

Clydach Primary School

YSGOL GYNRADD CLYDACH



School Safeguarding Policy 2013/2014

Clydach Primary School Safeguarding Policy

The Governing Body of Clydach Primary School believes that there are five key issues 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;
- is able to make a positive contribution.

Clydach Primary School Safeguarding Children Statement

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

1. The Health and Safety Policy

The school has a health and safety policy, which is monitored regularly by the relevant committee of the school governors. The Head teacher and the Governors oversee the policy. Any concerns from staff are reported to any of the above who carries out an initial examination, assessing what remedial action needs to take place. Once a term there is a fire drill, to practice efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment. There is also a critical incidents plan that details of 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. First aid equipment is stored within each class throughout the school; in with main store in the first aid cupboard outside the junior office; in the disabled toilet in the Infant building. Travel first aid kits are available for off-site activities; including 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 by the person responsible for the child at the time of the accident;
- For head injuries a parent is contacted by telephone
- If there is any doubt a parent is contacted.

School policy states 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 Head teacher. 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 staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Head teacher 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. All medicines and permission forms are stored in the main office.

3. Site security

Clydach Primary School provides a secure site, 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 at playtimes and lunchtimes;
- All exit doors should be closed to prevent intrusion (unless a member of staff is supervising from the yard);
- Visitors 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;
- Children should never be allowed to leave school alone during school hours, and if collected by an adult.
- At the end of the school day, parents of junior children have signed a consent form to allow their children to walk home unattended from school if they feel their child is emotionally ready to. School has indicated to all parents that we advise children should where possible be picked up by an adult.
- 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 office. Then parents and police will be informed of the circumstances;
- Visitors who use the school site do so only with the express permission of the Head teacher; this permission can be withdrawn at any time.

4. 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 Clydach Primary School has a policy of texting home to ascertain each child's whereabouts (First Day Call). The school works closely with the Local Authority's Education Welfare Officer, Chris Honey Jones, 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 aware 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 against them. If staff are found to have a criminal record the appointment is reconsidered by the Head teacher and the Governing Body. The LA is informed directly by the Criminal Records Bureau. The Head teacher 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 mentor to familiarise new staff with procedures and policies which affect the health and safety of all at school, especially the children.

6. Induction of volunteers

Volunteers who work unsupervised with children are required to have Disclosure and Barring Service (DBS) clearance. For a brief activity, such as a school visit or occasional helping out in class, which does not involve the supervision or close contact of children, a DBS check is not required. Office 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 staff member for Child Protection is Emma Peters, Head teacher and the designated governor is Jan Jarman. It is the Governing Body's duty to ensure the Child Protection Policy is reviewed annually and any deficiencies within the policy addressed immediately. All governors and staff have had appropriate child protection training, which is updated at least every three years. Child Protection matters are reported to the Governing Body every term. This school follows guidelines which assert that physical restraint may be used by the Head teacher 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 staff have received guidance regarding physical restraint. All allegations of abuse by or complaints about, a teacher will be dealt with following the Local Safeguarding Board procedures. For any complaints about the Head teacher 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 and Social 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. All schemes of work have been audited for safeguarding matters. 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 Head teacher. Risk assessments are shared with supervising adults and children participating in visits outside school. Visiting speakers, with correct clearance are always welcome into school so that they 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. Junior pupils are asked to sign an Internet Agreement annually. Parents are asked if they agree to their child using the internet on the Data Collection Booklet on admission, and annually in the updated information request. Pupils must never be left unattended whilst online and staff should ensure that this does not happen. If staff know of misuse, either by a staff member or child the issue should be reported to the Head teacher without delay. As Child Protection Officer the Head teacher has overall responsibility for internet safety. Further information is available in the Internet Usage Policy.

11. Equal opportunities

Within the school prospectus there is a statement for equal opportunities which asserts: "Clydach Primary promotes equality of opportunity and respect for all men and women, irrespective of race, religion, gender or disability." 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.

12. Behaviour policy

Good behaviour is essential in any community and at Clydach Primary 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. There are numerous rewards available to children:

- Stickers
- Showing another teacher good work
- Certificates
- Head teacher's awards
- Golden Time

But the sanctions range from:

- A warning, where pupils are asked to stop misbehaving
- Isolation
- Partial loss playtime and/or lunchtime play
- Report card
- A letter home

- Exclusion

Parents are informed of our praise and sanction policy through the school prospectus. Staff are discouraged from handling children when the child is demonstrating challenging behaviour.

13. Anti Bullying Policy

At Clydach Primary, the definition of bullying is: “A systematic and extended victimisation of a person or group, by another or group of others.” Much work has been done to reduce bullying and Anti-Bullying Ambassadors work throughout the school to ensure pupils understand what bullying is and what to do if it occurs to them. If bullying occurs an adult must be informed immediately and action will take place. Children are told that silence is the bully’s best friend. The school always acts swiftly with a process of investigation, communication and action, and always in partnership with parents. Bullies will not be tolerated. There is a more detailed Anti-bullying Policy.

14. Race Equality

Along with the equal opportunities policy there is also a Race Equality Policy. We want our children to 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. Racism is tackled in both the RE and in the PSE curriculum. Our Community Police Officer teaches a unit of work on combating racism.

The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children also. All racist incidents are reported to the Local Authority and Governing Body when they occur.

15. 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 by signing the data collection booklet on admission to school.

16. Whistleblowing

If members of staff 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 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 has a current Whistleblowing Policy.

Head teacher:Emma Paters

Chair of Governors:Jan Jarman.....

Date reviewed: October 2013