



Starks Field Primary School Safeguarding Policy

Signed By Chair of Governors: _____ Date: _____

Headteacher: _____ Date: _____

Last Reviewed: September 2018

Review Date: September 2019

STARKS FIELD PRIMARY SCHOOL SAFEGUARDING POLICY

At Starks Field the health and safety of our children is of paramount importance. Parents send their children to school each day with the expectation that we provide a secure environment in which their children can flourish. Starks Field therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place:

The Health and Safety Policy

The school has a Health and Safety policy, which is regularly reviewed. A copy of this policy is available from the school website.

As part of our Policy, we conduct termly Health and Safety inspections which are monitored by the Governors. The School Business Manager along with the Site Manager undertake the inspections and a comprehensive list is completed assessing any remedial actions which need to take place. The actions are then addressed by the appropriate parties. Any concerns from staff are reported to any of the above and an initial assessment takes place. After the Health and Safety inspection an action plan is developed with a time line on when any issues identified should be addressed.

There are regular fire drills so that efficient evacuation from the buildings can be practised. The Fire Alarm is regularly monitored and maintained by Carillion who also conduct a Fire Risk Assessment. Staff are aware of procedure in the event of the panic alarm sounding i.e. lock down. Staff are aware of the procedure in the event of the need to evacuate the site and our buddy school (The Latymer School) are aware of the process.

First Aid

In school, we have one designated Welfare Staff and additional trained staff in the office ensuring there is always full time welfare support during the school day. In addition there are a number of support staff trained to oversee first aid. A member of staff trained in first aid always accompanies all education visits. Procedures are also in place to ensure all injuries are recorded on the school management system. There are a number of first aid kits situated in welfare and around the school. Procedures in place for dealing with injuries include;

- Consulting a trained first aider
- Logging all incidents on the management system
- All head injuries are issued with a Head Note to take home
- Contacting parents or emergency services if the injury is a concern

In the case of a pupil needing medication during the school day parents are asked to come in and speak to our Welfare Officer who will advise them of procedures. Parents are welcome to come into school to administer correct dosages. Parents should always consult doctors before giving any form of medication.

For matters of a personal nature staff deal with a child in the utmost sensitivity and always seek guidance from the Head of School, Deputy or the Assistant Heads.

In almost all such situations the parents will be asked to come into school as a matter of urgency, so that they are part of the decision making process. In rare circumstances, the School Nurse may be contacted before the parent.

Site Security

Starks Field provides a secure site. In order to maintain security there are rules and procedures that staff, parents, children and visitors should adhere to:

- Gates (main/side/pedestrian rear and vehicle) should be closed except at the start and end of the school day and at the beginning and end of Nursery times
- Gates are operated electronically during the school day and access granted by Office Staff and/or Site Manager.
- Parents and pupils should gain access to the building through the main school entrance only (except in exceptional circumstances with permission) and sign in at the School Office/Reception.
- Other pedestrians (Staff, Visitors and Contractors) should gain access to the building through the rear pedestrian gate or if driving, via the vehicle gates. Staff have access via the rear of the building using a fob and sign in at the School Office/Reception.
- Vehicle access is restricted to staff, visitors and contractors. Parents are asked not to drive into school unless special permission has been given.
- All staff (including supply staff) are required to wear ID badges on a school lanyard
- Visitors should visibly wear the visitor ID provided
- Contractors should visibly wear the ID provided and sign in, on the Contractors signing in/out sheet, taking a copy of the contractors induction pack.
- Safeguarding information is available in reception i.e. details of designated CPO within school and procedures.
- Doors should be closed unless supervised
- Empty classrooms should have closed windows and doors
- Children should never be allowed to leave school alone during school hours, and if collected by an adult during the school day, should be signed out in the School Office
- Children will only be allowed home with adults with parental responsibility or with their confirmed permission

Should a child leave the premises without permission, then staff have been informed never to chase after a child, but rather to report immediately to the School Office. Parents and police will then be informed of the circumstances.

Attendance

The school has an Attendance Policy, which is regularly reviewed. Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone immediately.

If there is no notification Starks Field has a policy of same day calling in order to ascertain each child's whereabouts.

The school works closely with the Local Education Authority Welfare Officer. If a child's attendance and punctuality causes concern, contact will initially be made with the parent, thereafter a referral may be made to the Education Welfare Officer.

Attendance rates are reported each term to the Local Authority and Governors. All parents receive an attendance percentage with their child's annual report. Positive measures and rewards are in place to encourage all pupils to have good attendance and punctuality. However, the school is aware of its right to take legal action against parents who do not ensure good attendance and punctuality .

Appointments of Staff and Induction of Newly Appointed Staff and Work Placements

All staff that are appointed to work in school have a Disclosure and Barring check undertaken. This search highlights people who have a criminal record or have had previous allegations made against them. If staff are found to have a criminal record the appointment is reconsidered by the Executive Head, Head of School and the Staffing Committee of the Governing Body. The LA is informed directly by the Disclosure and Barring Service.

A member of the Senior Leadership Team sits on all appointment panels where the candidates are external applicants. The Executive Head, Head of School, Business Manager and the Chair of Governors have undertaken training on Safer Recruitment.

New staff are inducted into Safeguarding Practices. Newly appointed staff are assigned a Mentor for the induction period. The induction process ensures all new staff are familiarised with all safe guarding procedures and policies. All staff are required to complete the school's 'Keeping Children Safe in Education' declaration and a DBS declaration to declare any changes to their criminal record.

Induction of Volunteers

Volunteers are required to have an informal interview with the Deputy Headteacher or another senior member of staff. All volunteers must have DBS clearance which they are required to finance. Parents are allowed to support a brief activity, such as a school visit, which does not involve the supervision or close contact of children. 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 a full DBS search will be conducted. The School Business Manager organises this. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

Welcoming Visitors

The Local Authority has confirmed that visitors with a professional role, such as the School Nurse or Education Psychologist have relevant clearance and they are asked to wear identification whilst on site. The Office will endeavour to check clearance before admittance is granted, but where there may be doubt, the visitor will be supervised and not left alone with children.

Child Protection Policy

The school has a Child Protection Policy which is regularly reviewed. A copy of this policy is available from the school website. At Starks Field we are committed to safeguarding and promoting the welfare of all of our children.

Starks Field has 4 designated adults for Child Protection. Starks Field' Designated Lead for child protection is Mrs Smith our Assistant Head for Inclusion and Ms Fulton, SENco. Ms Martin and Ms Davies are also trained as designated officers and act in the event of any absence. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. All staff have appropriate Child Protection training which is revisited annually as a minimum. Designated staff and governors undertake training regularly, with a minimum update of at least every three years.

This school follows DfE guidelines which asserts that physical restraint may be used if there is the possibility that a child may be about to cause harm to him/herself or to another. It also asserts that on no occasion should physical contact be used as a punishment or as part of a behaviour management strategy

All allegations of abuse by, or complaints about, a member of staff will be dealt with following the London Safeguarding Children Board procedures. A copy of this is kept in the Head of School's Office. For any complaints about the Executive Head, the Chair of Governors should be contacted directly.

Our Safeguarding governors are Ms Helen Blairman and Ms Elif Eric.

Allegations against a member of staff:

- The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (DO). In Enfield, the role of the DO is undertaken by the Deputy Head of Safeguarding and Quality Service (SQS), Maria Anastasi.
- If the allegation made to a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors who will consult with the Enfield's Designated Officer for Safeguarding and Child Protection.
- The school will follow the All London Child Protection Procedures for managing allegations against staff.

The Curriculum

The curriculum deals with safeguarding in a number of ways. The school has a medium term plan for the curriculum which sets out areas to be covered.

Through Personal, Social and Health Education a range of issues are explored and discussed. Bullying and keeping yourself safe are addressed through the curriculum and through whole school assemblies. In addition the curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as using equipment correctly in Physical Education and Design and Technology.

At all times there has to be appropriate staffing levels and when the curriculum is taken out of school to ensure that appropriate and agreed pupil/adult ratios are maintained. The lead adult always completes a risk assessment to identify and potential risks. These are then authorised by a senior member of staff.

Internet Safety

Please refer to the Staff Code of Conduct for ICT Policy and Policy for safe use of the School's Computer System. Both policies can be found on the school's website.

Children should be encouraged to use the internet to support their learning, but at all times in a safe way. Pupils are closely monitored when they are online and the firewall provided by the London Grid for Learning ensures pupils are not exposed to inappropriate material. Websites are monitored and some are blocked. If teachers know of misuse, either by a child or an adult, the issue should be reported to the Head of School without delay.

Children are taught how to use the Internet and email safely. In PSHE lessons and theme weeks, such as Anti-Bullying Week, children are also warned of the dangers of Cyber-Bullying. Our school newsletter and website also has an E-safety section to support parents.

Equal Opportunities

The Public Sector Equality Duty 2011 has three aims under the general duty for Schools, Academies and Settings:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act. By removing or minimising disadvantages suffered by people due to their protected characteristics
2. Advance equality of opportunity between people who share a protected characteristic and those who do not. By taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
3. Foster good relations between people who share a protected characteristic and those who do not. By encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low

The school has a plan in place to show how we aim to foster good relations between people who share a protected characteristic and those who do not. The school also has in place a Race Equality Policy which can be found on the school's website.

At Starks Field, we try to ensure that everyone is treated fairly at all times. All children are given equal access to the school and its curriculum and all at Starks Field are considered equal in the learning partnership. When children have special needs we make arrangements to work collaboratively with parents and design specific programmes and interventions to support children and families.

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

Positive Behaviour Policy

Starks Field has a Positive Behaviour Policy and guidelines, which are regularly reviewed. Copies of these are available from the school website.

At Starks Field we expect all of our pupils to come to school with positive attitudes and high expectations. We believe that every child and every adult at our school has the right to feel happy, to feel valued and to be treated with respect. Positive and desirable behaviour is a responsibility of everyone involved in our school. Positive classroom behaviour is as important as positive playground behaviour.

At Starks Field Primary School our aim is to create an environment, physically and emotionally, where everyone feels safe and secure, where we can all meet the challenges each new day brings. Our Policy sets out how we will reward good behaviour and the consequences the school will use when behaviour is inappropriate.

Anti-Bullying Policy

Please refer to our Anti-Bullying Policy copies of which are available from the school website. At Starks Field Primary School our aim is to develop a school ethos in which bullying is regarded as unacceptable. We work together to ensure that our school is a safe and secure environment where all our learners can succeed. In our school we encourage children to take responsibility and to make decisions.

We work to ensure that all children in our school become independent learners and are able to share their concerns with any member of the school staff. Pupils are encouraged to share their views and feelings through circle time and work using the school's PHSE scheme of work. The school council provides an additional voice for pupils to share their concerns and to highlight the issues surrounding bullying

Children are told that silence is the bully's best friend. Although bullying in school is rare the school always acts swiftly with a process of investigation, communication and action. Bullying will not be tolerated.

Photographing and Videoing

At Starks Field we have an agreed approach and Parents are asked to write to the school if they do not give their consent to photographs and videos of their child being used around school, in school literature and on the school website. Images used on our website will only have forenames used. Parental permission is sought before using any photographs outside the school.

Whistleblowing

Please refer to the Whistleblowing Policy available from the school office.

If members of staff ever have any concerns about any people in the workplace, 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.

Starks Field has a number of other documents as part of our safeguarding procedures:

Managing Medicines	Safer Recruitment
Equality information	SEN Policy
Admissions	Child protection
Safeguarding	Positive Behaviour Policy
Race Equality Policy	Anti-bullying Policy
On Line Safety	Safe use of e Schools Computer System
Staff Code of Conduct	

STARKS FIELD PRIMARY SCHOOL

DESIGNATED CHILD PROTECTION STAFF

What to do if someone discloses to you



Ms Smith
AHT Inclusion



Ms Fulton
SENCO



Ms Davies-Oliveck
Acting Headteacher

A child may confide in you and may not necessarily go to a teacher. Adults to whom a disclosure is made should remember:

- Yours is a **listening role**, do not interrupt the child if he or she is freely recalling a significant event. Any questions that may be needed to clarify what the child is saying should be framed in an open manner and not lead the child in any way.
- Complete a '**Cause for Concern**' form and pass this to a designated member of staff. The form should record the time, date, place and people who were present as well as what was said.
- You can find a copy of the '**Cause for Concern**' form in the SENCO office, Staffroom or School Office.
- Do not give undertaking of absolute confidentiality as you have a responsibility to disclose information to those who need to know.
- Finally, but most importantly, inform a designated member of staff immediately and give your form to them.

If you are not sure whether it is a serious disclosure, always see a member of the designated staff.