



St Mary's R.C. Primary School

Safeguarding Policy

Sep 2016

Vision:

We believe that every child is a gift from God, therefore, we aim to provide an outstanding and happy Catholic education which develops the 'whole child' whilst enabling them to reach their full potential.

Mission statement:

We love God ... so we follow the examples of Jesus

We love learning ... so we always do our very best in everything

We love each other ... so we treat each other as we want to be treated

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Overview

At St Mary's R.C Primary School, we are first and foremost a Catholic school and believe that every child is a gift from God. We are, therefore, fully committed to the fact that children have a fundamental right to be protected from harm and they have a right to expect our school to provide a safe and secure environment. The school understands the responsibilities set out under section 175 of the 2002 Education Act to work together in partnership with other agencies to help children grow up in a healthy and safe environment.

This policy draws on guidance for schools set out in: The Children's Act of 2004, Working Together to Safeguard Children DCSF (updated 2015) Safeguarding Children and Safer Recruitment in Education DCSF 2007, Lord Laming report on Safeguarding 2009, Keeping Children safe in education (updated March 2015)

This policy should also be read alongside the Child Protection and Health and Safety Policies as well as others referred to within this policy such as Anti-Bullying and E-safety Policies. See also 'An information and guidance document for schools Care and Control, Rochdale Borough Council.

Aims and Objectives

The aims and objectives of this Policy are to ensure that all our staff promote an environment where children can learn in a safe, caring, stimulating and positive school and where their social, physical and moral development is our highest priority. All pupils will know they are valued and their concerns will be taken seriously and addressed by the adults who care for them. We want all children to feel safe and know what to do if they ever have concerns about any aspect of their physical or emotional safety.

In promoting the health and well-being of pupils, we aim to help children to become confident, responsible, trustworthy and resilient. In our school, we respect our children. The atmosphere within our school is one that encourages all children to take and make

decisions for themselves. We will promote the emotional intelligence of our pupils so that they are aware of their own emotions and the effect their actions have on others.

This Policy sets out the roles and responsibilities of all adults who work in or support our school and, in so doing, provides guidance on how we will make sure our school is a safe and caring place for all our pupils.

We will ensure that this school works effectively with a wide range of agencies involved in the promotion of the health, well-being and safety of children.

Any fears or worries that children and young people bring into the classroom should not go unnoticed by staff. It is a guiding principle of the law and Child Protection procedures that the protection and welfare of the child must always be the first priority. The protection of children and young people is a shared community responsibility. It is a statutory duty to report any safeguarding concerns. Failure to provide an effective response can have serious consequences for the child.

Teachers and other education staff are in a unique position to identify and help abused children.

St Mary's RC Primary School fully recognises the contribution it makes to Child Protection and its duty to safeguard and promote the welfare of our children.

Definition of Safeguarding

Ofsted adopts the definition used in the Children Act 2004 and in Working Together to Safeguard Children. This can be summarised as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Strategies

All staff and adults within the school, including visitors/parents/volunteers/contractors, etc will always put the safeguarding and protection of every child above everything else. The Headteacher and Governing Body are responsible for ensuring that all aspects of this policy are adhered to and will update this policy in light of any statutory changes needed and in response to regular reviews.

The Headteacher must ensure that the Governing Body adopts appropriate policies and procedures to safeguard children in the school and that these policies are implemented by all staff.

All staff should be able to voice their concerns if they feel that a child is vulnerable, or if there are any particular practices which they feel are unsafe.

The Headteacher is the nominated designated person for safeguarding in the school and is guided by two principles; in accordance with the Children's Act, the welfare of the child is

always paramount; confidentiality should be respected as far as possible. The Headteacher will ensure that all staff are aware of their responsibilities in relation to child protection. Everyone at St Mary's school will be proactive in safeguarding every child within school and will aim to equip every child with the knowledge and support to enable them to understand their right to be safeguarded in all areas of their lives.

Safeguarding/Child Protection Procedures

St Mary's RC Primary School follows the Rochdale Local Authority guidance on Child Protection and the 'Guidance for Safe Working Practice for those Working with Children in education and Early Years Settings' as well as 'Keeping Children safe in education' and 'Working Together to Safeguard children'. (See also Child Protection Policy and Guidance).

Physical Restraint and Physical Contact with pupils

It is not illegal to touch a pupil. In fact there are occasions when physical contact, other than reasonable force, with a pupil is proper and necessary.

Examples of where touching a pupil might be proper or necessary:

- Holding the hand of the child at the front/back of the line when going to assembly or when walking together around the school.
- When comforting a distressed pupil.
- When a pupil is being congratulated or praised.
- To demonstrate how to use a musical instrument.
- To demonstrate exercises or techniques during PE lessons or sports coaching.
- To give first aid.

There may be times when adults, in the course of their school duties, have to intervene physically in order to restrain children and prevent them from coming to any harm. Such interventions will always be the minimum necessary to resolve the situation. The Headteacher will require the adult(s) involved in any such incident to report the matter to her immediately. A written record will be kept. See also 'An information and guidance document for schools Care and Control' Rochdale Borough Council May 2016, for further guidance, paragraphs 7-11.

Safer Recruitment and Selection

One of the most important aspects of ensuring the safety and well-being of children is to ensure that employees are recruited following a fair and rigorous recruitment process. At least one member of the Interview Panel should have completed the Safer Recruitment Training. Staff should have the appropriate qualifications for the post, DBS checks at the designated level and registration with the appropriate professional body. Recruitment details including references are collated in the Single Central Record. We ensure that there is a rigorous induction process for new staff – staff are made aware of the schools Safeguarding and Child Protection procedures and their responsibilities. The environment should reflect a respect for diversity and sensitivity to race, culture, religion, gender, sexuality and disability. The school follows Rochdale Council's Guidance for Safer Recruitment and abides by all the policies and

procedures to ensure that all staff and adults working with students are suitably vetted.

Safer Working Practice

Our school complies with the Rochdale Council 'Guidance for Safe Working Practice for those Working in education and Early years Settings' – revised May 2015. All Staff are given this guidance/code of conduct as part of the induction process and refresher training every year.

Safe working practice ensures that pupils are safe and that all staff, volunteers and Governors:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- work in an open and transparent way
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from school management over any incident which may give rise to concern
- record any incident or decisions made
- apply the same professional standards regardless of gender, race, disability or sexuality
- be aware of confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

Safeguarding Information for Pupils

All pupils in our school are aware that they can talk to any member of staff and this is actively encouraged. Pupils are made aware of what is acceptable and unacceptable behaviour towards them and how they can keep themselves safe. Our older children have lessons provided by Childline on what constitutes abuse and how they can report it. Pupils are given a real voice in school and taught that their voice will always be heard and what steps can be taken to protect them from harm. We have a very strong Catholic caring ethos of love and protection and this is taught in every aspect of school life including a strong Spiritual, Moral, Social and Cultural (SMSC) and Personal, Social, Health Education (PSHE) curriculum, including taught sessions and spontaneous sessions in response to certain incidents.

Partnership with Parents

The school shares a purpose with parents to educate, keep children safe from harm and have their welfare promoted.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information until we have permission or it is necessary to do so to protect a child.

St. Mary's will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents to discuss any concerns they may have with us and we make parents aware of our Safeguarding and Child Protection Policies and parents are aware that they can view these policies on request. They are also available on the school website.

School Training and Staff Induction

The school's Senior Designated Safeguarding lead/Person with responsibility for Child Protection (Headteacher) and any named deputies undertake specific Child Protection training which includes how to undertake their role every two years (Level 2) 'Working Together to Safeguard Children – multi agency training). They also undertake additional Level 3 training as appropriate and attend local briefings and updates and disseminate to all staff.

All other school staff, including non-teaching staff, volunteers and Governors undertake appropriate in-house training to equip them to carry out their responsibilities for Child Protection effectively. This is kept up to date by refresher training of three yearly intervals as a minimum requirement, plus in-house regular updated training. Staff are given refresher training on school specific Safeguarding/Child Protection procedures and local issues every year and are trained in applying all policies related to safeguarding including whistle blowing policy and staff code of conduct.

Health, Safety and Welfare Policy

The school has a Health and Safety Policy, which is monitored each year by the Governing Body.

The Headteacher, the Business Manager, the Caretaker and a Governor with responsibility for Health and Safety oversees the policy and its implementation. Any H/S concerns from staff, volunteers, Governors or pupils, or near misses, are reported to any of the above and the Caretaker carries out an initial examination, assessing what remedial action needs to take place.

Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual fire risk assessment as well as an emergency evacuation procedure from outside to inside.

There is an 'Emergency Plan' (Critical Incidents Plan) that details what staff and parents should do in the case of emergencies.

Site Security

St Mary's aims to provide a secure school site but recognises that 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. It is recognised that laxity can cause potential problems to safeguarding.

Therefore, the school ensures that:

- gates are locked except at the start and end of each day
- doors are kept closed to prevent intrusion
- wherever possible visitors and volunteers only enter through the main entrance and must sign in at the office
- children are only allowed home with adults/carers with parental

- responsibility or when confirmed permission has been received in advance
- shutters are installed on all windows and doors
- children are not allowed to leave school alone during school working hours and if collected by an adult, 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 office

Parents and Police will then be immediately informed of the circumstances.

Child Protection Policy

The Senior Designated Person for Child Protection is the Headteacher, Mrs Carmel Ruane. The Deputy Senior Designated Person for Child Protection is the Deputy Headteacher, Miss Christine Moore and the Designated Governor for Child Protection is the Chair of Governors. The detailed Child Protection Policy can be viewed in school or on the school website.

All allegations of abuse by or complaints about a teacher, other member of staff or volunteers, will be managed in accordance with Rochdale Child Protection Procedures. The Chair of Governors should be contacted directly where there are allegations/complaints against the Headteacher.

The Local Authority Designated Officer (LADO) for Child Protection oversees all allegations made against those who work with children.

Staff understand the need for confidentiality and information sharing is based on a 'Need to know' basis.

Meeting the Needs of Pupils with Medical Conditions

St Mary's is fully committed to all aspects of Health and Safety and ensures that a high proportion of staff have First Aid at Work/Paediatric qualifications and **all** staff have basic first aid training to ensure that all children are well cared for. See Health, Safety and Welfare Policy. Also see Asthma and Health/Safety/Welfare Policy.

SEND pupils

St Mary's is fully committed to inclusion for all pupils and ensures that every child's needs are met. All our staff receive regular training on Special Educational Needs and Disabilities (SEND) and how to adapt learning to meet all learners needs. Our highly competent Special Needs Co-ordinator (SENCo) ensures that more specific and complex needs of certain children are also met often through the support of outside agencies. Equality and dignity for every child are always paramount as well as ensuring every child's needs are met in a safe way, especially for our more vulnerable pupils. See Single Equality policy.

The Design of the Curriculum

The curriculum deals with Safeguarding in two ways. Firstly, in subjects such as PSHE and RE, relevant discussions around related issues take place with the children. Topics include such themes as Drugs, Alcohol, Sex and Relationships, Stranger Danger, E-Safety issues and Bullying. Children are encouraged to explore and discuss these issues at an age appropriate

level. Childline work with our older children to ensure they fully understand forms of abuse and what they should do in such cases.

Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices explained, such as using equipment properly in PE and Design and Technology. Appropriate staffing levels will be maintained at all times when the curriculum is being delivered outside of the school site. Appropriate and agreed pupil/adult ratios are always maintained. The lead adult always risk assesses visits and trips to ensure children are safeguarded and protected from harm before the event is finally authorised by the Headteacher, who is the School Educational Visits Coordinator.

Visiting speakers, with correct clearance and/or constant supervision are always welcome in school so that they can give specialist knowledge to the children.

We also constantly adapt the curriculum to meet the ever changing world and events which may arise which children need educating on to safeguard them.

All staff are trained as Educational Visits Leaders and follow our school policy to ensure off-site learning is fun, meaningful but safe. See Educational Visits Policy.

All staff are regularly briefed and updated about current trends and issues which may affect children nationally and also local issues and are taught to be vigilant about Safeguarding issues such as Female Genital Mutilation (FGM), Child Grooming and forced marriage as some examples. Children are taught within the curriculum at the appropriate level how to be pro-active and protect themselves beyond school from harm/to report any concerns or worries to any adults.

Internet / E-Safety

Children are encouraged to use the internet as much as is possible but at all times in a safe way. Parents are asked to give permission for their children to use the internet on entry to the school. Parents, pupils and staff must sign an appropriate usage form to ensure that they understand the risks and sanctions relating to misuse of the system in and beyond the school. If staff know of misuse, either by a teacher, staff member, volunteer or child, the issue must be reported to the Headteacher without delay.

The Headteacher has overall responsibility for internet safety and will have access to all email addresses and passwords provided. The school follows guidelines for Internet use/E-safety. We also have Computer Buddies - these children check that other children are accessing safe sites and report to adults if not or if any sites slip through the tight controls. See E Safety policy for further detail.

Inclusion Opportunities

At St. Mary's we welcome all children. Where a child has a recognised disability we will make all reasonable adjustments to accommodate their needs in school. This will include the availability of resources and accessibility of the school building and site. We will make every effort to ensure that children with special educational needs and disabilities maintain their entitlement when they enter the school. See Single Equality Plan.

Behaviour Policy

Good behaviour is essential in any community and at St Mary's we have high

expectations in this area. The school has a Behaviour Policy and a Code of Behaviour that must be adhered to by all children. This is shared with parents and is available on the school website and from the school office.

Although the emphasis is always on the positive, there are also times when children have to be disciplined in order to maintain the safety and security of all children.

Bullying

St Mary's adopts a zero tolerance to any form of bullying and ensures that there is a very proactive stance against bullying. All children know what bullying is and there are several ways to ensure all children can report any form of bullying. We are very proactive in our stance against bullying to prevent it within our school. See Anti Bullying Policy for further detail.

Equality, Discrimination, Racial and Homophobic Tolerance

St Mary's school is proud of our Catholic ethos and as such we only accept equality and tolerance of each other and we celebrate that we are all different but equal and loved equally by God. As a school, through education, challenge and discussion, we aim to prevent any such racist or homophobic incidents.

Such issues are discussed in both the RE and in the PSHE curricula. The children will take part in discussions designed to raise awareness and address prejudices. This work ensures that tolerance is at the forefront of everything we do.

Photographing and Videoing of Children in School

At St Mary's we have taken a sensible and balanced approach to photographing and videoing children on the school site including school shows etc. We allow parents to video and film their children but make it very clear that this is only for personal use and the images of other children must not be shared on social media without consent. All parents are asked to give consent and we respect the fact that some choose not to consent and ensure that strategies are put in place to ensure that no children or parents are put in a difficult position through their decisions.

Whistleblowing

If members of staff, volunteers or Governors have any concerns about people working in a paid or unpaid capacity with children, they have a duty of care (and in some cases a professional duty) to inform management accordingly. This can be done in writing or verbally and such issues will be managed with sensitivity and the necessary degree of confidence.

The school follows the Local Authority's policy on Whistleblowing and a copy of the "School Whistleblowing Policy" is available from the school office. See updated policy September 2015

Safety of Visitors to the School

We always aim to make parents, friends and any visitors very welcome. However, we will always put the safety of the children first and may refuse a visitor access if we have any concerns about the welfare of our children. We provide an information pack for visitors which makes it clear that we will do everything we can to support anyone with any specific

needs but it is their duty to tell us, especially if their health or safety would be compromised in the event of a fire or emergency in school.

Protecting vulnerable children within and beyond school

All staff have had appropriate training to ensure they know the possible signs of neglect or harm and also potential signs that vulnerable children are being exposed to harm outside of school, such as: Child Sexual Exploitation (CSE), Radicalisation and Female genital mutilation (FGM). Staff have been trained in what to look out for and report any concerns to the DSL who will then follow up and refer through the same channels as we would for any form of suspected abuse. We provide an outstanding SMSC curriculum and a wide range of opportunities for children to develop/understand the core British values and to develop the 'whole child' as well balanced adults of the future. All children are aware that they can talk to any adult at any time but we also provide regular 'Teacher Talk Time', Bully Busters are always on hand at breaks/lunchtimes and 'worry boxes' are in every class. All staff have been trained in the Prevent/Radicalisation strategy and aware of signs to look out for and how to report any concerns. See Prevent policy.

Staff

Whilst our staff always ensure that all the children are well cared for, we also have a duty of care to the adults in our school. As a result, no verbal or physical abuse will be tolerated to any member of St Mary's staff or visitors to our school. The Governing Body adopts a 'Zero Tolerance Policy' in the support of its staff.

Policy review

This policy document will be reviewed by the School Governing Body on an annual basis to ensure it is up to date with current legislation and best practice.

Outcome

Every child should feel that school is a happy place where they are valued, respected and always listened to and supported with any difficulties they may have – they should be able to trust any adult to help them. The school will do everything possible to ensure it provides a safe, secure and welcoming environment in which every child can work, learn and play, whilst being treated with dignity. We aim to develop the 'Whole Child' so that they can become well balanced adults who are equipped for their future.

Date: June 2014

Signed: Chair of Governors

Updated: Sep 2014

Updated: Sep 2015

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Reviewed: Sep 2016