

Cracoe and Rylstone VC C of E Primary School



Safeguarding Policy

“Every Child Matters”

When the government published “Every Child Matters” it raised 5 key issues that were deemed essential in the complete development of each and every child. It stated that every child:-

- Must be 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

There was a clearly stated need that, while each area of society has an important part to play in child development, schools must embrace the document both individually and collaboratively.

The government has published a policy “Safeguarding Children” (DfES/027/2004) and this school has used this in formulating its own safeguarding statement.

From September 2009 the headteacher will have the responsibility of ensuring that the school does its best to deliver each of the five key issues.

Cracoe and Rylstone Primary School Safeguarding Children Statement

At Cracoe and Rylstone 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. Cracoe and Rylstone 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 with 24 hours notice.

The LEA monitors on a yearly basis. The headteacher has overall responsibility for Health and Safety. Governors with responsibility for Health and Safety meet with the headteacher to discuss Health and Safety issues and to inspect the school premises annually. 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. 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 a Head letter is given to the child and either a phone call or a text message is sent depending on the severity.
- If there is any doubt at all a parent is contacted.

The Cracoe and Rylstone 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

Cracoe and Rylstone 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. These will be locked during the times when children are outside playing.
- Doors should be closed to prevent intrusion but to facilitate smooth exits.
- Visitors, volunteers and students must only enter through the main entrance and after signing the visitor's book which is in the hall.
- 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 Criminal Records Bureau.

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

New staff are inducted into safeguarding practices. Newly appointed staff are assigned a mentor for the induction period. At Cracoe and Rylstone 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 Mrs Morton Lee and there is a designated governor. There is a detailed Child Protection Policy, which is available from the school office with 24 hours notice. 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 24 hours 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 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 Cracoe and Rylstone we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at Cracoe and Rylstone 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 Cracoe and RylstoneVA Primary School we have high expectations for this. The school follows the 5Cs 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:

- House points
- Showing another teacher good work
- Showing the headteacher good work
- Showing peers good work
- Certificates
- Celebration assemblies

But the sanctions range from:-

- Being told the error of ones ways
- Writing a letter of apology
- Being removed from the classroom/ working with another class
- Loss of playtime/golden time
- reporting to the headteacher
- A letter home
- 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

At Cracoe and Rylstone 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 at 24 hours notice.

Racial Tolerance

Along with the equal opportunities statement there is a racial tolerance statement that asserts:

“At Cracoe and Rylstone pupils will 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. It is in working together that we will make Cracoe and Rylstone even better.”

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 Cracoe and Rylstone 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.

As a school in a tourist location we often get tourists photographing school. If this happens during times when the children are outside we approach the general public and ask them not to.

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.

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