

# Stockton Wood Primary School Safeguarding Policy 2016



## Safeguarding Children Statement

At Stockton Wood the health, safety and well-being of all children is of paramount importance.

'For those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed....' Richard Inquiry Report

We seek to provide a secure and safe environment in which children can flourish. In order to do this the following measures are in place:

### 1. Health and Safety Policy

The school has a health and safety policy, which is monitored regularly by the Building and Grounds Committee of the school governors. A copy of this policy is available from the school office.

The Site manager completes a Health and Safety audit of the school site each term. Any concerns are reported to the site manager who carries out an initial examination, assessing what action needs to take place.

Fire drills ensure efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment.

We have a critical incident plan that details what staff and parents should do in the case of emergencies.

In addition to the Health and Safety Policy the school kitchen adheres to statutory policies relating to food and hygiene.

## 2. First Aid

Named staff hold up to date First Aid Certificates. Six members of staff hold Paediatric First Aid Certificates. There are a number of first aid kits situated around school and Teaching Assistants have access to first aid kits when on the playground. 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 first aider is consulted
- The incident is recorded in the Accident Report book.
- For head injuries the slip from the Accident Report Book is sent home
- If there is any doubt at all the parent or carer is contacted
- In emergencies an ambulance is called immediately and a member of staff accompanies the child if the parent is not present
- Any accident which results in hospital treatment is recorded on the Health and Safety Executive website

We have an Administration of Medications Policy which complies with LA and national guidance:

- Administration of medications by staff is voluntary
- Children are encouraged to self medicate
- Any medication must be brought into school by an adult and must have a covering letter dated and signed by the parent requesting that the school administer the medication
- The school medication form must be completed and signed by GP indicating the name of the medication (which must correspond with the packaging) and the dosage and frequency required
- Any ambiguity will result in the medication not being administered
- All medications are kept in a locked cupboard
- Medications are not sent home with pupils, parents/ carers must collect them

For matters of an intimate nature staff deal with a child with utmost sensitivity and seek guidance from the Headteacher or Deputy if necessary. In all situations parents/carers will be informed as soon as possible so that they are part of the decision making process.

## 3. Site security

We seek to provide a secure site, which is carefully monitored, but which is only as secure as the people who use it. Laxity can cause potential problems to safeguarding. Therefore:

- CCTV cameras monitor the exterior of the building.
- Gates to playground areas are locked except at the start and end of each day/sessions.
- Doors are closed to prevent intrusion but to facilitate prompt exits.

- Visitors, volunteers and students may only enter through the main entrance (see Welcoming Visitors section below)

#### **4. Attendance**

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm the absence by telephone immediately. If there is no notification we will phone home to ascertain each child's whereabouts. On return to school parents are expected to provide written confirmation of the reason for the absence.

The school works closely with the Local Authority's Education Welfare Officer whenever a child's attendance causes concern. Attendance rates are reported to the LA, to the government and to 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.

Holidays in term time are not authorised.

#### **5. Appointments, and induction, of staff and student placements**

All staff appointed to work in our school must have Enhanced Disclosure from the Disclosure and Barring Service. This highlights people who have a criminal record or if previous allegations have been made about them. Under no circumstances will anyone be appointed to work in our school without an up to date Enhanced Disclosure from the Disclosure and Barring Service.

The Headteacher sits on all appointment panels. The Head teacher and the Deputy Head teacher have undertaken the NCSL training on Safer Recruitment.

Newly appointed staff and students are assigned a mentor for the induction/ placement period. It is the responsibility of the mentors to familiarise new staff and students with all procedures and policies and with the Safeguarding Policy in particular.

#### **6. Volunteers**

Volunteers will ideally have an Enhanced Disclosure from the Disclosure and Barring Service. For a brief activity, such as a school visit, which does not involve the supervision of, or close contact with children the school will require the volunteer to sign the Child Protection Screening Document. For extended contact with children, when children may be left alone with an adult, or when an adult visitor will be in and around the school building regularly an Enhanced Disclosure from the Disclosure and Barring Service will be required. Volunteers who do not have clearance will under no

circumstances be left alone with a child or group of children or be permitted to move around the school unsupervised.

## **7. Visitors**

All visitors are required to sign the visitor's book on arrival and wear a visitor's badge. Visitors are required to record their time of departure in the visitor's book on leaving the building.

Any visitors who do not have an Enhanced Disclosure from the Disclosure and Barring Service, or cannot provide their enhanced disclosure number, are required to sign the Child Protection Screening Document. These visitors are escorted to the person they are visiting, do not have unsupervised contact with children, are not permitted to move around the building without supervision by a member of our staff and are escorted off the premises at the end of their visit.

We require contractors who may be working on the school site during school hours to have an Enhanced Disclosure from the Disclosure and Barring Service before the contract starts.

We welcome visits to school by parents and try ensure that they feel comfortable to approach us at any time. When parents visit school to talk to members of staff, they are escorted through the school building.

## **8. Governors**

Our school policy is that all Governors must have a current enhanced disclosure from the Disclosure and Barring Service. Anyone who is not willing, or not able, to comply with this requirement will not be able to serve on our governing body.

## **9. Child Protection Policy**

The Child Protection Co-ordinator is Mrs. Stacey, the Deputy Child Protection Co-ordinators are Mrs. Ware, Mrs. Ikuta Halpin and Miss. White and the designated governors are Miss. Cosgrove and Mr Finch. There is a detailed Child Protection Policy, which is available from the school office. It is the Governing Body's responsibility to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. All staff have had appropriate child protection training, which is updated at least every two years.

This school follows DCSF 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.

All allegations of abuse by or complaints about a member of staff will be dealt with following the Liverpool Local S C B recommendations.

## **10. The Curriculum**

The curriculum deals with safeguarding in two ways. Firstly, through subjects such as Personal, Social and Health Education and in Circle Time, relevant issues are discussed 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 are discussed and safe practices taught, such as using equipment properly in PE and Design and Technology. At all times there are appropriate staffing levels and when children are taken out of school appropriate and agreed pupil/ adult ratios are maintained. The lead adult conducts detailed risk assessments and all trips must be authorised by the Deputy Headteacher (Educational Visits Co-ordinator).

Visiting speakers, with correct clearance are always welcome into school. They are required to provide up to date enhanced disclosure from the Disclosure and Barring Service or to sign the Child Protection Screening Document.

## **11. Internet Safety**

Children are encouraged to use the internet as appropriate, but at all times in a safe way. Parents are asked each year if they agree to their child using the internet. Pupils are never left unattended whilst online and teachers ensure that this does not happen. If teachers know of misuse, either by a teacher or child the issue should be reported to the Deputy Headteacher the same day.

As Child Protection Co-ordinator the Headteacher has overall responsibility for internet safety.

### **Mobile Phones & Cameras**

Children are not permitted to bring mobile phones or cameras into school. If they do so the items are removed and placed in safe keeping until their parent or carer is able to collect them.

If we suspect that the phone has been used to take photographs of pupils, we request that the parent checks the phone and deletes any such images in the presence of a member of staff.

Staff, visitors and parents are not permitted to take photographs of children using mobile phones.

## **12. Equal opportunities**

The school has a Single Equality Policy.

We are keen to ensure that our curriculum is designed to raise awareness, celebrate diversity and address prejudice. The school participates in projects that enable children to work alongside members of different communities within the City and further afield.

## **13. Behaviour policy**

Good behaviour is essential in any community and at Stockton Wood Primary School we have high expectations for this. Our Behaviour Policy details rewards and consequences that are used to promote a happy, safe school. There are numerous rewards available to children:

- Stickers
- Showing another teacher good work
- House Points
- Certificates
- Prizes

Sanctions range from:

- Tracking sheet
- Study room
- A letter home
- Exclusion

## **14. Anti Bullying Policy**

Our anti-bullying messages for pupils and parents are very clear:

- We do not tolerate bullying here.
- We are a 'telling' school.

## **15. Photographing and videoing**

We try to take a sensible, balanced approach to the issue of images of children which allows us to photograph pupils within clear guidelines:

- Parents consent to school staff taking photographs by signing a permission form upon entry to school.
- Photographs that are displayed (either in school or on the website) are anonymous unless specific permission has been received from parents.
- If parents do not give their permission photographs or video images are not taken.

## 16. Whistleblowing

If members of staff ever have any concerns they have a professional duty to disclose them. This can be done in writing or verbally. Any such matter will be dealt with sensitively and with the necessary degree of confidentiality. The school follows the Local Authority's policy on Whistle Blowing. A copy of this is available from the school office and is displayed in the staffroom.

**Review Date: September 2017**