

Ysgol Glan Gele



SAFEGUARDING POLICY

The policy will be reviewed every 3 years or earlier if necessary.

Ysgol Glan Gele Infant School fully recognises its responsibilities for safeguarding children in our care. Our policy applies to all members of Staff, Governors, Students and Volunteers working in school. This policy should be read in conjunction with the following:

- All Wales Child Protection Procedures 2008 document
- Child Protection Policy
- Health and Safety Policy
- Risk Assessments
- Staff Handbook

Many different aspects must be considered when ensuring that we are doing all possible to protect the children while they are in our care, at Ysgol Glan Gele the following procedures are in operation.

CHILD PROTECTION

All staff are aware of the sensitive nature of any disclosure of abuse and what they should do in the event of a disclosure. Ysgol Glan Gele has a designated Child Protection Co-ordinator and Governor.

CCTV

The school is monitored by 24 hour colour surveillance cameras, with coverage of the whole school grounds.

SCHOOL GATES

There are 4 entrance gates into the school grounds. The main front entry gate onto Ffordd Y Morfa and nursery side gate are padlocked during the school day; the outer side school gate near the office and car park gate are shut but not locked. The large side gate on the playground is always locked and is only used by contractors and emergency vehicles under supervision. All visitors are encouraged to enter via the side school gate near the main office entrance and to always shut the gates behind them. Parents are asked not to enter through the car park gate when bringing their children to the breakfast club after half past 8. A car park attendant is on duty from 8.30am

until 9.15am and from 2.45pm until 3.45pm to ensure unauthorised vehicles do not enter the school car park causing congestion and risk to pupils.

PERSONAL SAFETY

There are many potential hazards within any building and its surrounding grounds and the school is no exception. Both pupils and adults need to be aware of their own personal safety and manage personal risk. At Ysgol Glan Gele from their entry into Nursery, pupils are reminded of these day to day hazards and their need to manage and navigate safely around the premises.

School rules are designed to scaffold and support children as they develop a sense of personal safety and wellbeing. They need to begin to understand that ignoring these important rules may result in consequences to their health and wellbeing.

This is an important part of Personal and Social Development which is at the core of the Foundation Phase Curriculum in Wales. Staff must also ensure that they adhere to all protocols within the school and grounds to ensure their own safety and acknowledge that to ignore these protocols can result in personal injury.

GROUNDS SAFETY

Risk assessments are in place for all the playground equipment and structures. Pupils are regularly reminded which areas they are allowed to play in and which are not be used during playtime and lunchtimes. Additional gates and fencing within the grounds section off parts of the playground, Forest School, Digger Land and rear play areas. External steps are marked with paint to aid visibility. Handrails are in place on both sides of stepped areas and ramps. All pupils are made aware of the playground rules and their own individual responsibility to keep themselves safe by behaving appropriately and following the rules at all times. They are reminded regularly of these rules during assembly and Time to Talk sessions in classes.

ENTRY INTO SCHOOL

Children who are brought to school after 9.00am must be brought to the main entrance doors near the office and be signed in, giving a reason for their lateness. Children who are taken from school before the end of the day must be signed out, again giving a reason for why they are being collected early. Visitors to school must also sign in, giving the reason for their visit. In the absence of their own identification card, they will be issued with a school visitor's badge or sticker.

EXTERNAL DOORS

Outside entrance doors are closed when school is in session unless being used by a class.

The class doors are left open so that children have access to the outside area as part of their activities, however external gates are locked, and there are always staff present.

There is a porch with a window into the office on the main door for visitors/parents before they are admitted into school by the secretary.

END OF THE SCHOOL DAY

The school day ends at 3.15pm. All children are collected from outside their classroom or escorted outside by their class teacher and/or Teaching Assistant; if the class has a supply teacher then a permanent member of staff will assist at the end of the day.

Children must only be released when the person collecting them has been seen by the Teacher/Teaching Assistant.

If there are any doubts about who is picking up a child the Headteacher, or in her absence the Senior Teacher, must be contacted.

INCIDENT AND ACCIDENT REPORTING

All accidents are recorded using the accident reporting system. This records the incident confidentially for school records as well as providing an information slip to be sent home to the parent. However if an injury is causing concern however small, there will be a phone call to the parents to inform them of what has happened and offering them the opportunity to come to school to assess the situation themselves.

All other incidents - reports of name calling, hurting, inappropriate behaviours etc are recorded in the Class Incident Books, all staff are reminded to record all incidents however minor.

FIRST AID

Ysgol Glan Gele has 7 fully qualified first aiders on staff; all other staff have received basic first aid training.

First Aid supplies are kept in the First Aid room

First Aid bags are available to take when the children are going on visits away from school. A checklist of additional things to take on a visit is also available in the First Aid Room

HYGIENE

All classes have tissues to support germ control. There are also hand sanitisers located in key areas around the school. Posters are used in the corridors and toilets to encourage children to wash their hands after visiting the toilet or before eating.

VISITS

Children wear high visibility jackets when they leave the school grounds on foot for walks and visits to local areas.

Any visits requiring transport will be made on buses that are fitted with safety belts and using companies approved by the LA. or the School mini bus. A number of booster seats are available in school should children occasionally need to travel in fully insured staff cars. The school mini bus is serviced every six weeks by Conwy LA and insured

through CCBC. All mini bus drivers hold the MIDAS qualification which is renewed every 4 years.

When children leave the school grounds a class information sheet must always be taken by the lead person. The sheet provides information on individual children who have specific medical needs or conditions as well as information about photographic restrictions that some children may have. The schools contact number is also on the sheet. Generic and specific risk assessments are written and adhered to by all staff and helpers attending a school trip.

SUN SAFETY

In hot and sunny weather parents are expected to apply sun cream to their children in the morning, children may bring sun cream with them, in a labelled bottle, to re-apply themselves if requested by the parent. School has purchased legionnaire style hats for children to wear when working on activities in the outside area.

PARENTAL CONSENT BOOKLET

On entry to school all parents are asked to complete a Parental Consent documentation. These documents contain information on the policy of photographing children, seeking emergency medical attention and information of food allergies or intolerances. Parents are asked to give their consent to all the issues contained in the documents.

A summary of the information provided by parents is included in the class planning file and on the class information sheets. The original consent form is kept in the child's file.

Twitter

The school has a TWITTER account to aid communication with families. Privacy controls are in operation on the account. The school does not have a Facebook account.

ADMINISTERING MEDICATION

School does not administer medicine as a rule. Parents' are requested to come into school to administer medicine if it is required

RISK ASSESSMENTS

Risk assessments are carried out for all areas and activities that involve children and staff. Risk assessments are also carried out for off-site visits and recorded

according to Conwy's EVC policy. Specific risk assessments will be carried out for staff returning to work on a "phased return" basis or who are pregnant.

FIRE SAFETY

Fire drills are carried out termly; the assembly point is on the school playground. All staff are aware of the procedure to follow upon hearing the alarm.

A fire evacuation plan is displayed in different areas of the building clearly stating the nearest emergency exits.

The fire alarm system is tested regularly by an external company. Fire alarm points are tested regularly by school staff.

CRITICAL INCIDENT

For an emergency, that is not a fire in the building, staff will be alerted by the continuous ringing of the school bell. All staff are aware of the procedure to follow on hearing the bell. Senior leaders will take charge and issue immediate advice to staff. The emergency services will be called and LA informed immediately. The door will be locked if appropriate.

SCHOOL STAFF

Ysgol Glan Gele follows the County guidelines on the safe recruitment of staff; all staff are checked by the Disclosure and Barring Service (DBS).

There is always an adequate number of staff on duty during playtimes and there are always members of staff on duty to greet the children at the door in the morning.

Staff are not permitted to have their mobile phones or personal cameras in class when the children are in session.