

Purwell Primary School



Safeguarding Policy

2014

“Every Child Matters”

1. 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, in that we have a duty to ensure that each child:
 - Stays safe
 - Is healthy
 - Is able to enjoy and achieve
 - Is able to achieve economic well-being
 - Makes 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.

2. Purwell Primary School Safeguarding Children Statement

At Purwell 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. We therefore have to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place:

3. The Health & Safety Policy

The school has a health and safety policy, which is monitored regularly by the Headteacher and Governors. Any concerns from staff are reported to any of the above who carry 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. Annual safety checks are conducted on the fire alarms, fire extinguishers and electrical appliances (PAT), by Codrus and Barclay Electrical, respectively. There is also an emergency response plan that details what staff and parents should do in the case of emergencies. Staff meetings always have Health and Safety as a regular agenda item, when issues are raised they are assessed and dealt with appropriately.

4. 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 procedure for staff to follow:

- A trained first aider is consulted
- For head injuries a ‘Banged Head letter’ is issued
- If there is any doubt at all a parent is contacted

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. The decision to meet the request is at the discretion of the Headteacher. For the majority 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, members of staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Headteacher and/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. In rare circumstances of a serious accident or health issue, staff will call an ambulance or take the child to Lister Hospital nearby. Parents will be informed immediately. See also: Policies for First Aid, Medicines.

5. Site Security

Purwell School provides a secure site, but the site is only as secure as the people who use it. Therefore, all people on a site have to adhere to the rules which govern it. Carelessness can cause potential problems to safeguarding. Therefore:

- Main gates should be closed with slide bar at all times excluding 20 minutes during arrival time in the morning and departure time at the end of the school day.
- All exit doors should be closed to prevent intrusion many do not have outside handles.
- Visitors must only enter through the main school reception and then sign in at the office. They should always be met by a member of staff 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 and, if collected by an adult, signed out via the school office

6. Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone. If there is no notification, the school office staff will phone home to ascertain each child's whereabouts. The school works closely with the LA's Attendance Improvement Officers whenever a child's attendance and punctuality causes concern. Attendance rates are recorded and maintained by the school office staff.

Parents are reminded to take holidays in school holiday periods and if possible to try and make dental and doctor's appointments etc. after school hours or in school holidays. See: School Prospectus.

7. Appointment of Staff and Induction of Newly Appointed Staff and Work Placements

All staff that are appointed to work in school have a Disclosure and Barring Service 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 is reconsidered by the Headteacher and Governors in line with Safer Recruitment Procedures. The LA is informed directly by the Disclosure and Barring Service. The Headteacher sits on all appointment panels. The Headteacher has undertaken appropriate training in safer recruitment. New members of staff are inducted into safeguarding practices. Newly appointed staff members are assigned a mentor for the induction period. It is the responsibility of the mentors to familiarise new staff with procedures and policies which affect the health and safety of all at school, but especially the children.

8. Induction of Volunteers

Volunteers must also have Disclosure and Barring Service clearance, and be recorded on the Single Central Record. For a brief activity, such as a school visit, which does not involve the lone supervision or close contact with children the volunteer is supervised.

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 Disclosure and Barring Service search will be conducted. 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.

9. Welcoming Visitors

It is assumed that visitors with a professional role ie. special needs assistant or police, for example, already have relevant clearance but the office will endeavour to check this before admittance is granted and a note made of anyone entering without clearance.

10. Child Protection Policy

There is a Child Protection Policy for the school which is reviewed annually. This is made available to parents on the school's website and is also mentioned in the School Prospectus and Staff Handbook.

The designated adult for Child Protection is the Headteacher. It is the Headteacher's duty to ensure the Child Protection Policy is reviewed annually and any deficiencies within the policy addressed immediately. The Headteacher and all the staff have had appropriate child protection training, which is updated at least every three years. This school follows: DfES/0027/2004 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 or damage property. 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 member of staff will be dealt with following the Local Authority Safeguarding procedures.

11. Risk Assessment

The school recognises that there is an element of risk in many school activities. Through its risk assessment procedures, the school works to identify risk and limit it as far as possible. Members of staff are given training in assessing risk and the key points of every risk assessment carried out. Risk assessments are kept in a file in the school office and reviewed regularly.

Visits off-site are subject to particular scrutiny, and the school's Headteacher, who has received appropriate training, is available to assist staff in the preparation and planning for such visits. See: Policy for Educational Visits.

12. The Design of the Curriculum

The Creative Learning Journey 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, Alcohol, Sex and Relationships and Stranger Danger (using age appropriate content). 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 road safety, 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. Visiting speakers, with correct clearance, are always welcome into

school so that they can give specialist knowledge to the children and help enrich our curriculum.

13. Internet Safety

This issue is dealt with in detail in the ICT policy. Children should be encouraged to use the internet as much as possible, but at all times in a safe way. 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 IT coordinator and Head teacher without delay. As Designated Senior Person, the Headteacher has overall responsibility for internet safety. See also ICT Policy.

14. Equality / Equal Opportunities

This issue is dealt with in detail in the school's Equality policy. Within the school prospectus, there is a statement for equal opportunities which asserts: "Our school is committed to providing equality of opportunity and anti-discriminatory practice for all children and families".

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. See: Policy for Special Educational Needs.

15. Race Equality

Purwell School serves an ethnically diverse community. 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. Racism is tackled in assemblies, RE and in the PSHE curriculum. The children take part in discussions designed to raise awareness and address prejudices. From time to time, visitors also work with the children.

16. Behaviour Policy

This issue is dealt with in detail in the school's Behaviour policy. Good behaviour is essential in any community and, at Purwell School, we have high expectations for this. 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.

17. Anti Bullying Policy

The Purwell 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. Children are told that silence is the bully's best friend, so they must 'T E L L'. 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 are more details in the Anti-Bullying Policy.

18. Extended Schools

Risk assessments are undertaken for all after school activities, which are always run by suitably qualified staff.

Purwell School operates a Nursery Lunch Club, from 11.50am – 12.50pm, Monday to Friday. The club is run by school staff and, although a fee is payable, is run in the same way as any school activity, in accordance with safeguarding guidance.

Cookie Club, a before and after school club, operates in the Community Room, on the school grounds. The club holds its own policies and insurance, and is subject to regular inspections from Ofsted. It complies with all safeguarding guidance.

19. Photographing and Videoing

There has been a lot of controversy about adults photographing and filming young people. The concerns are genuine, however 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 when they first join. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.

20. Disclosure of Malpractice/ Whistle blowing

If members of staff, or Governors, 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 orally, but staff should be prepared to discuss issues in the confidence that any such matters will be dealt with sensitively and with the necessary degree of confidentiality. The school has a Whistle Blowing Policy which is on the shared area, School Centre and in the file of policies for staff to read and sign.