

# Safeguarding Policy

## POLICY INFORMATION

Ratified by the  
Board of  
Governors

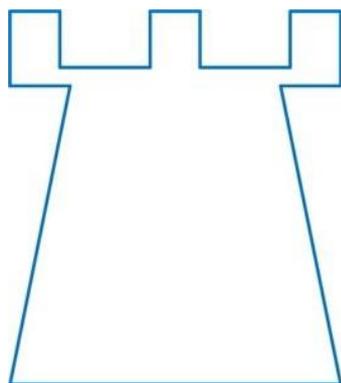
Date: June 2018

Signed:

Chair:

Review date:

## Sheriff Hutton Primary School



Supported Happy Pupils  
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When the government published 'Every Child Matters' in 2003 it raised 5 key issues that were deemed essential in the complete development of each and 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 have an individual and collective responsibility for the education and wellbeing of all children.*

At Sheriff Hutton Primary 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 school therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place:

#### 1) The Health and Safety Policy

The school has a health and safety policy, which is monitored by the Governing Body. A copy of this policy is available with 24 hours notice.

The LA produces a monitoring checklist, which has to be completed on a yearly basis. The Headteacher 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 Headteacher 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.

#### 2) First Aid

In school there are always trained members of staff who volunteer to oversee first aid. There are first aid kits in each classroom and situated around school. 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 trained first aider is consulted
- The incident is logged in the accident book
- If there is any doubt at all a parent is contacted.

In the case of a pupil needing medication during the day parents are welcome to complete a consent form for a member of staff to administer medication (see Medical Policy). 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.

### 3) Site security

Sheriff Hutton Primary School 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 shut except at the start and end of each day.
- 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 in at the office.
- 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.

Should a child leave the school premises without permission, staff should encourage the child to return. Appropriate restraint should only be used if the child is endangering his/ herself. Staff should not chase after a child but report the incident immediately to the office. Parents and police will be informed of the circumstances.

### 4) 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 Authority's Welfare 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 punctually and the school is ware of its right to take legal action against parents who do not ensure good attendance and punctuality.

### 5) 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 Personnel committee of the Governing Body. The LA is informed directly by the Criminal Records Bureau.

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.

New staff must ensure that they have read and signed all policies with regard to Health and safety and safeguarding children.

#### 6) 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 a full DBS may not be required. 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.

#### 7) Welcoming visitors

It is assumed that visitors with a professional role i.e. the School Nurse or members of the police 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.

#### 8) Child Protection Policy

The designated adult for Child Protection is Mrs Stell and the designated governors are Tessa Vass and Andrea Pitman. 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 DfES 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.

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 24hours notice. For any complaints about the Headteacher the Chair of Governors should be contacted directly.

#### 9) 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 / EVC.

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

#### **10) Internet Safety**

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. If teachers know of misuse, either by a teacher or child the issue should be reported to the Headteacher without delay.

The Headteacher has overall responsibility for internet safety.

#### **11) Equal opportunities**

The school has a comprehensive policy with regard to Equal Opportunities.

#### **12) Behaviour policy**

Good behaviour is essential in any community and at Sheriff Hutton Primary School we have high expectations for this. The dealing with unacceptable behaviour policy is available on request.

There are numerous rewards available to children:

- Stickers
- Showing another teacher good work
- Team points, dojo points
- Certificates

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.

#### **13) Anti-Bullying Policy**

The School has an anti-Bullying policy, a copy of which is available from the office.

#### **14) Racial Equality Policy**

The School has a comprehensive Racial Equality policy, a copy of which is available from the office.

#### **15) Photographing and videoing**

This now falls under the updated GDPR regulations from May 2018.

There has been a lot of controversy recently about adults photographing and filming young people. The concerns are genuine, however at school 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 by signing a permission slip upon entry to school. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.

## 16) 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. The school follows the Local Authority's policy on Whistleblowing. A copy of this is available to all staff.