

Stannington First School



Safeguarding Policy

Author:	School Governors and Headteacher
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Chair of Governors	Tim Hague
Headteacher	Alexandra Palmer

The health and safety of all children at Stannington First 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

Health and Safety Policy, Audits and Risk Assessments

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, School Office Manager, the Caretaker, Staff and Governors are responsible for Health and Safety, they oversee this comprehensive list. Health and safety meetings are held on a termly basis. Any concerns from staff, parents and 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 practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment and takes advice from the Northumberland Fire Service. We have a designated fire officer 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 **Jordan Leybourne**. There are always trained members of staff to oversee first aid on the yard at playtimes and dinnertime. There are a number of first aid kits situated around school, [school office, Cedar classroom, Forest School kit, EYFS 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 Class Teacher 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:

Helen Brown
Lesley Hancock
Aimee Downie
Karen Horsburgh
Stephen Tunesi
Catherine Bolam
Lisa Davis
Gill Wakeling
Angela Harker
Janet Clayton
Danielle Crispin

If the injury is more serious, or if it is an injury to the mouth or head, parents must be informed and a record kept. The parent 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 School 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 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 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.

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 and be fully accessible at all times.
- 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.
- No extra capsules should be kept in school, apart from the weekly allocation stored in the inhaler.

While we endeavor 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. If you have a child who carries an Epipen for this condition, please seek refer to the Head Teacher before the child starts in your class – so appropriate training can be arranged if necessary.

Also keep up to date by accessing this website:

<http://www.anaphylaxis.org.uk/living-with-anaphylaxis/medication>

Trips

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

Stannington 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:

- Side gates must 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 office window.
- 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.
- The Nursery door will be locked promptly at 8.55am. The Main Door is locked at all times
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Children should never be allowed to leave school alone.

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. (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 that are appointed to work in school have a criminal records search, a DBS check and an identity 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. [Please refer to child protection/CRB/Visitors policies for more information]

The Headteacher sits on all appointment panels where the candidates are external applicants. The Head Teacher and the Office Manager have undertaken the NCSL training on Safer Recruitment.

We have two designated safeguarding leads, responsible for Child Protection, who have the necessary training for this role. This is the Head Teacher and Office manager. Training is completed every two years. School staff are refreshed with our procedures every year and complete training online every two years.

New staff are inducted into safeguarding practices. We have a staff handbook for newly appointed staff. It is the responsibility of the Head Teacher 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

Parents, grandparents and other carers have been invited to be on a register – we will gather and share their contact details and what they are offering. They will sign the volunteer confidentiality form and have a brief talk with Mrs Palmer or Mrs Harker (Designated Safeguarding Leads) about child protection, how to deal with a disclosure or any concerns they may have. Only people on the register will be able to come into class or on walks or

educational visits. They will be briefed before an outing by the class teacher on the objectives of the visit, road crossing procedures etc. Teachers will give either verbal or written guidance to parents about what is required.

Parents and other volunteers without DBS clearance, or working whilst this is obtained, would never be unsupervised with children.

All volunteers need to sign in and out of the building with the office staff on each occasion that they visit. Initially they will be 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 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.

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 Head Teacher before or during the period of volunteering. Meetings can be arranged via the Main Office.

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 Designated Safeguarding Lead (Mrs Palmer or Mrs Harker) 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 Stokoe, or in her absence Mrs Harker, and should not discuss it with any other member of staff or anyone outside the school. The office staff 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.

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 Head Teacher/ Office Manager will endeavour to check this before admittance.

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 Online Safety and Social Media. 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 Head Teacher, 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, tablets, smart watches. We have a particular focus throughout the school at age-appropriate levels supplemented with updated materials from Safer Internet Day in February each year. We communicate this information to parents at Welcome Meetings, via the school website and newsletters and also around the time of Safer Internet Day.

Our computer network has surveillance and also blocks certain websites or subject matter. The system is not totally "locked down" as it is considered to be safer for staff to teach children about their responsibilities in safe and considerate use of the internet and other means of communication, to enable them to operate safely and successfully when using the same technologies out of school.

Mr Tunesi is our E-Safety Lead and Computing lead. Weekly Future Digital reports (internet safety) are monitored by the Head Teacher and any concerns are raised immediately, following set procedures. Community members have had the opportunity to take part in an e-safety workshop. Parents are asked each to reinforce these messages at home.

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 Head Teacher without delay.

Equal opportunities

At Stannington First 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 Stannington First School are considered equal in the learning partnership. When children have special needs we make arrangements to inform parents and design specific programmes. We ensure children with disabilities are able to take a full and active part in every lesson.

Behaviour for Learning Policy

Good behaviour is essential in any community and at Stannington First 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
- Certificates
- Cups
- Badges

But the sanctions range from:

- A reprimand
- Loss of playtime or appropriate time-out
- Reporting to the Head Teacher
- A letter home – speak to parents
- ***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.

Anti-Bullying Policy

Stannington First School's 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. Although bullying in this school is rare to non-existent the school will always act swiftly with a process of investigation, communication and action. Bullying behaviours will not be tolerated.

PREVENT Duty

At Stannington First School we are fully aware of the importance of the Prevent Duty. Prevent is 1 of the 4 elements of CONTEST, the Government Counter Terrorism Strategy which aims to stop people becoming terrorists or supporting terrorism. The strategy covers all forms of terrorism, including far right extremism and some aspects of non-violent extremism.

Preventing people becoming terrorists or supporting terrorism also requires challenge to extremist ideas where they are used to legitimise terrorism and are shared by terrorist groups. In carrying out this duty, the specified authorities must have regard to guidance issued by the Secretary of State. As part of our curriculum, we promote community cohesion, including an explicit requirement to promote fundamental British values as part of a broader requirement to promote the spiritual, moral, social and cultural development of pupils (see Prevent duty guidance, paragraph 105).

We have a duty of care to our pupils and staff including safeguarding them from the risk of being drawn into terrorism. Being drawn into terrorism includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. Schools are safe spaces in which children and young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of the terrorist ideology and learn how to challenge these ideas.

We will be active in promoting the Prevent Duty in the following key areas:

- Risk assessment
- Working in partnership
- Staff training
- Safety online
- Monitoring and enforcement

We have a robust policy in place to identify children at risk, and intervening as appropriate (by referring pupils to *Channel or Children's Social Care).

All visitors who have come to give a talk to pupils – whether invited by staff or by pupils themselves – are suitable and appropriately supervised within school.

*(*Channel - Channel is a key element of the Prevent strategy. It is a multi-agency approach to protect people at risk from radicalisation. Channel uses existing collaboration between local authorities, statutory partners (such as the education and health sectors, social services, children's and youth services and offender management services), the police and the local community to identify individuals at risk of being drawn into terrorism; assess the nature and extent of that risk; and develop the most appropriate support plan for the individuals concerned. Channel is about safeguarding children and adults from being drawn into committing terrorist-related activity. It is about early intervention to protect and divert people away from the risk they face before illegality occurs).*

Racial tolerance

At Stannington First 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 Stannington First 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 Stannington First 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 a permission slip upon entry to school
- At school performances, parents are reminded that photographs taken must not be shared on social media
- School photographs that are for use outside of school are **anonymous** unless specific permission has been received from parents

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 can be made available from the school office.