



Policy for **Safeguarding**

Updated : October 2020

Safeguarding Policy

The government has published a policy "Safeguarding Children" (DCFS/027/2004) and we have used this in formulating our own Safeguarding Statement.

Malin Bridge Primary School: Safeguarding Children Statement

At Malin Bridge 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 do everything possible to ensure that this expectation becomes a reality. In order to do this a wide range of measures are in place:

The Health and Safety Policy

The school has a health and safety policy, which is monitored by the Resources committee of the school governors. We follow all safeguarding guidelines as laid out by the SSCB (Sheffield Children's Safeguarding Body).

The Local Authority regularly monitors schools and their provision to ensure high standards of Health and Safety. The Governing Body also produces a monitoring report on an annual basis usually during the summer term. All adults in the school have a duty to ensure the site is well cared for and in a safe state. They have an obligation to report promptly any concerns to either the Headteacher or the Buildings Officer. The Buildings Officer will then carry out an initial examination, assessing what remedial action needs to take place.

Each term there is a fire drill that practices a safe and efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment. There is also a critical incidents policy that details what staff and parents should do in the case of emergencies.

In addition to the Health and Safety Policy there is a Whole School Food Policy. This identifies safe practices in the school and the dining areas.

First Aid

In school there are always trained members of staff who oversee first aid. There are a number of first aid kits situated around school. 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

- A note is sent home to parents and a copy of that retained in school
- For head injuries a Head Note is issued
- If there is any doubt at all a parent is contacted.

The school has a separate 'Administration of Medicine Policy' that contains details of exceptional circumstances under which the school may consider administering medicine. It is however the general policy of the school that only designated members of staff will administer medicines on these occasions and, if the relevant permission forms have been completed by a parent/carer, when a pupil requires medication during the day. In the case of a pupil needing medication during the day parents are also welcome to come into school to administer the correct dosage. 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.

Site security

Much has been done in recent years to improve the level of security at this site and it is now very good indeed. However, 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:

- External gates are locked 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 making themselves known at the main School Office and signing in.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Children will not be allowed to leave school unaccompanied during school hours.
- If collected by an adult during the school day, children must be signed out.

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 School Office. Then parents and police will be informed of the circumstances.

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 the school will attempt to phone home to ascertain each child's whereabouts.

The school works closely with the Local Authority's Attendance and Inclusion 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 appointed to work in school have a criminal records search called a DBS check. This search highlights people who have a criminal record or who have previous allegations made against them. If a potential candidate is unable to provide a clear DBS the school will not consider them for employment.

A Single Sheet Central register is maintained for all those adults working with the pupils.

The Headteacher is involved in all appointment panels where the candidates are external applicants. The Headteacher, the Deputy Headteacher, the Chair of Governors and Safeguarding Governor have undertaken training on Safer Recruitment.

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.

Induction of volunteers

Volunteers must also have Disclosure and Barring Certificate (DBS) clearance. 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. Visitors who do not have full clearance will not be left alone with a child or a group of children.

Welcoming visitors

It is expected that visitors with a professional role (for example, 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. The 'sign in' sheet has a column for indicating that visitors have a current DBS.

Child Protection Policy

The designated adults for Child Protection indicated in the Safeguarding Team Poster (appendix 1). The school has a detailed Child Protection & Safeguarding Policy. 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 regularly.

The school also has a policy on physical restraint: Positive Handling Policy. Malin Bridge Primary follows DCFS guidelines 10/98 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. For any complaints about the Headteacher the Chair of Governors should be contacted via the school office.

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly in subjects such as Personal, Social and Health Education we discuss relevant issues with the children. Topics include such themes as Drugs, Sex and Relationships and the potential dangers posed by others. Children are encouraged to explore and discuss these issues. The issues of child exploitation are dealt with sensitively in SRE for Y5/6 children. Radicalization and extremism are dealt with in P4C, RE and PSHE. All staff have been trained in 'Prevent Duty' and know the signs to look for and how to act upon them.

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 under the supervision of the Educational Visits Coordinator (EVC) always assesses visits as to the level of risk and all trips are authorised by the EVC. All staff are made aware of FGM and how to respond to any areas of concerns in this matter.

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

Internet Safety

Whilst children are encouraged to use the internet whenever relevant, this use must be carried out in a safe manner. Pupils should not be left unattended whilst

online and teachers will ensure that this does not happen in school. If teachers identify misuse, the issue will be reported to the Headteacher without delay.

As Designated Safeguarding Lead the Headteacher has in association with the Computing leader, overall responsibility for internet safety.

Inclusion

The school has a separate policy on 'Inclusion' (previously better known as 'Equal Opportunities'). The school aims to ensure that everyone is treated fairly; that all children are given equal access to the school and to its curriculum and that all are considered equal in the learning partnership. When children have special needs we make arrangements to make reasonable adjustments to enable those children to participate in the full range of activities.

Children with disabilities must have the opportunity to take a full and active part in every lesson and every measure is taken to ensure this.

We make every effort to prepare pupils 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 only by working together that we will make the school a better place.

Racism is tackled in both the RE and in the PSHE curriculum. The children take part in discussions designed to raise awareness and address prejudices.

Behaviour policy

Good behaviour is essential in any community and at Malin Bridge Primary School we have high expectations for this. A policy entitled 'Behaviour for Learning' is available and a detailed summary of this policy is included in the school's prospectus. These include information regarding the rewards and sanctions available to staff. Although the emphasis is always on celebrating pupils' positive behaviour, 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 member of staff good work
- Showing the Headteacher good work
- Certificates
- House Points and Prizes

Sanctions include:

- A telling off – ensuring a child is aware of the consequences of their inappropriate action.
- Being removed from the class
- Loss of playtime / lunch break
- Reporting to a senior member of staff
- A letter home / meeting with parents or carers
- Exclusion – temporary or permanent

Anti-Bullying Policy

The school also has a detailed Anti Bullying Policy which guards against the systematic and extended victimisation of a person or group by others. The school's response to this is unequivocal. An adult must be informed immediately and action will follow.

Although bullying in this school is very rare the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated.

Photographing and videoing

At Malin Bridge Primary School we believe we have taken a sensible and balanced approach to photographing and videoing, which allows parents to photograph and film providing they follow certain guidelines.

Firstly, parents must complete a consent form allowing photographs to be taken of their child / children by signing a permission slip upon their entry to school. Where school photographs are taken for use outside the school environment, specific consent will always be obtained. Secondly, any recorded images must be for the personal use of the individual. They may not be copied, shared or published.

Whistleblowing

If members of staff ever have any concerns about people working, paid or unpaid, they have a professional duty to inform a senior member of staff 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.