



Safeguarding Policy

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Galley Hill School is committed to safeguarding and promoting the welfare of children; we expect all staff and volunteers to share this commitment.

We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.

All staff believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Scope

This policy is subject to the school's Child Protection Policy and to be followed in conjunction with other school policies mentioned throughout.

This policy:

- Applies to all staff, volunteers and governors;
- Applies to all activities relating to school on and offsite;
- Encourages a safe environment for children and adults to work in and reduces the risks of injury or harm.

Aim

The aims of this policy are:

- To support children's development in ways that will foster security, confidence and independence;
- To provide an environment in which children feel safe, secure, valued and respected. Children should be empowered to feel confident to approach adults if they are in difficulty, believing they will be effectively listened to;
- To raise the awareness in adults of the need to safeguard children, and to help them understand the role they can play.

Safeguarding is a Shared Responsibility

Safeguarding children is defined in [Working Together to Safeguard Children](#) as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all members of the school community should make sure their approach is child-centred. This means they should consider at all times the best interests of the child.

There are a host of ways we can achieve this as a school and this policy is designed to draw attention to the main responsibilities and expectations. No policy, however, can replace an ethos of caring responsibility, demonstrated at all times towards the children in our school.

Child Protection

Any concerns for a child's welfare must be reported immediately to the school's Designated Safeguarding Lead (Kim Crinion), or in their absence the Deputy DSL. Please refer to the school's Child Protection Policy for detailed guidance on the actions expected from staff and volunteers where there are concerns for the welfare of any child. All staff must read [Keeping Children Safe In Education 2018](#) Part 1. All staff, governors and volunteers must make themselves familiar with child protection procedures in school.

School Security

Galley Hill School provides a secure site for the children in the following ways:

- All gates are locked after the last person has exited the playgrounds at morning drop off and all external doors are locked by the members of staff on duty;
- At 12:30pm, the gate is opened for Afternoon Nursery children. This is manned at all times by a member of staff and is locked again once the children have entered and their adults have left. The gate onto the Key Stage 1 playground remains locked at this time;
- The car park gate is locked and manned by a member of staff at the beginning and end of the school day to reduce risks on the car park;
- The main entrance door is coded and manned by members of staff who take responsibility for who enters the school;
- The member of staff manning the main entrance door has responsibility for ensuring there is no unauthorised entry via the main entrance when visitors (including parents, contractors, students and governors) enter school;
- Members of staff entering the school via the main entrance have responsibility for ensuring there is no unauthorised entry when they enter school through the coded door;
- Visitors, volunteers, contractors, governors and students enter through the main entrance once they have signed in at reception. Governors are given a black lanyard denoting their role on entry whilst others are given a visitor badge on a red lanyard on entry;
- All members of staff have a responsibility to challenge adults in school who are not wearing a lanyard;
- Children are only allowed home with adults with parental responsibility or confirmed permission. The class teacher or the main office must be informed of this;
- Children can only leave during school hours if signed out by a confirmed adult.

Supervision

When at school, it is essential that children are adequately supervised to ensure their safety. Galley Hill School ensures this in the following ways:

- During lessons, children are **never** left unsupervised in a classroom as there is always a member of staff present in the room;
- From 8:40am each morning, there are two members of staff on each playground. One member of staff on each playground stands by the gate to ensure children do not exit the playgrounds once they have entered. When the first bell rings at 8:50am, only one member of staff remains on the playground;
- Three members of staff are always on duty on each playground during lunch time and one of these members of staff are first aid trained;

- Two members of staff (which includes one teacher) are always on duty on each playground during break time and one of these members of staff are first aid trained;
- At least two members of staff are always on duty in the hall during lunch time, with this number increasing when younger children are eating;
- Each class is collected from the playground by an adult when the bell rings at the end of each break time or lunch time;
- Each class teacher ensures there is an adult on the playground before sending their class out of the door for break or lunch time;
- Each class is collected from the hall by an adult at the end of an assembly;
- At home time, children in Reception through to Year 4 are taken onto the playground by their teacher and dismissed one at a time to an appropriate adult that has consent to take each child;
- At home time in Nursery, children are dismissed one at a time in the Nursery lobby;
- At home time, children in Years 5 and 6 are taken down to the KS2 playground by their teacher and those who have written permission to walk home can do so and those that do not will be dismissed one at a time to an appropriate adult;
- Children are sent in pairs to complete a task wherever possible (e.g. when taking something to the office).

Communication

Communication in school is key to ensuring children are kept safe. The school uses the CPOMS system to record any incidents, observations or discussions with parents or other agencies. The safeguarding team is alerted to any CPOMS entries which enables them to monitor any patterns and identify any children who should be added to the school's list of vulnerable children. On a Monday during staff meeting, all members of staff are informed of any incidents they need to be aware of and any children they need to monitor carefully. Members of staff also identify anyone who they feel needs to be added to the list of vulnerable children.

Attendance

High levels of attendance are expected of all children. When children are unwell, parents and carers are asked to confirm absence before registration closes. In the absence of a phone call, school will attempt to contact the family using the details supplied. We have a policy of holding a minimum of two contact numbers for each family in line with safeguarding guidance. If contact cannot be established, two members of staff will visit a child's home to establish whether they are safe on the first day of absence.

The school works closely with the Trust's Educational Welfare Officer whenever a child's attendance or punctuality becomes a concern. Attendance figures are reported termly to the Local Governing Committee and the Board of Trustees. The school reports on an annual basis to the Department for Education.

Please see the school's Attendance Policy for a detailed overview of actions that can be taken when attendance is an issue.

Collection from School and After School Activities

Parents and carers are expected to be punctual when collecting children from school or after school activities. If parents or carers are late collecting their child, the school will do the following:

1. Call the child's parents or carers;
2. Call other numbers the school holds on Sims (if parents or carers cannot be contacted);
3. Call First Contact if no-one has collected a child by 5pm.

Bullying

Bullying is a serious matter and could potentially constitute a safeguarding concern. In order to provide a clear and consistent message regarding bullying, the school has a comprehensive Anti-Bullying Policy.

Supporting Pupils with Medical Needs

Where children have existing or developing medical conditions it is important that school work in partnership with parents and medical professionals. A plan should be in place with medical input where necessary to detail how best to manage a pupil's medical needs in school. The school has a separate Asthma Policy to ensure excellent management of those pupils affected. The school hold emergency inhalers and adrenaline pens; parents and carers must provide consent for their use. Parents and carers are asked to continue to update school of their children's medical needs as they develop or are diagnosed. See the school's Supporting Pupils with Medical Conditions Policy for a more detailed overview of the school's approach.

Physical Intervention

There are very clear guidelines from the Department for Education about the [use of reasonable force](#) with pupils. At Galley Hill, we would expect this to be a very rare circumstance. We have three members of staff trained in a method known as 'Team Teach' and this defuses and de-escalates the majority of situations before they would result in any physical intervention to control or restrain. Where there has been any physical contact between a staff member and a pupil, it would be required to be reasonable in the circumstances. Force can never be used as a punishment. See the school's Behaviour Policy for a more detailed overview of the school's approach to physical intervention.

First Aid

The school have several First Aid trained staff and the main first aid station is the school office. Mrs Jennings and Mrs Spencer are responsible for ensuring the first aid equipment is maintained and available. Where there are trips offsite, school will ensure at least one first aid trained member of staff is available and they will carry a portable first aid kit. During break times, the school yard will have a trained first aider on duty carrying first aid equipment. All minor first aid incidents in school will be recorded in the accident book; a copy will be sent home for parents and carers to view. If there were a more serious incident, parents and carers would be informed immediately. See the school's Supporting Pupils with Medical Conditions Policy for a more detailed overview of the school's approach.

Educational Visits

All educational visits are thoroughly risk assessed and signed off by the Headteacher. The school operate a safety system called Evolve which records all of the necessary paperwork to make educational visits safe. This could include information from any external organisation the school may be partnering with, such as an activity provider. The school will ensure they have access to emergency contacts for parents and carers so they can be kept informed if there are any incidents. Individual consent will be sought from parents for activities that fall outside of the normal school day, or represent a significantly higher risk than regular school based activities e.g. adventurous activities. See the school's Educational Visits Policy for further information on safeguarding offsite.

Online Safety

While in school, pupils are operating within a 'safe' online environment. This is managed by our IT provider, Gaia, who operate a filtering and firewall system which means children cannot, even inadvertently, access material which is unsuitable for them. If we became aware of any online bullying in school, our Anti-Bullying Policy and Behaviour Policy would come into effect.

Through the curriculum, PSHE and assemblies, school equip children with the skills to keep themselves safe online outside of the school environment, but we are aware this is an increasingly difficult area for parents and carers to manage. As reports of online abuse and bullying continue to rise, parents and carers are advised to make themselves aware of the risks posed and inform school of any incidents outside of school which may affect their son or daughter. The [NSPCC](#) has some useful advice for parents and carers.

Photographs and Videos

Parents and carers are asked to complete a consent form to allow the school to take photographs and videos of their child for educational purposes. Any photographs or videos will be used in line with parent's consent and in line with the school's Social Media Policy and Acceptable Use Policy.

Visitors

All visitors to school must provide photographic ID on their first visit to ascertain their identity. Where they hold a DBS, this will be logged on the school's Single Central Record. Where the visitor does not have a DBS, they will be supervised at all times around the school site. Visitors will be provided with the necessary information to keep themselves safe and to report any concerns they may have for a child. They will sign in the visitor's book for health and safety purposes. Visitors will wear a red lanyard so that all members of the school community can identify their role within school. Governors wear a black lanyard to denote their role in school.

Safer Recruitment

Galley Hill School operates under Safer Recruitment practices in line with Galileo Academy Trust's Recruitment Policy. All interviews and shortlisting will be conducted with a minimum of one member of staff who has attended Safer Recruitment training and all checks necessary for the post will be made prior to an employee beginning their employment. A clear audit trail of decision making and checks is kept on file. Specific checks and who made them are recorded on the school's Single Central Record. See the school's Child Protection Policy for further information.

Health and Safety

At Galley Hill School, the health and safety of children and adults is of principal importance. Parents and carers send their children to school each day with the expectation that school provides a secure environment in which their children can thrive and flourish. The school has a comprehensive Health and Safety Policy that details the measures in place to ensure the environment is well maintained and safe for staff and pupils alike. Any defects must be reported at once to a senior leader.

Mobile Phones

At the main entrance, there is a sign that states mobile phones should not be used in school. Members of staff in reception remind visitors of this when they sign in. Members of staff in school are expected to challenge anyone they see using a mobile phone during school hours or when children are present.

Members of staff must keep their mobile phones switched off at all times during school hours and when children are present. Mobile phones must not be in view of children at any time. On trips and residential, adults should ensure they have a school mobile phone with them at all times to use in case of an emergency. Photographs of children should never be taken on a mobile phone that belongs to a member of staff.

Other Relevant Policies and Guidance

Child Protection Policy
Supporting Pupils with Medical Needs
Asthma Policy
Behaviour Policy
Attendance Policy
Anti-Bullying Policy
Educational Visits Policy
Recruitment Policy
Health and Safety Policy
Social Media Policy
Keeping Children Safe in Education 2018
Working Together to Safeguard Children 2018
Use of Reasonable Force 2013

Review

This policy will be reviewed on an annual basis or more often if necessary.