

Photographing Children

We understand that parents/ carers like to take photos/videos of their children in school plays, at sports day and presentations. This is a normal part of family life and we do not discourage parents from celebrating their child's success.

There are however a number of restrictions on the use of images of children and also Health & Safety considerations. At Brooklands we adhere to following guidelines:

We seek written parental consent for the use of photographs for use by the school, this includes the school website and brochures, when a child joins the school.

If visitors come to school to make videos or take photographs for use outside the school we will seek specific parental consent.

Staff should be sensitive to the feelings of our pupils who may be uncomfortable about being photographed

Staff should be aware of the use of flash photography and the impact it may have on some of our pupils.

Children are never named in our publications.

Children with Special Educational Needs (SEN)

We recognise statistically that children with behavioural difficulties are most vulnerable to abuse. All members of staff who support these children will be made aware of the need for vigilance for the signs of abuse.

E-Safety

The school has a separate policy on internet use and E-Safety

Transporting Pupils

In certain situations e.g. out of school activities, staff, volunteers or governors may agree to transport pupils. Wherever possible any transport arrangements should be made in advance by a designated member of staff. Any transport should be provided other than in private vehicles, with at least one adult additional to the drive acting as an escort.

Before and After School Activities and Educational Visits

Staff and volunteers should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting or after school activity.

Staff and volunteers remain in a position of trust and the same high standards of conduct apply.

The school has a policy on educational visits which forms part of the Safeguarding Policy.

Visitors to School

All visitors should report immediately to the school office, there are signs displayed at all entrances to this effect.

If the visitor has completed a DBS check then they will gain unsupervised access to the school and an ID badge with a blue lanyard will be issued.

For those visitors who have not been DBS checked a red lanyard will be issued. All staff are aware that these visitors must NOT be left unsupervised at any time. They must wait at reception until a member of staff is able to supervise access.

If you have any concerns around safeguarding of the children at Brooklands Primary School, or you would like further information please see the Headteacher.

Brooklands Primary School Safeguarding 2015



The Governing Body fully recognises that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children (Section 175 of the Education Act 2002). We adhere to the LA's Safeguarding Children Board Procedures.

We recognise that all members of the School community, including volunteers and governors will at all times play a full and active part in protecting our children from harm.

Tel: 0161 973 3758

Email: brooklands.secretary@traffordlearning.org

The following policies are linked to the information contained within this leaflet:

Safeguarding
Health & Safety
Pupil Discipline
Attendance
Sex & Relationships
Medication in School
Anti-Bullying
E Safety
Confidentiality
Recruitment
Inclusion
Whistle Blowing

The information enclosed outlines how we as a school and a community intend to keep our children safe. The policies and guidelines are not intended to be exhaustive but rather ensure we keep our children safe at all times.

Entry and Exit from the school

All visitors must use the main entrance during the school day.

All visitors must report to the main reception.

Staff/ Volunteers/ Visitors

If a member of staff, visitor or volunteer has any concerns or queries about anything contained within this leaflet they should seek advice from a member of the Senior Management Team immediately.

All members of staff are required to wear their ID badges at all times.

Windows should not be blocked or covered

Conduct

Everyone in school is required to work in a professional way with children. Everyone should be aware of the dangers in:

- Working alone with a child (a door should always be open with a clear view of the room)
- Cultural and gender stereotyping
- Dealing with sensitive information
- Giving and receiving gifts from parents and children
- Contacting children through private telephone (inc texting) emailing, MSM or social networking sites.
- Disclosing personal details inappropriately,
- Meeting pupils outside of school hours or school duties.

Confidentiality

Members of staff and governors may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or hi/her family must never be disclosed to anyone other than on a need to know basis. Pupil and staff records are all kept securely.

Safer Recruitment

When recruiting new staff at least one member of the interview panel must hold the Safer Recruitment certificate. **Matthew Copping (Headteacher)** holds this certificate. One governor has also completed the training

Designated Members of staff

The designated members of staff keep child protection records securely, offer advice and support to colleagues, pass on concerns to the relevant authorities

and liaise with social workers. The designated member of staff at Brooklands Primary School is Matthew Copping.

Allegations against a member of staff

Any concerns about a member of staff's conduct should be passed to the Headteacher. The Chair of Governors will be informed and an investigation will be carried out.

Single Central Record

The Single Central Record holds information on all staff, volunteers and contractor working in the school. The administration staff are responsible for the upkeep of the SCR and the Headteacher monitors this regularly in line with the requirements of OFSTED.

Governors

The Governors at Brooklands Primary are aware of their role in safeguarding children. They review the Safeguarding Policy annually and ensure independent contractors have the required child protection procedures . A designated governor liaises with the school to review all policies and procedures.

Pupils

Physical Contact and Restraint

Members of staff may have to make physical interventions with children. This should only be done by staff who have received the appropriate training and where necessary to protect the child/ others from danger