

## Governors

Governors at this school 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 safeguarding link governor liaises with the school to review school policies and procedures and reports back to the governing body.

## Site Safety

Risk assessments carried out regularly & communicated to pupils & staff.

There is a designated Health and Safety Governor

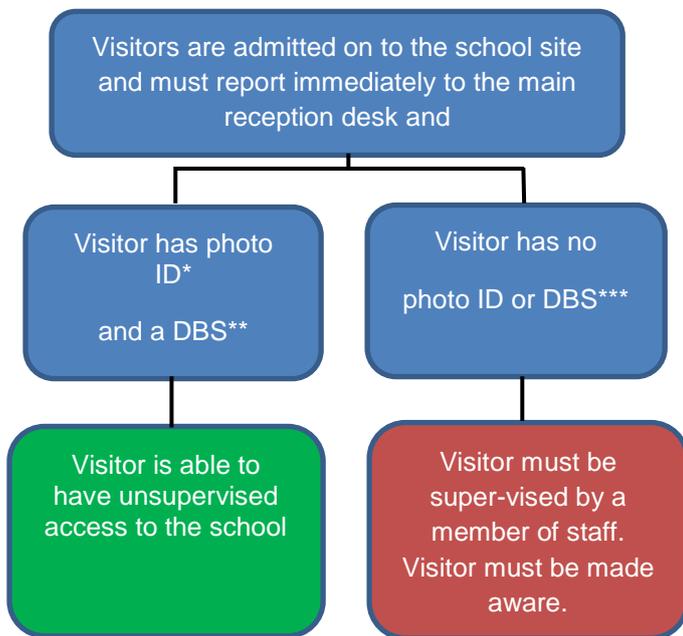
There an accident book and behaviour log (CPOMs) with evidence of action taken and impact of action.

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

All members of staff are aware of their responsibilities to report health and safety concerns to the site manager immediately.

Windows should not be blocked or covered.

## Visitors to School



\* Valid photo ID, Driving Licence or passport,

\*\* Schools should have a copy of letters from Plymouth Excellence Cluster/NHS/PCC to confirm that their employees are DBS checked

\*\*\* If a visitor does not have the relevant ID/checks they must wait until a suitable member of staff is available to supervise access.

All visitors must sign into the visitor's book. The member of staff signing the visitor in must ensure the visitor must wear a lanyard and must be supervised.



# Safeguarding Information

## What is safeguarding?

Schools have a statutory responsibility to keep children safe from harm. The National Society for the Prevention of Cruelty to Children (NSPCC) defines safeguarding as:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes

## What are schools expected to do?

Schools must comply with the current safeguarding guidance from the Department for Education, called Keeping Children Safe in Education. This means, for example:

- Having a designated safeguarding lead (DSL), who is trained to support staff, contribute to assessing children and liaise with other agencies
- Having a child protection policy, and procedures covering specific safeguarding issues
- Ensuring that adults working in the school are safe to work with children, by carrying out background checks (through the Disclosure and Barring Service) and having someone on interview panels who is trained in 'safer recruitment'
- Ensuring that all staff receive safeguarding and child protection training, and that this is regularly updated

The following policies are linked the information contained in this leaflet:

- Child Protection & Safeguarding,
- Health and Safety, Whistleblowing
- Positive Behaviour, Pupil Attendance
- Sex and Relationships, Medicines in Schools
- Anti-Bullying, E Safety
- Confidentiality, Safer Recruitment

## **Entry and Exit from the school**

- All visitors must use the main entrance during the school day. This is controlled by an intercom system linked to the school reception.
- All visitors must report to the main reception in upon entering the school premises.
- The side entry gates from Kingston and Redwood Drives are open from:

8.30– 9.00am

3.00– 3.45pm

Side gates are locked during school hours.

## **STAFF**

### **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 her/his family must never be disclosed to anyone other than on a need to know basis.

Pupil and staff records are all kept securely.

### **Safe Recruitment**

When recruiting new staff at least one member of the interview panel must have completed Safer Recruitment training. At Glen Park Primary both the Head Teacher and Deputy Headteacher, alongside the safeguarding link governor, have completed training.

### **Designated Safeguarding Lead Teachers (DSL)**

The designated members of staff keep child protection securely, offer advice and support to colleagues, pass on concerns to the relevant authorities and liaise with agencies. The designated members of staff at Glen Park Primary are:

- Anthony Hutchings (Head Teacher) & Claire Duncan (Deputy Head Teacher)

### **Allegations against a member of staff**

Any concerns about a member of staff's conduct should be passed on to the Head Teacher. The school has a Managing Allegations Against Staff policy which outlines how any allegations will be responded to.

### **Single Central Record**

The Single Central Record holds information on all staff, volunteers and contractors working in the school. The School Business Manager is responsible for the upkeep of the SCR and the Head Teacher monitors it regularly in-line with OFSTED requirements.

## **PUPILS**

### **Photographing Children**

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

However, there are restrictions on the use of images of children (e.g. data protection) and may be health and safety considerations. We adhere to the following guidelines:

- We seek written parental consent for the use of photo-graphs and images for use by the school (including the school website and brochures) when a child joins the school.
- If visitors come to the 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 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 not named in our publications.

## **FAQs**

### ***Who should I speak to for more information, or if I have a safeguarding concern?***

You can speak to any member of staff, but we recommend that your first point of contact is your child's class teacher or our DSL, Anthony Hutchings.

### ***Who should my child speak to if he/she has a concern?***

Your child can speak to any trusted adult in school. The adult will refer to the DSL if there is a concern about the safety of the child.

### ***How can I access more relevant information or policies?***

Copies of key safeguarding policies and documentation can be viewed on our school website at [www.glenpark.plymouth.sch.uk](http://www.glenpark.plymouth.sch.uk)

Further information can also be found via the Plymouth Safeguarding Children Board website at [www.plymouth.gov.uk/localsafeguardingchildrenboard](http://www.plymouth.gov.uk/localsafeguardingchildrenboard)