

# **Ingrow Primary School Safeguarding Policy for Parents**

At Ingrow the health and safety of all children is of paramount importance. As parents, you send your children to school each day with the expectation that school provides a secure environment in which they can flourish. In order to ensure that this expectation becomes reality, we put a wide range of measures in place:

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

## **First Aid**

The Ingrow policy is that members of staff will not give medicines at all. In the case of a pupil needing medication during the day parents are welcome to come into school to administer correct dosages. For the majority of medicines a dose before and after school is perfectly adequate.

In school there are always trained members of staff who volunteer to 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 are 4 steps staff follow - A trained first aider is consulted - The incident is logged in the accident book- For head injuries a Head Note is issued - If there is any doubt at all that the injury is serious a parent is contacted with advice to take the child to hospital.

## **Site security**

Ingrow provides a secure site, but the site is only as secure as the people who use it. So we ask everyone to follow a few simple steps:

**Make sure all gates are closed**, except at the start and end of each school day. Make sure doors are kept closed; this is to protect children and staff from unknown visitors entering school.

Make sure that empty classrooms are secure and the windows are closed and lights turned off.

If you are a visitor, volunteer or student we ask you only enter through the main entrance and sign in at the office window.

If you need to collect a child during school, we ask you to collect them from the office and sign them out. Children will only be allowed home with adults with parental responsibility or confirmed permission.

## **Attendance**

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephoning the school office. If the office has not been given a reason for a child's absence, the school has a policy of phoning home to find out why the child has not arrived in school.

At Ingrow we take attendance and punctuality very seriously, and take legal action against parents who do not ensure good attendance and punctuality.

## **DBS Checks**

At Ingrow we welcome volunteers and visitors into school and recognise the important part they play in enhancing our curriculum.

Safeguarding children is a vital part of our work and all staff and volunteers who work with children within school have had a DBS check with barred list information. Visitors, who do not have clearance, will not be left alone with a child or group of children and will be escorted around school by a member of staff

## **Safeguarding Policy**

Mrs. A Vinnicombe, Mrs A Campbell, Mrs L Murphy and the governor Mrs P Freeman are the designated adults in school, and deal with any incidents of safeguarding children. 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 directly.

We do allow parents to take photos and short camcorder clips of their children when involved in a school production or assembly. Parents are asked to sign a privacy declaration should they use any of the above this is to say the photos are for family memrobilia only. Upon entry to school parents consent to school taking photographs and photos for local press etc is obtained.

In school we deal with safeguarding in different ways. In Personal, Social and Health Education, we discuss relevant issues with the children - such as Drugs, Sex and Relationships, Stranger Danger and Racism, Bullying, Cyber Bullying and E-Safety. Children are encouraged to explore and discuss these issues. During other lessons 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 always assesses visits as to the level of risk and all trips are finally authorised by the Headteacher.

## **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 are never left unattended in school and E-Safety is taught as an important part of our school curriculum.

## **Equal opportunities**

"At Ingrow we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at Ingrow are considered equal in the learning partnership. When children have special needs we make arrangements to inform parents and design specific programmes".

Children with disabilities must be able to take a full and active part in every lesson and every measure must be taken to ensure this.

## **Behaviour policy**

Good behaviour is expected at Ingrow Primary School and we have high expectations of the children. Although the emphasis is always on the positive, there are times when children have to be disciplined in order to maintain the safety and security of all children.

We think that rewards are very important children have the opportunity to receive stickers , showing another teacher good work, showing the Headteacher good work, team points, certificates, Golden Time and celebrating good work and behaviour in VIP assemblies.

In school we follow a ladder of behaviour consequences:

- The child is warned and given a chance to choose to do the right thing
- The child is removed from the class / works in another class
- The child loses playtime
- The child is reported to a senior member of staff, a letter is sent home
- The child is excluded from school by the Head teacher.

Staff are discouraged from handling children, but when they deem it is safest to do so guidance has been given on safe methods of restraining a child so that they do not harm either themselves or others.

## **Anti Bullying Policy**

At Ingrow the definition of bullying is: "A systematic and extended victimisation of a person or group, by another or group of others."

Children are told that silence is the bully's best friend. Although bullying in this school is rare the school always acts quickly with a process of investigation, communication and action. Bullies will not be tolerated. It is in working together that we will make Ingrow even better.

Further information on school policies can be accessed via the school website or a copy can be obtained from the school office.