

Cragside Church of England Primary School



Safeguarding Children Policy (v3)

Revised: February 2018

Date of next Review: February 2019
(or sooner if required)

(This document is available in an alternative format and in an alternative language on request)

Other policies associated with this document are:

Attendance Policy
Behaviour for Learning Policy
Administration of Medicines Policy
Anti-Bullying Policy
ESafety Policy
Child Protection Policy

CRAGSIDE CHURCH of ENGLAND PRIMARY SCHOOL SAFEGUARDING CHILDREN POLICY

The health and safety of all children at Cragside C of E Primary School 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. 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 annually by the relevant committee of the school governors. A copy of this policy is available in the school office. We have a monitoring checklist, which is completed on a half term basis. The Headteacher, the Caretaker and designated Governors are responsible for Health and Safety, they oversee this comprehensive list. Health and safety monitoring meetings are held on a termly basis. Any concerns from staff, parents, visitors are reported to any of the above. An initial examination is carried out by the Caretaker, assessing what remedial action needs to take place. Each term there is a fire drill that practises efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment. We have a fire policy and an educational program re fire safety and children.

First Aid

In school we have a number of staff who are trained first aiders with paediatric focus. The appointed person for First Aid is **Dawn Gilroy**. There are always trained members of staff to oversee first aid on the yard at playtimes, lunchtimes and within the Out of School provisions. All staff in Early Years and the Out of School Club have up to date training in Paediatric First Aid. There are a number of first aid kits situated around school; in all classrooms, the medical room, and kitchen. When a child is poorly, or has suffered an accident in school or on the playground there is a protocol for staff to follow:

Accidents

All accidents must be recorded, signed and dated in the Accident Book and the Classteacher of the pupil informed. When an injury occurs which requires First Aid, consult with a First Aider to decide treatment and if necessary, whether a phone call to the parent is justified.

Qualified staff:

Paediatric First Aiders - Dawn Gilroy, Kathryn Westgarth, Emma Archer, Demi Roylance, Bethany Johnson-Green, Lindsey Pemberton, Susan Davison, Diane Sidney

Sue Andrews
Melanie Gillooly
Lynn Alexander
Chelsea Collins
Nicola Wall
Donna Reay
Dawn Nesbit
Joanne Crolla
Julie Halliday
Wendy Storey
Chris Brennan
Bethany Johnson Green

If the injury is more serious, or if it is an injury to the mouth or head, parents or carers must be informed and a record kept. The parent/carer must decide if they wish to take their child to the doctor or hospital [contact numbers are kept in the office].

In the case of injuries causing particular concern e.g. pupil unconscious, obvious broken limbs, a member of staff needs to stay with the pupil and another member of staff contact the ambulance service. Immediately after ringing for the emergency service the parents or emergency contacts must be informed. L.A. procedures must be followed for reporting accidents. For major injuries the Headteacher or Office Manager will be responsible for contacting the H.S.E. and completing the necessary documentation. Copies are held in the Health and Safety file.

Medicines

Members of staff will only administer medicines prescribed by a doctor. These medicines should be in their original containers, clearly marked with the child's name and dosage. Parents/carers must also complete a form re administering medicine to their child. For the majority of medicines a dose before and after school is perfectly adequate. Naturally the parents/carers 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 or Deputy Headteacher. In almost all situations the parents/carers 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.

The use of inhalers in school

There has been a considerable increase in the number of children suffering from asthma during the last few years and requiring the use of inhalers. After taking advice from the National Asthma Society, we have agreed the following guidelines:

- All inhalers must be clearly named by the parents.
- They will be stored in school in a central place. Where needed, inhalers can be kept in individual classrooms.
- A form will be completed to say what dosage is required
- Children must tell an adult when they need their inhaler. However, it is the child's responsibility to administer the correct dosage him/herself if they are able to do so. Younger children may need help with this.
- No extra capsules should be kept in school, apart from the weekly allocation stored in the inhaler.

Whilst we endeavour to ensure a safe environment in school, the above issues are the responsibility of the parent and child, not the classroom teacher. These guidelines are in place to ensure the safety and health of every child in school. Staff must ensure a child's inhaler is taken on school trips in case it is required.

Anaphylactic Shock/Epipen use

Staff within school have had Epipen training (November 2016) and there is a record of this in the Medical Room. Medical information is also displayed in the School staff room and Medical Room so that lunchtime staff and supply staff are aware of who these children are.

School Visits

All prescribed medicines, inhalers, epipens etc must be taken on trips outside school. You are advised to ensure 2 epipens are taken on any trip to cater for any delay in the emergency services getting to the child. Parents will need to be asked specifically to send another pen (stored in a plastic container/sharps box) into school on a trip day, as Doctors will now not prescribe 2 pens for home and school.

Site security

Cragside C of E Primary School First 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 after entry or exit **at all times**
- Doors should be closed to prevent intrusion.
- Visitors and volunteers **must only enter through** the main entrance and after signing in at the school office.
- Visitors must wear a visitors badge to show the children that they are a safe adult to be in school.
- Children must not open any of the main doors to adults or children
- Parents with children must enter and exit school by the designated doors.
- Cloakroom and classrooms doors will be locked promptly at 8.50am.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Children are not allowed to leave school alone during school hours without parental confirmation of this and collection by an authorised adult.
- A lock down facility can be enabled if required. This is enabled at the school office.
- Access to the Out of School Club can only be enabled following identification by staff using the camera identification.

Attendance

Excellent attendance is expected of all children. At Cragside C of E Primary School, we aim for every child to have attendance above 97%, where possible. When children are unwell parents and carers are expected to confirm absence by telephone immediately. If there is no notification school has a policy of texting and phoning home to ascertain each child's whereabouts. (See Attendance Policy for more detail).

The school will work closely with the Local Authority's Education 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 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 who are appointed to work in school have a criminal records search, an enhanced DBS check, references, identity and qualifications check. This search highlights people who have a criminal record or if previous allegations have been made them or are associated with people who may have. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the Resources 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. The Headteacher, and at least two other governors have undertaken the NCC training on Safer Recruitment.

We have a Designated Safeguarding Leader (DSL) who has the necessary and up-to-date (Jan 2017) training for this designation. This is the Deputy Headteacher. The Headteacher also has the necessary training for this role and will cover in the absence of the Deputy Headteacher. The expectation is that training is completed annually, however in our school the DSL attends termly training to ensure we are continuing to provide the best possible Safeguarding practices that we can. School staff are refreshed with our procedures at least annually or more frequently as policies and guidelines are updated. Whole school training in Child Protection, including Prevent, CSE and FGM was delivered by the Local Authority to all staff and a representative number of governors in October 2015.

New staff are inducted into safeguarding practices. We have a staff handbook for newly appointed staff and a rigorous Code of Conduct which all staff have received and signed. It is the responsibility of the Head and the Deputy Headteacher to familiarise new staff with procedures and policy, which affect the health and safety of all at school but especially the children.

Volunteers in school

We welcome volunteers into our school and administer all required checks to ensure the safety of our children. All volunteers coming into school will have a Safeguarding meeting with Mr Rusby, Mrs Blton or Mrs Parker (Designated Safeguarding Leads) about child protection, how to deal with a disclosure or any concerns they may have. School staff will also complete a risk assessment on the volunteer to establish the level of checks required.

All volunteers need to sign in and out of the building with the office staff on each occasion that they visit. Volunteers are asked to bring proof of identity and other information such as police checks if relevant. Whether working on a voluntary or paid basis, it is important to maintain confidentiality and to take a professional approach regarding any knowledge which may be gained of a child or member of staff. Volunteers should not use their time in a classroom to ask staff about a child's progress or classroom arrangements. Volunteers are asked to be careful when talking about their experience in school to other people: and must not mention individual children's names and must not say anything to damage the reputation of the staff or school. If they have knowledge of a child's behaviour or academic performance this must not be discussed with anyone.

Adults accompanying children on school visits will be briefed before an outing by the class teacher on the objectives of the visit, road crossing procedures etc, acceptable use of mobile devices etc. Teachers will give either verbal or written guidance to parents about what is required. Parents and other volunteers without DBS clearance will not be unsupervised with children.

Staff will keep parents informed of children's progress following agreed procedures and respecting all parties involved. Volunteers must resist the attempts of parents to get information and they should direct them to the class teacher. If volunteers are uncertain or uncomfortable about anything they are asked to do, or witness, they are asked to discuss this with the class teacher. An opportunity is also offered if they wish to discuss their work with the Headteacher or Deputy

Headteacher before or during the period of volunteering.

If they (volunteers and obviously all staff) notice anything of concern when working with children, e.g. bruising or anxious behaviour, they should point this out to classroom staff. If a child discloses any sensitive information, they must ask to speak to the DSLs immediately. They must show an interest in what children say and can ask open questions such as "How did that happen?" but should not ask leading questions which put ideas into their head (e.g. questions like "Did your dad do that?" which seem to require a "yes" answer). They should write down exactly what the child has said and hand it to Mrs Parker, or in her absence Mrs Bilton or Mr Rusby and should not discuss it with any other member of staff or anyone outside the school. The DSL can give a form and body outline (to mark bruises etc.) if necessary. If the matter is passed to the police or children's services they may be required to verify what was written.

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, Forest School 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, through EVOLVE.

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

Internet Safety

We have an e-safety policy in school and it is adhered to. No child is allowed to access the internet freely. Rules are set out concerning its use for adults and children on site. Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. We regularly inform the children about safety online and with mobile devices such as mobile phones. We have a particular focus throughout the school at age-appropriate levels with materials from Safer Internet Day in February each year and a themed focus week within the academic year, in addition to our ongoing work relating to ESafety. We communicate this information to parents and carers in an ongoing way, e.g. giving all adults leaflets of staying safe on line during Family Worship, ESafety information stand at Parent Consultation meetings and via our newsletter and website. All School Planners also contain safety information.

Our computer network has surveillance and also blocks certain websites or subject matter. The Assistant Headteacher is CEOP trained and training has been cascaded to all staff. Weekly PCE reports (internet safety) are monitored by the Headteacher, Deputy Headteacher and Assistant Headteacher and any concerns would be raised immediately, following set procedures. Parents and carers have had the opportunity to take part in e-safety workshops during the school year. All staff and children have to sign an Acceptable Use Agreements relating to their usage of ICT.

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 ESafety Lead teacher without delay.

Equal opportunities

At Cragside C of E Primary School we strive to provide our children with an excellent education through inclusive, creative, broad and balanced learning opportunities. We want all of our pupils to perform to their maximum potential, academically, physically, socially and culturally in an atmosphere where they can grow and acquire appropriate skills, values and attitudes. We positively believe that a strong global relationship with others across the world is necessary to help our children grow and become effective citizens. We have therefore developed effective, real life links with schools and children in Europe and the world. We provide a caring, nurturing environment in which every child feels valued and respected.

All children are given equal access to the school and its curriculum and all at Cragside C of E Primary School are considered equal in the learning partnership. When children have special educational needs or disabilities (SEND) we make arrangements to inform parents and design individual educational plans (IEPs). We ensure children with disabilities are able to take a full and active part in every lesson and in extra curriculum activities.

Behaviour for Learning Policy

Good behaviour is essential in any community and at Cragside C of E Primary School we have high expectations for this. Our policy details the rewards and sanctions available to staff. 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
- Achievement Certificates
- Superclass
- Housepoints

But the sanctions range from:

- A verbal warning
- Loss of playtime or appropriate time-out
- Reporting to the Phase Leader and/or member of the SLT.
- A conversation with parents/carers.
- ***Exclusion as a very last resort***

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. Whole school 'Team Teach' training was delivered to staff in Spring 2014 to ensure that any required handling of children is undertaken in a safe and managed way. [See Positive Handling Policy] Staff are asked to implement techniques from the Thrive programme to support children with social, emotional or mental health needs.

Anti-Bullying Policy

Cragside C of E Primary School's definition of bullying is: "It is premeditated and forms a pattern of behaviour repeated over time rather than an isolated incident and/or 'it involves dominance of one pupil by another, or group of others'.

The school's response to any claims of bullying will be prompt and thorough. Behaviour logs are monitored by the SLT frequently to identify any causes for concern. The Christian values within our school promote a culture of kindness and these are reinforced within Collective Worship, PSHE, themed 'Friendship' weeks and use of the school Kindness box.

Racial tolerance

At Cragside C of E Primary School First School pupils will be prepared for an ethnically diverse society. The school works 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 Cragside C of E Primary School even better. Racism is tackled in both the RE and in the PSHE curricula. The children take part in discussions designed to raise awareness and address prejudices.

Photographing and videoing

There has been a lot of controversy about adults photographing and filming young people. The concerns are genuine, however at Cragside C of E Primary School we have taken a sensible, balanced approach, which allows the use of photographs providing the following guidelines are adhered to:

- Staff must only use school equipment to take photographs and will not take the equipment or images off-site
- Parents consent to school taking photographs by signing to give specified levels of consent for different uses. A record of which children are not allowed to be photographed is shared with all staff.
- Photographs taken by parents and carers are taken for personal use ONLY and must not be shared on social networking sites such as Facebook

Whistleblowing

If members of staff ever have any concerns about people working, paid or unpaid, they have a professional duty to inform the SLT 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 can be made available from the school office.

Appendix One: Safeguarding Notice for Visitors at Main Reception by 'Signing In Book'.

Welcome to Cragside Church of England Primary School



Signing in and Visitor Pass

Please would all visitors sign our visitors' book and wear the 'visitor' pass whilst in our school.

Car Parking

If you have parked in our school car park, please be aware that the gates are locked between 08:30 and 09:00 and between 14:45 and 15:20. No vehicular movement is permitted between these times. Please drive slowly when leaving our site.

Fire

We have a weekly fire bell check at 16:30 every Friday. If you hear the fire bell at any other time, please exit the building by your nearest exit. The muster point is on the large Key Stage 2 Playground.

Child Protection

Our designated leaders for child protection is Deputy Headteacher. If you need to speak with her, please let a member of staff know. All staff wear a staff pass so they are easily identifiable.

Mobile Technology

If you need to use your mobile telephone whilst in school, please use one of the meeting rooms (provided there are no children present). Please do not use your mobile telephone in any classroom, corridor, school hall or outside playground areas.

First Aid

We have trained staff to help with first aid. In the event of an emergency call 999. Telephones are available in main Reception.

We take the safety of our children and staff very seriously. Thank you, when visiting our school, for being mindful of the safety and well being of all our children.

