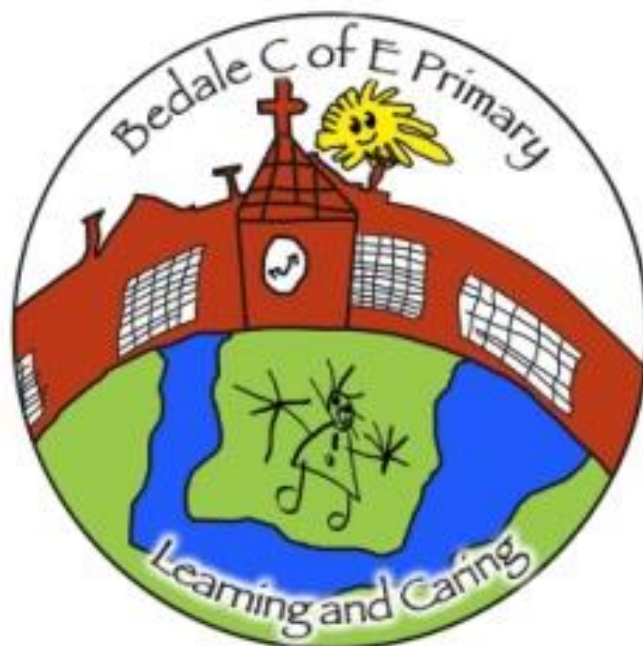


# BEDALE CHURCH OF ENGLAND PRIMARY SCHOOL



## SAFEGUARDING POLICY

Date of Agreement: June 2018

Date of Review: June 2019

Responsibility: Full Governing Body

When the government published "Every Child Matters" in 2003 it raised 5 key issues that were deemed essential in the complete development of each and every child. We have a duty to ensure that each child:

- Stays safe
- Is healthy
- Is able to enjoy and achieve
- Is able to achieve economic well-being
- Makes a positive contribution

There was a clearly stated need that, while each area of society has an important part to play in child development, schools must embrace the document both individually and collaboratively.

The government has published a policy "Safeguarding Children" (DfES/027/2004) providing guidance for schools. Our school has used this in formulating its own safeguarding statement.

At Bedale Church of England Primary School the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. We aim to fulfil this expectation by implementing and regularly reviewing policies relevant to safeguarding and promoting child welfare. A wide range of measures are in place:

### **Child Protection Policy**

The designated adults for Child Protection are:

#### **Designated Senior Person**

Mrs Elizabeth Turnbull – Headteacher

#### **Deputy Designated Senior Person**

Mrs Michelle Ball & Mrs Gillian Pritchard-Jenkins

#### **Governor with responsibility for Child Protection and Safeguarding**

Mrs Kate Loughlin

There is a detailed School Child Protection Policy, which is available on the school website or from the school office. This policy was written by North Yorkshire Education Child Protection and Safeguarding Managers and applies to all adults, including volunteers, working in or on behalf of, the school. It is the Governing Body's

duty to ensure that the policy is reviewed annually and any deficiencies within the policy addressed immediately. All staff and Governors have had appropriate child protection training, which is updated at least every three years.

All allegations of abuse by or complaints regarding a teacher will be dealt with following North Yorkshire Safeguarding Children Board procedures. A copy of this is available at 24hours notice. For any complaints about the Headteacher the Chair of Governors should be contacted directly.

### **Appointments of staff and induction of newly appointed staff, Governors and work placements**

Our school pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers, Governors and staff employed by contractors. As well as following traditional safer recruitment practices such as performing DBS checks and disqualification by association checks and verifying identity and qualification status, our school also complies with current government requirements and keeps an up to date, accessible single central record of all staff and adults who come in to regular contact with children in our school.

### **The following people have completed their accredited NSPCC "Safer Recruitment in education" training:**

Mrs Elizabeth Turnbull, Head Teacher

Mrs Michelle Ball, Assistant Head Teacher

Mrs Lisa Foster, Assistant Head Teacher

Mrs Kate Loughlin, Chair of Governors

### **All new staff are inducted into safeguarding practices.**

#### **Induction of volunteers**

For a single or "one-off" activity, such as an educational visit, which does not involve volunteers having unsupervised access or close contact with children the school may utilise volunteers who are not DBS cleared as long as the group leader is aware of this and exercises caution. For extended contact with children, when children may be left alone with an adult, or when an adult visitor may be in and around the school building, Enhanced DBS clearance is essential. The office performs this. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

#### **Welcoming visitors**

We have been assured by the NYCC's Director of Children's Services that any employee who attends school with a county council identification badge has completed an enhanced DBS check and does not need to be placed on the school's single central record. It is assumed that visitors with a professional role eg. the School Nurse or members of the police already have relevant clearance but the office will endeavour to check this before admittance is granted. See also the NYCC's Authorisation to Work scheme for further checking procedures.

### **Policies related to the Health and Safety of our pupils.**

The school has Health and Safety policies, which are monitored each year by the Headteacher and Chair of Governors. The Health and Safety Policy undergoes full review every year and all staff are required to read and sign the statement of intent. Any concerns from staff are reported to the Head teacher or Health and Safety Governor, Mrs Rogers, in the first instance.

**Health and Safety Governor:** Mrs Helen Rogers

**Health and Safety Adviser:** Mr Terry Bland

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

The Health and Safety governor conducts regular audits of all accidents, incidents and adverse events. This ensures that any trends in nature of accident, place, activity or person are identified. These audit results are discussed with the head teacher and the Behaviour/Health & Safety Governor Committee and appropriate remedial action is taken where necessary. The results are also included in a termly report to the full governing body by the Health and Safety Chairperson.

In addition to our Health and Safety Policy, we have to ensure that all aspects of food and nutrition in our school promote the health and wellbeing of pupils, staff and visitors.

**All staff have received Allergen Training– see register in safeguarding file**

### **First Aid**

In school there are trained members of staff who volunteer to oversee first aid. 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
- The incident is logged in the accident book.

Parents are notified by note or telephone depending on the nature of the incident. This includes a head injury form where appropriate.

If there is any doubt at all about the immediate health and safety of a child, their parents/carers and emergency services are contacted immediately.

**Paediatric First Aid:** Mrs Sara Pennock, Miss Emily Meakin, Mrs Jane Clark, Miss Hayley Smith, Mrs Helen Hunter, Mrs Lara Pike

**First Aid at Work:** Mr Peter Collins, Mrs Karen Gatenby, Claire Owers

### **Our Prevent Duty**

As part of Bedale Primary School's on-going safeguarding and child protection duties we are fully behind the government's *Prevent Strategy*.

From 1 July 2015 all schools have been subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the *Prevent Duty for Schools*.

At Bedale Primary School we build pupils' promote fundamental British values and give them the skills to enable them to challenge radical views. You can read about what we do to promote British values by clicking the British Values pencil on the left. The statutory guidance refers to the importance of *Prevent* awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. All our staff have received online training on what *Prevent* is about and how to deal with any issues they may see inside or outside school. The following staff have also completed Home Office WRAP (Workshop to raise awareness of prevent) training.

Mrs York  
Mrs Ball  
Mrs Turnbull  
Mrs Foster  
Mrs Pritchard-Jenkins  
Mrs Hall

### **Administration of Medicines**

We have an 'Administration of Medicines' policy to make it clear to parents in what circumstances we are prepared to administer medicines to children at school, and what parental consent is required when we do so. This policy can be viewed via the link on the school website. A register is also retained showing expiry date of all medication held in school (i.e. inhalers, epi-pens)

### **Site security**

Bedale Church of England Primary School site security is determined by the people who use it. Therefore, all people on the site have an obligation to adhere to the rules which govern it. Laxity can cause potential problems to safeguarding. Therefore:

Gates should be shut except at the start and end of each day.

Doors should be closed to prevent intrusion but to facilitate smooth exits.

Visitors and volunteers must only enter through the main entrance and after signing in at the office.

Children will only be allowed home with adults with parental responsibility or confirmed permission.

Empty classrooms should have closed windows.

Children should never be allowed to leave school alone during school hours, and if collected by an adult, must be 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. Then parents and police will be informed of the circumstances. Where it is evident that a child is more likely to leave the premises, e.g. due to special educational needs, then a specific named risk assessment will be completed and shared with all appropriate adults.

### **Attendance**

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone immediately, before 8.55am. If there is no notification the school has a policy of phoning home to ascertain each child's whereabouts.

The school works closely with the Local Education Authority's Welfare officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LEA, 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.

### **The Design of the Curriculum**

The curriculum deals with safeguarding in two ways. Firstly, in subjects such as Personal, Social and Health Education, relevant issues are discussed with the children. Topics include such themes as Drugs, Sex and Relationships 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. At all

times there has to be appropriate staffing levels, especially when pupils embark upon educational visits, where LA agreed pupil/adult ratios are maintained. The lead adult always assesses visits as to the level of risk, risk assessments are completed and all trips are finally authorised by the Headteacher and follow approved educational visit procedures dictated by the LA.

Visiting speakers, with correct clearance, are always welcome into school to enhance the learning experience.

### **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 if they agree to their child using the internet and all pupils must sign an Acceptable Use Policy. 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 Senior Designated Person for Child Protection, the Headteacher has overall responsibility for internet safety. Children are entrusted with a log-on to our new learning platform and homework is regularly set via this medium. Children are told of the schools high expectations and the consequences of inappropriate use.

### **See E-Safety Policy**

### **Equal opportunities and the Equalities Scheme**

We oppose all forms of unlawful or unfair discrimination, whether because of race, colour, ethnic or national origin, sex or gender reassignment, marital status, sexuality, religion or beliefs, disability, age or any other condition or requirement which places a person at a disadvantage and cannot be justified.

Our Equalities Policy is available upon request.

### **Policy for the Promotion of Good Behaviour**

Good behaviour is essential in any community and at Bedale Church of England Primary School we have high expectations. Our policy details the rewards and sanctions available to staff and can be viewed via the link on the school website. Although the emphasis is always on the positive there are also times when sanctions have to be applied in order to maintain the safety and security of all children.

Parents are informed immediately if we have serious concerns about the behaviour of a child.

### **Anti Bullying Policy**

The definition of bullying is: "The repeated use of any action with the intention of hurting another person." Bullying is not tolerated at our school and we reiterate this

message at certain times in the curriculum (e.g. in PHSE., Anti-bullying week, during circle time, Collective Worship)

The Anti-bullying Policy is available to view via the link on the school website.

### **Photographing and Videoing**

There has been a lot of controversy recently about adults photographing and filming young people. We have taken a sensible, balanced approach, which allows parents to photograph their children at school events (e.g. sports day, school plays) providing that they follow certain guidelines in accordance with the acceptable use of IT:

1. The images and/or footage can only be used personally by the child's close family.
2. The images/footage must not be used in any publication, internet/social/networking site without the consent of all parties involved

The school's governing Body feel strongly that any breach of these guidelines will be taken seriously and legal advice will be taken.

### **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.

The Whistleblowing Policy poster is on display in school.