

Hornsea Burton Primary and Skipsea Primary Federation Safeguarding Policy

When the government published "Every Child Matters" it raised 5 key issues that were deemed essential in the complete development of each and every child:

- Must be and stay safe
- Must be healthy
- Must be able to enjoy and achieve
- Must be able to achieve economic well-being
- Must make 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 different policies "Safeguarding Children", Working Together to Safeguard Children as well as Keeping Children Safe in Education and these have been used in formulating our safeguarding statement.

A named member of the Staff (currently Mrs Shiels-Head teacher) along with nominated members of the governing body (currently Ms Morgan Muir) will have the responsibility of ensuring that the school does its best to deliver each of the five key issues as we feel that they are still very important.

Our Safeguarding Children Statement

At our schools, 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. Our schools therefore have 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

Each school has a health and safety policy, which is monitored and reviewed regularly by the school governors with support and advice from the Local Authority when needed. A copy of this policy is available with 24 hours notice.

The LA produces a monitoring checklist, which has to be completed on a yearly basis. The Head teacher and the Governors with responsibility for Health and Safety oversee this comprehensive list. Any concerns from staff are reported to any of the above and the Head teacher along with the school caretaker carry 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 Local Authority do Fire Audits in each school at regular intervals with a report provided afterwards and the local Fire Service do annual checks of the Fire Manual and fire safety equipment. **Each school is now also doing Partial Lockdown drills each term.**

The schools annually update their critical incidents plans that details what staff and parents should do in the case of emergencies.

In addition to the Health and Safety Policy there are LA policies regarding Food and Hygiene. These determine safe practices in school and the Kitchen/ Dining Room.

First Aid

In school there are always trained members of staff who volunteer to oversee first aid (Mrs Marsh is our named person currently at Hornsea Burton and Mrs Simpson at Skipsea). Each school has a first aid kit and resources (which are kept in the medical room at Hornsea Burton and the disabled toilet room at Skipsea). 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
- For head injuries a Head Note is issued and also text sent home to parents to make them aware that their child has had a bump on the head that day
- If there is any doubt at all a parent is contacted.

The school policy is that members of staff (other than those mentioned in the Administration of Medicine Policy) 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. Naturally the parents should consult doctors before giving any form of medication.

For matters of an intimate nature staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Headteacher. In almost all situations the parents will be asked to come into school immediately so that they are part of the decision making process for such matters. In rare circumstances the school nurse will be contacted as a matter of utmost urgency before the parent.

Site security

Each school does its best to provide a secure site given the nature and location of the site, which is controlled by precise management directives, but 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. Laxity can cause potential problems to safeguarding. Therefore:

The pedestrian gate and car park gates should be kept shut after 9am and up to 3.15pm. Doors should be closed to prevent intrusion but to facilitate smooth exits.

Visitors, volunteers and students must only enter through the main entrance and after signing in at the front reception.

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

Children should never be allowed to leave school alone during school 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. Then parents and police will be informed of the circumstances.

Members of teaching staff are stood at the classroom external door at the end of the school day at Hornsea Burton and at the school gate at Skipsea to take messages from parents. Parents are only allowed down into classrooms for planned activities such as Family Learning and Show and Share sessions. On these occasions, parents will be asked to sign in and will be supervised by staff at all times. Parents and visitors are encouraged to use the front entrance and speak to a member of the Office Staff at other times.

Attendance

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 each school has a policy of phoning or texting home to ascertain each child's whereabouts.

Each 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 LA and the Governing Body, annually to the government. Positive measures are in place to encourage children to attend regularly and punctually and each 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 criminal records search called a CRB check. They will also be checked on the DBS list.

This search highlights people who have a criminal record or if previous allegations have been made them. If a member of staff is found to have a criminal record the appointment will be reconsidered by the Headteacher and the Strategic Committee of the Governing Body. The LA is informed directly by the Criminal Records Bureau.

The Head teacher sits on all appointment panels where the candidates are external applicants. The Headteacher, School Business Manager at Hornsea Burton, the Admin Officer at Skipsea and at least one other member of the governing body have undertaken the Safer Recruitment training.

New staff are inducted into safeguarding practices by the Child Protection Coordinator (currently the Head) who will also act as a safeguarding mentor for the induction period. It is the responsibility of the mentor to familiarise new staff with procedures and policy, which affect the health and safety of all at school but especially the children.

Induction of volunteers (including Governors)

Volunteers, including Governors, must also have Criminal Records Bureau clearance and will also be checked on the DBS list. 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 CRB search will be conducted. 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

All visitors are asked to sign in the visitor's book upon arrival at the main entrance and sign out again as they leave the premises. It is assumed that visitors with a professional role i.e. the School Nurse, Music Service staff, Personnel who work for the Local Council or members of the police already

have relevant clearance but the office will endeavour to check this before admittance is granted and a note made of anyone entering without clearance and for them to be accompanied at all times by a member of staff. (See also Site Security).

Other visitors such as Contractors or Book Club staff or Parents will be accompanied at all times by a member of staff if they are on site during school session times.

Child Protection Policy

The designated adult for Child Protection is Mrs Shiels, the Deputy Designated person is Mrs Marsh at Hornsea Burton and Mrs Simpson at Skipsea and the designated governor is Ms Morgan Muir. There is a detailed Child Protection Policy, which is available from the school office with 24 hours notice. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. All governors and all staff have had appropriate safeguarding training, which is updated at least every three years (every two years for Safeguarding Lead and Deputy Safeguarding Person).

Each school has a separate policy for Positive Handling (Team Teaching). This school follows DfES guidelines 10/98 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 such physical contact be used as a punishment. Many staff across the Federation have completed Team Teach training within the two years.

All allegations of abuse by or complaints of a teacher will be dealt with following the Area Child Protection Committee procedures. A copy of this is available at 24 hours notice. For any complaints about the Headteacher the Chair of Governors (currently Ms Morgan Muir) should be contacted directly. See Allegations of Abuse by Staff Policy.

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as Personal, Social and Health Education discusses relevant issues with the children. Topics include such themes as Drugs, Sex and Relationships and Stranger Danger. Children are encouraged to explore and discuss these issues. Assemblies and focused lessons are also used to make children aware of safeguarding issues including E Safety, Cyber Bullying in addition to planned activities such as Pedestrian Training, Cycle Training, Swimming etc.

Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as E Safety and also using equipment properly in PE and Design and Technology.

At all times there has to be appropriate staffing levels and when the curriculum takes pupils 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 Head teacher. Mrs Hansell is currently the Educational visits Coordinator at Hornsea Burton and Mrs Cairns at Skipsea. See separate policy.

Visiting speakers, with correct clearance are always welcome into school so that can give specialist knowledge to the children.

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 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 Head teacher without delay. See separate policy.

As Child Protection Officer the Head teacher has overall responsibility for internet safety.

Equal Opportunities

The school has a policy for Equal Opportunities.

Behaviour Policy

Good behaviour is essential in any community and at our school we have high expectations for this. We have a Managing Behaviour Policy. 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.

There are numerous rewards available to children:

- Stickers
- Showing another teacher good work
- Team Points
- Certificates
- Prizes
- Trophies

But the sanctions range from:

- A telling off and being placed on amber or red
- Being removed from the class
- Loss of playtime
- Reporting to a senior member of staff
- A letter home
- Exclusion

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. See Positive Handling (Team Teach) Policy.

Anti Bullying Policy

Each school has an Anti-bullying policy.

Although bullying in this school is rare the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated.

Racial tolerance

Racism is tackled in both the RE and in the PSHE curricula. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children also. See Multicultural and Anti-Racism Policy.

Photographing and videoing

There has been a lot of controversy recently about adults photographing and filming young people. The concerns are genuine, however at our schools we have taken a sensible, balanced approach, which allows parents to photograph and film providing they follow certain guidelines:

- Parents consent to school taking individual photographs by signing a permission slip upon entry to school. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.
- Parents are only allowed to take photos of their own children when on school site (eg when school concerts etc).

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. Each school follows the Local Authority's policy on Whistleblowing. A copy of this can be made available at 24 hours notice.

This policy was reviewed and updated Spring 2019. It will be reviewed annually.