



Neston School Safeguarding Policy.

Introduction

Neston School Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the school and is an over-arching document which demonstrates how everyone working in or for our school service, shares the objective of helping keep children safe from harm and abuse. We follow the definition of 'Safeguarding' adopted by Ofsted and summarised as follows:

- protecting children and learners from maltreatment
- preventing impairment of children's and learners' health or development
- ensuring that children and learners are growing up in circumstances consistent with the provision of safe and effective care
- undertaking that role so as to enable those children and learners to have optimum life chances and to enter adulthood successfully.

We aim to provide clear direction to all adults about codes of behaviour which will ensure that:

- children within our school feel safe at all times
- all stakeholders are safe and feel that they are able to put the welfare of the children first without concern that there will be any negative consequences attached to their actions
- all adults who have contact with children in school have been properly vetted and cleared as suitable to work and support children in our care/charge
- all adults who have contact with children in school have been trained to undertake their safeguarding responsibilities effectively

School Setting Commitment

- We establish and maintain an ethos where children and young people feel secure, are encouraged to talk and are listened to.
- We include in the curriculum and core activities opportunities for children and young people to acquire skills and attitudes to both resist abuse in their own home and to prepare themselves for future responsibilities.
- All staff (whether permanent or temporary) and volunteers who work with children will be given a written statement about policy and procedures and names of staff with relevant responsibilities.
- We provide a safe and supportive environment.

Safer Recruitment and Selection

The school pays full regard to current DCSF guidance 'Safeguarding Children and Safer Recruitment in Education' January 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to come into contact with children, including volunteers and staff employed by contractors.

Safer recruitment practice includes interviewing applicants for jobs and volunteering, verifying identity and academic or vocational qualifications (where appropriate), obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capability for the job. Key members of staff and governors have undertaken safer recruitment training and at least one will be in attendance at every interview of staff and volunteers.

Neston School is committed to keeping an up-to-date and robust single central record detailing a range of checks carried out on our staff, volunteers and governors. Identity and DBS checks will be carried out on all appointments to our school workforce, and any appointments of individuals from overseas, or who have lived outside the UK, will be subject to additional checks as appropriate.

Safer Working Practice

Our school will comply with the Government's 'Guidance for Safer Working Practice for Adults Who Work with Children and Young People' protection procedures. 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 persons 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 sexual orientation
- are aware of the whistle blowing policy
- are 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

Pupils in our School are aware that they can talk confidentially with any adult of the school community. The School is committed to ensuring that pupils are aware of the nature of inappropriate behaviours and of how they can help to keep themselves safe.

Children know that they have a right to be heard and that steps can be taken to protect them from harm.

Partnership with Parents

The School shares with parents and guardians the responsibility to keep children safe from harm and to promote their welfare.

We are committed to working positively, openly and honestly, ensuring that all parents and carers are treated with respect, dignity and courtesy. We respect their right to privacy and confidentiality and will not share sensitive information until we have permission to do so, unless it is deemed necessary to protect a child. We will discuss with parents and carers any concerns we may have about their children, unless to do so may place a child at risk of harm. We encourage parents and carers to discuss any concerns they may have with us and we make them aware of our Safeguarding and Child Protection Policies, which are available on the school web site.

School Training

The School's Senior Designated Person with responsibility for child protection and the named deputy undertake specific child protection training which includes how to perform their roles. They also attend inter-agency child protection training provided by Wiltshire Council. Their refresher training is at two yearly intervals. All other school staff, including non-teaching staff, volunteers and governors, also undertake appropriate training to equip them to carry out their responsibilities for child protection effectively. This is kept up to date by refresher training at three yearly intervals as a minimum requirement.

Site Security

Neston Primary School aims to provide a secure school site whilst recognising that the site is only as secure as the people who use it. Therefore, everyone on the site adheres to the rules which govern it. It is recognised that laxity can cause problems of a safeguarding nature. Therefore, the School ensures that:

- gates are closed except at the start and end of each day
- doors are kept closed to prevent intrusion at key times
- 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
- children are not allowed to leave school alone during school working hours and if collected by an adult, they are signed out
- should a child leave the school premises without permission, parents/carers and Police will be immediately informed of the circumstances.

Attendance

Excellent attendance is expected of all children, but when children are unwell parents should confirm absence by telephone. If there is no notification, school will make phone calls to ascertain each child's whereabouts. The school works closely with the Education Welfare Officer whenever a child's attendance and punctuality cause concern. Attendance rates are reported each term to the LA, and 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, carers or guardians who do not ensure this.

Welcoming other Professionals

Visitors with a professional role should have been authorised to work with children through their own organisation. When there is a planned visit to the school, the Head Teacher or School Business Manager will confirm this. In the case of an ad hoc or unplanned visit, an individual who cannot produce evidence of a valid DBS check will be accompanied by a staff member at all times and not be permitted any unsupervised access to children until the status has been confirmed. No examination/medical treatment of any child will be allowed unless the professional has demonstrated suitable clearance prior to the visit. In an emergency situation the Head teacher will use her professional judgement.

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, in subjects such as Personal, Social and Health Education relevant discussions around related issues take place with the children. Topics include such themes as Drugs, Alcohol, Sex and Relationships, Stranger Danger, and e-safety issues. 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 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.

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

This policy should be read in conjunction with other related School policies and procedures. The following areas are of particular relevance to matters of safeguarding. The full policies can be consulted on the school website (www.nestonprimary.co.uk), and copies are available from the school office.

SEN / Inclusion Opportunities

Where a child has a recognised disability we will make all reasonable adjustments to encourage inclusion and learning. This will include the availability of resources, and the accessibility of the school building and site.

Health and Safety Policy

The school has a Health and Safety policy, which is monitored within the policy review cycle by the relevant committee of the School Governing Body.

The Head Teacher, with the staff members and a governor with responsibility for Health and safety, oversee the policy. Any concerns from staff, volunteers, governors or pupils are reported to any of the above and an initial examination and assessment of remedial action needed is carried out.

Each term there is a fire drill that practices efficient evacuation from the buildings.

The school conducts a three yearly fire risk assessment.

There is a critical incident plan that details what staff and parents should do in the case of such an event.

Health in School Policy

The Health in School policy provides for the safeguarding of children with specific medical needs, some of whom will require a specific risk assessment to be undertaken.

First Aid

The school maintains the approved level of First Aid training, and ensures that a trained member of staff is readily available. First aid kits are situated around the school in the following locations: all classrooms, school hall, outside at play and lunch times, main office and the staff room. When a child is unwell or has suffered an accident in school or on the school grounds, the following steps are followed:

Step 1: A trained first aider is immediately called to provide assistance and advice.

Step 2: The incident/accident is logged in the incident/accident book.

Step 3: The parent/carers are notified of the incident/accident.

Step 4: The Local Authority Health and Safety Team and/or the Health and Safety Executive are notified of the incident/accident where there is a statutory duty to do so.

Child Protection Policy

There is a detailed Child Protection Policy operating within the school, which is available on the school website and from the school office. It is the Governing Body's duty to ensure the policy is reviewed annually and any issues addressed immediately.

Suspected abuse or allegations made will be reported to the Designated Senior Person and dealt with according to guidelines. Any allegation of abuse by or complaints about a teacher, other member of staff or volunteer in school will be managed in conjunction with Wiltshire Council procedures. The Chair of Governors should be contacted directly where there are allegations/complaints against the Head Teacher. The Local Authority

Designated Officer For Allegations (DOFA) oversees all allegations made against those who work with children and can be contacted at any time. Similarly, advice and guidance can be obtained from the Children's Social Care Team.

Internet / E-Safety Policies

Children are encouraged to use the internet as much as is possible and always 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. Pupils are encouraged to discuss openly their use of technology and anything which makes them feel uncomfortable. (If this results in child protection concerns, the Senior Designated Person for child protection should be informed immediately). Pupils are taught not to give out their personal details, phone numbers, school, home addresses, computer passwords etc. and adhere to the school policy on mobile phones. Training is provided to pupils, staff and volunteers on e-safety matters where necessary.

Behaviour Policy

Good behaviour is essential in any community and at Neston Primary School we have high expectations in this area. The school has a Behaviour Policy that must be adhered to by all children. 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.

Members of staff are discouraged from handling children but, where they deem it the safest thing to do, guidance and training given on safe methods of restraining a child will be followed. De-escalation strategies are always used in the first instance and two teachers are Team Teach trained in restraint.

Anti-Bullying Policy

The School's response to bullying is unequivocal. Adults must be informed immediately and action will take place. 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. Any incidents are recorded appropriately.

Equalities and Racial Tolerance

All children have equal access and inclusive right to the curriculum regardless of their age, gender, sexual orientation, race, ethnicity, religion, belief, disability or ability. We plan work that is appropriately differentiated for the performance of all groups and individuals. Neston Primary School is committed to creating a positive climate that will enable them to learn in an environment free from intimidation and harassment, and to achieve their full potential.

All staff have equal access and inclusive rights to their work regardless of their age, gender, sexual orientation, race, ethnicity, religion, belief, disability or ability. Neston Primary School is committed to creating a positive climate that will enable all members of staff to work free in an environment free from intimidation and harassment and to achieve their full potential.

Photographing and Videoing of Children in School

At Neston Primary School we have taken a balanced approach to photographing and videoing children on the school site. Taking pictures and video images of children's achievements and activities is a wonderful way of capturing a memory and promoting successes. The policy document explains in detail the school's requirement to obtain parental permission while taking such images and the safeguards in place to ensure anonymity (wherever possible) in their usage.

Prevent Duty

The Head Teacher and appropriate Governor are qualified WRAP (Workshop to Raise Awareness of Radicalisation) trainers and can therefore provide the required and appropriate foundation training on the Government's Prevent strategy, which is designed to develop knowledge around the risks of radicalisation and terrorism and to explain the responsibilities and strategies which help to avoid people being drawn into such scenarios.

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 our school's whistleblowing policy is available on the school website or from the school office.

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. If changes to legislation or national/local guidance require interim changes, a mid-year review will be undertaken.

This policy has been informed by the following:

Education Act 2002

Wiltshire LA procedures for dealing with allegations/complaints against staff

Framework for the Assessment of Children and Families Children Act 1989

Working together to safeguard children DOH (2006)

Wiltshire Local Safeguarding children procedures

Circular 0027/04 Safeguarding and promoting the welfare of children etc

Protection of Children Act 2000

