from:

- Being spoken to by a member of staff
- Being removed from the class
- Loss of playtime
- Reporting to a senior member of staff
- A letter home
- A meeting with parents
- Exclusion ( in extreme and exceptional circumstances ).

*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**

*"Bullying is the use of aggression over a period of time, with the intention of hurting another person. Bullying results in pain and distress to the victim."*

The school's response to this is clear and unequivocal.

The class teacher will work with children to resolve problems. Adults must be informed immediately and action will take place.

Children are told that silence is the bully's best friend. Although bullying in this school is rare the school always acts swiftly with a process of fair and open investigation, communication and action. Bullies will not be tolerated.

## **Photographing and Videoing**

There has been a lot of controversy about adults photographing and filming young people. These concerns are genuine, however we have taken a sensible, balanced approach, which allows parents to photograph and film in certain situations providing they follow certain guidelines. All parents sign a consent form when their child starts school and this outlines terms and conditions.

See **Photograph Usage Policy**

## **Confidential Reporting Code.**

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.

(see **Confidential Reporting Policy from LA**).

Autumn 2020

Signed: Mr. M. Stephenson

Head teacher.

Signed: Mrs. B. Watt

Chair of Governors.

Review Date: Autumn 2021.