



# The Hyde

## **SAFEGUARDING POLICY OVERVIEW**

**This is an overview of all policies on safeguarding which are all available from the school office.**

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## 1. Safeguarding Children Statement

At The Hyde School the well-being, welfare, health and safety of all children is of paramount importance. We believe that our school is a place where children, parents and staff respect each other and enjoy working together. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. The Hyde School therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place:

## 2. Health and Safety Policy

The school has a health and safety policy, which is monitored each term by the relevant committee of the school governors.

The governors will also carry out an annual monitoring check. The school has two members of staff plus a governor who are responsible for health and safety matters, Richard Wilkinson (Site Manager) and Jo Djora (Headteacher) and who oversee this comprehensive list. Any concerns from staff are reported to any of the above and the site manager carries out an initial examination, assessing what remedial action needs to take place.

Each half term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment.

The school has adopted the TEFAT's critical incidents plan. This details what staff and parents should do in the case of emergencies.

## 3. First Aid

We expect all staff in school have undergone basic First Aid training and there are always members of staff on duty who oversee first aid. We ensure that we meet the statutory requirements for the Early Years Foundation Stage and staff hold current paediatric first aid qualifications. We have a well-resourced medical area. 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 and first aid is administered
- The incident is logged in the accident book
- Incident/Illness – teachers or TA's speak to the parent, if appropriate when picking the child up at the end of the day or they are contacted by phone. With all head injuries a letter is sent home with the child. In the case of serious head injuries or other serious injuries parents are contacted immediately by telephone and an ambulance called if required.
- If there is any doubt at all a parent is always contacted.

At The Hyde School it is the policy for a recognised named first aider/member of staff to administer medicines which are brought into school. Medication should only be in school when

absolutely essential. We administer medicine in line with that policy. Parents are, however, welcome to come into school at lunchtime if they wish to administer medicine themselves outside of these arrangements. Parents must complete a request for administration of medicines (available from the office).

## **4. Site Security**

The Hyde 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:

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. Parents and police will then be informed of the circumstances. Please refer to the Security, Missing Child, Uncollected child and Late collection of Child Policies.

## **5. Attendance**

Excellent attendance is expected of all children, but when children are unwell parents are expected to inform the school their child will be absent by telephone or e-mail on the first day before 9.15am.

The school works closely with the Local Authority's Education Welfare Officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term, 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. OTIS Bear (On Time In School) is won weekly by the class who has the best attendance. OTIS joins in with that class for the week and his adventures are shared in assembly the following week.

## **6. Appointment of Staff, Inductions, Work Placements**

With effect from March 2002, all staff who are appointed to work in school have to undergo an enhanced 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. It also identifies any teachers that have been prohibited from teaching. Offers of appointment to The Hyde School will be made on a provisional basis until receipt of the enhanced DBS is received. If potential members of staff are found to have a criminal record the offer of appointment will be reconsidered by the Headteacher and the Governing Body.

We also follow the supplementary advice in the "Keeping Children Safe" Statutory Guidance from the DfE detailing the requirement for childcare disqualification checks to be carried out on relevant staff working in schools and academies.

These checks arise from the Childcare (Disqualification) Regulations 2009, which in turn arose out of the Education Act 2006.

**The Regulations prohibit anyone who is disqualified themselves under the Regulations, or who lives in the same household as a disqualified person, from working in the relevant settings, including in schools.**

### **The staff and settings covered by the further guidance**

The following categories of staff in nursery, primary or secondary school settings are covered by the Childcare (Disqualification) Regulations 2009:

- staff who work in early years provision (including teachers and support staff working in school nursery and reception classes);
- staff working in later years provision for children who have not attained the age of 8 including before school settings, such as breakfast clubs, and after school provision;
- staff who are directly concerned in the management of such early or later years provision.

The Regulations refer to employing a person “in connection with” these provisions and we therefore conclude that:

- Infant and Nursery Schools - All staff and volunteers will be covered
- Primary/Junior Schools - All staff and volunteers are covered as it is unlikely in such settings that staff are always exclusively working with those under the age of 8.

### **Who is disqualified ?**

A person is disqualified if **any** of the following apply:

- they have been cautioned for, or convicted of certain violent or sexual criminal offences against adults and any offences against children;
- they are the subject of an Order, direction or similar in respect of childcare, including orders made in respect of their own children’
- that have had registration refused or cancelled in relation to childcare of children’s homes or have been disqualified from private fostering;
- they live in the same household where another person who is disqualified lives or works (disqualification ‘by association’).

Full details of what constitutes “disqualification” are in the Schedules to the Regulations

<http://www.legislation.gov.uk/uksi/2009/1547/contents/made>.

New staff are inducted into safeguarding practices. Newly appointed staff members will be 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.

## **7. Induction of Volunteers**

Volunteers who help in school on a regular basis must also have an Enhanced DBS clearance and the same checks for disqualification apply. One off occasions do not warrant a check but

the volunteer must be supervised at all times. When having extended contact with children, e.g. hearing them read, children should not be left alone with an adult and there should always be a minimum of 2 present. When an adult visitor may be in and around the school building a full DBS search will be conducted. The school office will provide all the paperwork necessary for the check. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

## 8. Welcoming Visitors

All visitors will sign in via the electronic Visitors Entry System which captures a photo image of them and prints this to a label for them to wear. It is **not** assumed that visitors with a professional role i.e., members of LA/TEF, the police service and health service, etc. will already have relevant clearance. DBS clearance is also required for these visitors who work routinely in out school.

Staff visiting on a regular basis must have an Enhanced DBS check. Written confirmation that appropriate checks have been completed will be provided to school by their Service Manager.

In the case of Health Authority Staff, The Primary Care Trust will provide written confirmation that appropriate checks have been carried out on their staff.

Unless school has evidence that visitors have an enhanced clearance they will not have unsupervised access to children.

## 9. Child Protection Policy

The designated adults for Child Protection at The Hyde School are the Headteacher: Jo Djora, Deputy Head: Sian Morris, Learning Mentor: Lisa Pratchett and Assistant Headteacher: Keith Marsh. All members of the Senior Leadership Team have undergone Level 1, Level 2 and Level 3 Child Protection Training. The Governing Body's designated Child Protection governor is the Chair of Governors, Stuart Lester. TEFAT's designated Senior Leader for Safeguarding is Rachel Jones (Director of Education) 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 at least every three years.

This school follows DfES 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. Please refer to Physical Restraint Policy.

All allegations of abuse by or complaints of a teacher will be referred to the Headteacher immediately. The Head teacher will not investigate the allegation itself, or take written or detailed statements, but will assess whether it is necessary to refer to Local Authority Designated Officer (LADO). We will follow the Managing Allegations protocol set out by the LA/TEF.

If the Headteacher decides that the allegation warrants further action, they must immediately make a referral to the LADO: 020 8359 2000

For any complaints about the Headteacher the Chair of Governors should be contacted directly.

## **10. 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, E-safety 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. At all times there have to be appropriate staffing levels and when the curriculum is taking place out of school appropriate and agreed pupil/adult ratios are maintained. The lead adult always assesses visits as to the level of risk and will complete a risk assessment form which will be authorised by the Headteacher before the trip can take place.

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

## **11. Internet Safety**

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. Parents are asked each year if they agree to their child using the internet. 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 Headteacher without delay.

As Child Protection Officers the Headteacher, Deputy Head, Assistant Head and Learning Mentor have overall responsibility for internet safety. Any incidents are recorded.

## **12. Behaviour Policy**

Good behaviour is essential in any community and at The Hyde we have high expectations for this. The discipline of the school is taught by example. Quiet reminders from the Headteacher and the staff bring the need for good behaviour to the children's attention.

The numerous rewards available to children include:

- Verbal praise
- Stickers

- Showing another teacher good work
- Certificates

Although the emphasis is always on the positive there are also times when children have to be recognised that there are consequences for poor behaviour and decisions in order to maintain the safety and security of all children. For a detailed review please refer to the Behaviour Policy

## 14. Anti Bullying Policy

At The Hyde School we are committed to providing a safe and secure environment for all our pupils to learn in. We promote an ethos of treating everyone with respect and ensure that there are strategies in place for dealing with bullying sensitively if, and when, it occurs. If bullying does occur at our school, pupils are listened to and both the victim and bully are helped and supported. At The Hyde all staff are sensitive to any signs of bullying and all pupils are expected to tell a member of staff if they know that bullying is happening. The school is not directly responsible for bullying incidents that occur off school premises. However, where a pupil tells of a bullying incident off the school premises to a member of staff, a range of steps are taken depending on the nature of the bullying incident.

At The Hyde Bullying is defined as deliberately hurtful behaviour, **repeated over a period of time**, where it is difficult for victims to defend themselves.

Bullying can take a number of forms:

- **Emotional** – which can include being unfriendly, excluding, tormenting, sending malicious e- mails or text messages
- **Physical** – which can include theft, damage to property, pushing, kicking, hitting, punching or any use of violence
- **Verbal** – which can include name-calling, sarcasm, spreading rumours, teasing
- **Racist** – which can include racial taunts, graffiti, gestures
- **Homophobic** – which involves discrimination relating to sexual orientation.
- **Sexual** – which can include unwanted physical contact or sexually abusive comments

For a detailed review please see the Anti bullying Policy

## 15. Racial Tolerance

At The Hyde 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 The Hyde school even better.”

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

## 16. Photographing and Videoing

There has been a lot of controversy recently about adults photographing and filming young people. The concerns are genuine, however at The Hyde School we have taken a sensible,

balanced approach, which allows parents to photograph and film providing they follow certain guidelines:

- Images must be for private use only and must not be put on the internet (particularly if a parent posts a picture on the web that shows children other than their own).
- Parents consent to school taking photographs by signing a permission slip upon entry to school. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.

## **17. 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. See the Whistleblowing Policy for more detail.