

Broughton Primary School



Safeguarding Policy

SAFEGUARDING POLICY

In Safeguarding Children: Working together under the Children Act 2004, safeguarding is defined as;

- protecting children from abuse and neglect;
- preventing impairment of their health or development; and
- ensuring that they receive safe and effective care; so as to enable them to have the optimum life chance.

Safeguarding outcomes for learners means;

- Learners feel safe; and
- Learners are safe:

The Governors and staff of our school fully recognise the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, has a full and active part to play in protecting our pupils from all kinds of harm, and that we must take reasonable steps to ensure that our pupils feel safe and are safe while in school. Safeguarding is not just about protecting learners from deliberate harm, it includes the following; the health and safety of the learner, bullying, racist abuse, harassment and discrimination, use of physical intervention, meeting the needs of learners with medical conditions; provision of first aid, drug and substance misuse, educational visits, internet safety and security.

Broughton School has a wide range of measures that are in place to ensure all those in our school community feel, and are, safe.

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 any pupil receiving treatment by the first aider a note is issued and if necessary a parent/carer is contacted.
- If there is any concern regarding a pupil, a parent/carer is contacted.

In the case of a pupil needing medication during the day parents are welcome to come into school to administer correct dosages or sign a consent form for

Headteacher/ Deputy Headteacher to administer. For the majority of medicines a dose before and after school is usually adequate.

For injuries of an intimate nature staff are asked to deal with a child with utmost sensitivity and always to 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.

Site security

Broughton Primary provides a secure site, which is controlled by 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.

Therefore:

Doors should be closed and locked to prevent intrusion but to facilitate smooth exits.

Visitors, volunteers and students must only enter through the main entrance and after signing in at the main reception desk.

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.

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 Headteacher. Parents and police will be informed of the circumstances.

Attendance

Excellent attendance is expected of all children, but when children are unwell parents are asked to confirm absence by telephone the same day. If on a second day there is no notification of absence, school will try to make contact with home to ascertain a child's whereabouts.

The school works closely with the Inclusion Welfare Officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LA and annually to all parents. Positive measures are in place to encourage children to attend regularly. Certificates and rewards are presented at the end of each year identifying 100% attendance.

The Health and Safety Policy

The school has a health and safety policy, which is monitored annually by the relevant committee of the school governors.

The LA produces a monitoring checklist, which has to be completed on a yearly basis. The Headteacher, the caretaker and the Governors with responsibility for Health and Safety oversee this comprehensive list. Any concerns from staff are reported to any of the above and the site supervisor carries out an initial examination, assessing what remedial action needs to take place.

Each term there are two fire drills (morning and afternoon) that practice efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment.

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 against them. If staff are found to have a criminal record the appointment will be reconsidered by the Headteacher and the Staffing Committee of the Governing Body. The LA is informed directly by the Criminal Records Bureau. DBS checks are renewed every three years as per FCC policy.

The Headteacher sits on all appointment panels where the candidates are external applicants.

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.

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 it is not necessary for a full DBS 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.

Visitors/volunteers who do not yet have clearance will under no circumstance be left alone with a child or group of children.

Visitors

All visitors to the school are required to sign in the visitor's book and complete in full all headings required.

Child Protection Policy

The designated adult for Child Protection is Mrs M Kendrick and the designated governor is Mrs Millington. 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 as appropriate.

All allegations of abuse by or complaints of a teacher will be dealt with following the Complaints Procedure. For any complaints about the Headteacher the Chair of Governors should be contacted directly.

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 discuss these issues. School also operates a programme in conjunction with the Police Liaison Service.

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 (EVC co-ordinator).

Internet Safety Policy

The internet is used in the school environment on a daily basis by various groups of children throughout the school. All classroom areas display the rules for safe internet usage and children should never be left unattended whilst online. Any misuse of the internet either by a teacher or another adult in school must be reported to the Headteacher immediately. The Headteacher has overall responsibility for internet safety as the designated Child Protection Officer.

Equal Opportunities and Racial Tolerance

All policy documentation has a statement regarding the pursuit of equal opportunity for all at Broughton Primary School. The school takes into full account the Equality Act 2010 and aims to ensure that our school is a community that is fully inclusive, fostering positive attitudes and behaviour to all its

members. This is promoted further in the RE and PSE curriculum as appropriate to the age group of the pupils.

Any incidents of racism or prejudice are reported to Flintshire County Council.

Behaviour Policy

There is a high expectation on the levels of behaviour throughout school and this is constantly being positively reinforced by all members of Staff. Positive rewards include verbal praise and recognition, stickers, certificates and organised activities such as visiting the local park etc.

On the occasions where behaviour has fallen below the expected level, consequences range from verbal reminders of rules, "time out", reporting to a senior member of staff, contact with parent/guardian and in some circumstances exclusion.

Anti Bullying Policy

The aim of Broughton Primary School is to make sure everyone is happy and learning in school. Bullying can prevent this from happening therefore, pupils are encouraged to tell an adult if someone is hurtful and makes them feel unhappy. The school will always respond to any report of bullying by investigating, talking to all parties, and identifying action points to eliminate further distress. The pupils at Broughton Primary have produced a child friendly version of the Anti Bullying Policy, which is also displayed in all the class areas.

Photography and Video

All staff have signed an Acceptable Use Policy when utilising School equipment. Parents are asked to indicate their consent for their children to be photographed and their image used in conjunction with school events and activities. Children without parental permission are highlighted to the appropriate staff.

Whistleblowing

If members of staff have concerns about any person/s, paid or voluntary, they have a professional responsibility to inform the Headteacher, senior management or Chair of Governors as appropriate. This can be in writing or verbally. Staff must be prepared to discuss any issues raised, in confidence, with the appropriate personnel. The School has adopted the LA's policy on Whistleblowing.

SAFEGUARDING POLICY

This policy was approved by the *Governing Body* of Broughton Primary School and will be reviewed on a three year cycle unless there are any changes in legal requirements.

On:.....

By:.....Headteacher

By:.....Chair of *Governors*

Date of planned review:.....