

MAPLE PRIMARY SCHOOL



SAFEGUARDING POLICY

2016 - 17

Reviewed and Updated: September 2016

Next whole staff review in 17/18 academic year (following 3 yearly staff Child Protection training)

INTRODUCTION.

This policy is based on current Government guidance for Safeguarding in Schools:

- Keeping Children Safe in Education (DfE, Sept 2016)
- Keeping Children Safe in Education: Part One - information for all schools (DfE, Sept 2016) - Appendix 1
- Working together to Safeguard Children (DfE 2015)

At **Maple Primary School**, five key issues are deemed essential in the complete development of each and every child: ALL CHILDREN;

- Must be safe 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

Maple School Safeguarding Children Statement

At Maple 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 environment in which their children can flourish. The staff and governors at Maple School will ensure that this expectation becomes a reality. In order to do this, a wide range of measures are in place.

The Health and Safety Policy

The school has a Health and Safety Policy, which is monitored annually by the Governors' Premises Committee.

The Health and Safety Assistant completes a monitoring checklist each month, and once a term this is undertaken with the involvement of the Upper Junior School Council Representatives.

Any concerns from staff or parents are reported to the Headteacher or the Health and Safety Assistant. The latter 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. 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 is a Food Policy. This determines safe practice in the school and the Kitchen / Dining Room.

First Aid

In school, there are always trained members of staff who volunteer to oversee first aid. There are a number of first aid kits in the 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, a head note is issued
- If there is any doubt at all, a parent is contacted.

The Maple School policy is that the Headteacher, Deputy Headteacher and the Health and Safety Assistant will occasionally administer medicines if it is essential that a child receives medication during the school day. In such a case, parents have to complete appropriate paperwork first. However, for the majority of pupils who require medicine, 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 seek guidance from the Headteacher or Deputy. 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. The school has an Intimate Care Policy.

Site Security

Maple Primary School provides a secure site, with strict safety rules and procedures. 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.

Identity Badges

It is compulsory for all staff members and anyone working within the school to wear an identity badge. Staff must also wear their ID badges when undertaking professional duties off site (e.g. attending training courses and meetings). Visitors are issued with badges when they sign in at the School reception desk. Governors visiting the school, during school hours, must wear their ID badges.

In addition:

- Gates should be closed and the majority locked except at the start and end of each day;
- Doors should be closed to prevent intrusion;
- Visitors, volunteers and students must only enter through the main entrance and after signing in at the office window, will be given an identification badge.
- 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, they must be 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. Then parents and the Police will be informed of the circumstances. See Child Protection policy/ Attendance policy for the guidelines to follow if a child were to go missing during the school day.

Attendance

Excellent attendance is expected of all children, but when children are unwell, parents are expected to confirm absence by telephone or e mail before the start of the school day. If there is no notification, the school has a policy of phoning home to ascertain each child's whereabouts.

The school works closely with the Local Authority's Attendance Improvement Officer whenever a child's attendance and punctuality causes concern. 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 parents are only permitted to take their children out of school for a holiday / day visit in exceptional circumstances.

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

The school has adopted the 'Herts for Learning Model Safer Recruitment Policy for Schools.'

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, if previous allegations have been made against them, or if they should not be employed to work with children or vulnerable adults. If staff are found to have a criminal record, the appointment is reconsidered by the Headteacher and the Pay and Personnel committee of the Governing Body. The LA is informed directly by the Disclosure and Barring Service.

A Single Central Register is kept, recording DBS checks on staff, governors and volunteers at the school. This is checked by the Headteacher on a regular basis. The Governor with responsibility for Child Protection also reviews the register termly.

The Headteacher and / or Deputy Headteacher sit on all appointment panels where the candidates are external applicants. The Headteacher attended stage 2 Child Protection training, in April 2012. The HT and DHT attended refresher training in Safer Recruitment - November 2014. The nominated CP Governor has also undertaken Safer Recruitment training (March 2012). All school staff attended 3-yearly Child Protection training in November 2014.

The Headteacher / Deputy Headteacher and CP Governor attended the official Home office WRAP training (Workshop to Raise Awareness of Prevent) in September 2015.

New staff are inducted into safeguarding practices, as part of their induction meeting with the Headteacher. New staff are asked to read the following documents and sign to say that they have done so:

- Staff Code of Conduct policy.
- Health and Safety Policy
- Safeguarding Policy
- Child Protection Policy
- External Visitors Policy
- Teachers Guidance, *Keeping Children Safe in Education*, DfE, Sept 2016.

Induction of Volunteers

Governors and regular volunteers must also have a standard level DBS clearance check. The office performs this. Visitors who do not yet have clearance will under no circumstances be left alone with a child or group of children. All regular volunteers attend an induction meeting with the Headteacher before starting work, at which safeguarding issues are addressed.

Visitors

The school has an External Visitors policy which all new staff are asked to read and is reviewed by the Governors' Premises Committee.

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

Child Protection Policy

The Designated Senior Person for Child Protection is the Headteacher, and the designated Governor is Mrs Eileen Washington. There is a detailed Child Protection 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 training, which is updated at least every three years. Staff refresher training took place in November 2014.

The Child Protection Policy details how all allegations of abuse by or complaints about a member of staff will be dealt with. If a member of staff or a visitor to the school has any concerns relating to Child Protection issues, these should be reported immediately to the Head Teacher or, in his absence, the Deputy Head Teacher. For any complaints about the Headteacher, the Chair of Governors should be contacted directly.

The School Procedures section of the Child Protection Policy provides details information for a) what staff should do if they have a Child Protection concern, and b) how the school should respond to any such concerns.

All staff may raise concerns with Children's Social Care services.

Maple School follows the Government 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.

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 uses with the children. Topics include such themes are Drugs, Sex and Relationships and Stranger Danger. Children are encouraged to explore and discuss these ideas.

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.

Internet Safety

Maple School has a detailed E Safety policy which can be accessed via the School website. It outlines the school rules and principles in relation to the use of the internet and social media.

Children should be encouraged to use the internet as much as possible, but at all times in a safe way. Parents and pupils are asked to sign an Internet Rules Statement and discuss it together. Parents also sign to give their consent for internet access. 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.

During the induction meeting for newly appointed staff, led by the Headteacher, the school's "Acceptable Internet Use Statement" and the school's "Guidance for Staff when using Social Networking Sites" are discussed. Staff sign to confirm that this has happened and that they have received a copy of each.

The Headteacher has overall responsibility for internet safety, working closely with the ICT Co-ordinator.

Equal Opportunities

At Maple 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 Maple School are considered equal in the learning partnership. When children have special needs, we make arrangements to inform parents and design specific programmes. The school has an equality policy which can be accessed via the school website.

Children with disabilities, including those in our hearing impaired unit, are given the opportunity to take a full and active part in lessons wherever possible.

Behaviour policy

Good behaviour is essential in any community and at Maple School we have high expectations for this. The school has a Behaviour and Discipline Policy which includes details on rewards and sanctions.

Anti-Bullying Policy

Maple School has a detailed Anti-Bullying Policy which gives guidance to staff, pupils and parents/carers.

Anti-Racism Policy

Maple School has a detailed Anti-Racism Policy and a written statement to promote Race Equality.

Children Looked After

Maple school has adopted the Hertfordshire Local Authority policy for Looked After Children.

Child Sexual Exploitation and Female Genital Mutilation.

Maple School refers to the guidance provide by the Hertfordshire Safeguarding Children Board. This is covered in the School's Child Protection Policy.

Photographing and Filming

Parents are regularly reminded that they may photograph or film their children taking part in school events (e.g. musical productions) as long as such material is for personal use only and is not displayed on the internet. The school's policy on this matter will continue to be updated in accordance with LA guidance.

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. The school has a Whistleblowing Policy (a copy of which is in the staffroom) that contains details of the procedures to follow.

Informing Parents

Copies of the following policies are all available for parents to access on the school's website:

- Safeguarding
- Child Protection
- E-Safety
- Whistle Blowing
- External Visitors