



Safeguarding

Together: We Learn, We Share, We Pray, We Care

Reviewed March 2014

Chair of Governors: Ed Francis

This Policy was approved at a meeting of the Full Governing Body

Signed: Ed Francis

Date: March 14

INTRODUCTION

This School Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the school and is an overarching document which demonstrates how everyone working in or for our school service, shares an objective to help keep children safe from harm and abuse.

We aim:

- to ensure that children within our school are safe and feel safe at all times
- to ensure that 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
- to ensure that 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
- to ensure that all adults who have contact with children in school have been trained to undertake their safeguarding responsibilities effectively

SCHOOL COMMITMENT

St. Faith's is committed to safeguarding and promoting the welfare of all its pupils and other stakeholders. We recognise that some children may be especially vulnerable to abuse and that children who are abused or neglected may find it difficult to develop a sense of worth and to view the world in a positive way. Whilst at school their behaviour may be challenging and we recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all our pupils and recognise that each pupil's welfare is of paramount importance.



PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

Safer Recruitment and Selection

The school pays full regard to current DfE 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 be perceived by the children as a safe and trustworthy adult, including volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capability for the job. It also includes undertaking interviews and where appropriate, undertaking ISA Children’s List checks (formerly List 99 and POCA), Criminal Records Bureau checks and providing honest and accurate references when individuals move on.

In line with statutory changes, underpinned by regulations, the following will apply:

- A CRB Enhanced Disclosure will be obtained for all new appointments to our school workplace (including volunteers, where appropriate).
- This school is committed to keep an up to date single central record detailing a range of checks carried out on our staff, volunteers and governors.
- All new appointments to our school workforce from overseas or who have lived outside the UK will be subject to additional checks as appropriate.
- Our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy.
- Identity checks will be carried out on all appointments to our school workforce before the appointment is made, in partnership with the Local Authority.

The following staff have undertaken and completed the National College for School Leadership Safer Recruitment training* and one of these staff members will be in attendance at interview for all staff and volunteer appointments:

Headteacher: Peter Burbridge

School governors: Ed Francis and Christine Donald

* Please note that from November 2009, the responsibility for developing and managing Safer Recruitment Training was passed from the National College for School Leadership to the Children’s Workforce Development Council.

Safer Working Practice

Our school will comply with the Government Offices “Guidance for Safer Working Practice for Adults Who Work with Children and Young People” and the Hampshire Local Safeguarding Children’s Board (LSCB) at all times.



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 person 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 sexuality.
- 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

All pupils in our school are aware of a number of staff who they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All staff know that we have a senior member of staff with responsibility for child protection and know who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and what steps can be taken to protect them from harm. PSHE materials are also used to help pupils learn how to keep safe.

The Senior Designated Person for child protection in our school is:

Dawn James – Head teacher

The deputy Senior Designated Person for child protection in our school is: The Deputy Headteacher or Gillian Knight (SENCo)

Partnership with Parents

The school shares a purpose with parents to educate, keep children safe from harm and have their welfare promoted.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information until we have permission or it is necessary to do so to protect a child.

St. Faith's will share with parents any concerns about their child unless to do so may place a child at risk of harm.

We encourage parents to discuss any concerns they may have with St. Faith's. We make parents aware of our Safeguarding and Child Protection Policies and parents are aware that they can view these policies on request.



School Training and Staff Induction

The school's Senior Designated Person with responsibility for child protection and any named deputies undertake specific child protection training which includes how to undertake their role. Refresher training is undertaken at two yearly intervals.

All other school staff, including non-teaching staff, volunteers and governors undertake appropriate in house 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.

Health and Safety Policy

The school has a health and safety policy, which is monitored each year by the relevant committee of the School Governing Body.

The Headteacher, with the staff member with responsibility for Health and Safety, the admin officer 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 the Health and Safety team carries 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 school conducts an annual fire risk assessment.

There is a critical incidents plan that details what staff and parents should do in the case of emergencies.

First Aid

In school the following members of staff are trained to oversee first aid:

Karen Stirling – Gibson

Adrienne Montgomery

Liz Crump

Di Humphrey

First aid kits are situated around the school in the following locations: School Office and Disabled Toilet

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 register.

Step 3:

The parent is notified of the incident/accident as soon as necessary by a trained first aider. For head injuries a Head Note is issued



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.

Medicines - School policy is that members of staff will only give medicines when the parent has completed and signed the appropriate form requesting that staff administer medicine; the decision to meet the request is at the discretion of the HeadTeacher. (Drug Education & Procedure Policy)

Site Security

St. Faith's aims to provide a secure school site but recognises that 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. It is recognised that laxity can cause potential problems to safeguarding.

Therefore, the school ensures that:

- gates are locked except at the start and end of each day.
- doors are kept closed to prevent intrusion.
- wherever possible 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 confirmed permission has been received in advance.
- empty classrooms have closed windows.
- children are not allowed to leave school alone during school working 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. Parents and Police will then be immediately informed of the circumstances.

Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone. If there is no notification the school has a policy of phoning home by 9.30 to ascertain each child's whereabouts (First Day Callout). The school works closely with the Locality Team whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LA, 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

Welcoming other Professionals

Visitors with a professional role, such as the school nurse or members of the Police should have been vetted to work with children through their own organisation. When there is a planned visit to the school, The Headteacher will ensure that written confirmation is received from the employing organisation that the said individual has been vetted through the CRB, within the last three years and cleared to work with children.



When the said individuals make adhoc or unplanned visits to the school, they will be accompanied by a staff member at all times and not allowed to have any unsupervised access to the children until their vetting status has been confirmed. No examination/medical treatment of any child will be allowed unless the professional has suitable clearance prior to their visit.

It is recognised that in emergency situations when the Police are called, perhaps to deal with an unruly pupil/adult, it may not be possible to confirm their identity before access to the school site is allowed. The Headteacher will use his/her professional judgement to effectively manage these situations.

Child Protection Policy

The Senior Designated Person for Child Protection is Dawn James. The deputy Senior Designated Person for child protection is Gillian Knight (SENCo), and the Designated Governor for Child Protection is Christine Donald. There is a detailed Child Protection Policy operating within the school, which is available from the school office. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately.

All allegations of abuse by or complaints about a teacher, other member of staff or volunteer, will be managed in accordance with the Local Authority Procedures. The Chair of Governors should be contacted directly where there are allegations/complaints against the Headteacher.

The Local Authority Designated Officer for Child Protection oversees all allegations made against those who work with children and can be contacted at anytime for advice on 01329 225379
Emergency contact out of hours 0845 6004555

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 by the Deputy Headteacher, who is the School Educational Visits' Coordinator.

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

To ensure safety for pupils during extra-curricular activities, outside agencies who use the school premises to run after school activities for the pupils are requested to provide CRB certification and relevant safeguarding policies.



Internet / E-Safety

Children are encouraged to use the internet as much as is possible but at all times in a safe way. 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. If staff know of misuse, either by a teacher, staff member, volunteer or child, the issue must be reported to the Headteacher without delay.

The Headteacher has overall responsibility for internet safety and will have access to all email addresses and passwords provided. The school follows guidelines for Internet use/E-safety laid down by Becta, the Local Authority.

The school will ensure that:

- software is in place to minimise access to inappropriate sites or information.
- pupils will be 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).
- every effort is made to encourage pupils not to give out their personal details, phone numbers, school, home addresses, computer passwords etc.
- pupils adhere to the school policy on mobile phones.
- training is provided to pupils, staff and volunteers on e-safety matters where necessary.

Inclusion Opportunities

Within the School Prospectus there is a statement around “Inclusion Opportunities” which asserts:

“At St. Faith’s we welcome all children. Where a child has a recognised disability we will make all reasonable adjustments to accommodate their needs in school. This will include the availability of resources and accessibility of the school building and site. We will make every effort to ensure that children with Special Educational Needs maintain their entitlement when they enter the school”.

Behaviour Policy

Good behaviour is essential in any community and at St. Faith’s we have high expectation in this area. The school has a Behaviour Policy and Behaviour procedures that must be adhered to by all children and a copy is available from the school office. This is shared with parents and pupils. 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:

- (a) Attempts will be made to praise those displaying good behaviour.
- (b) Staff will take every opportunity to draw attention to and praise good behaviour
 - by immediate verbal praise
 - (when appropriate) making this public to the group/class/school
- (c) Staff will reward good behaviour and effort.
- (d) Individual children, groups, class or school should be rewarded when continuing to display good behaviour.
- (e) Some pupils may be given individual reward charts, when deemed appropriate to their needs.
- (f) Good behaviour displayed throughout the school will be recognised by all staff.
- (g) Caring Crosses will be awarded for consistent good behaviour and manners.
- (h) Stickers used and awards given by dinner staff for consistent and outstanding behaviour during the week at lunchtimes

Sanctions range from:

- (a) Verbal warning
- (b) Name written on whiteboard
- (c) Subsequent warnings(crosses by name) means 5 Minutes off playtime- up to 3 crosses Miss breaktimes and/or lunchtimes
- (e) An informal chat between Class Teacher and Parent
- (f) Meeting between parents and class teacher, with the possibility of the child being put on daily report with individual targets set
- (g) Sent to Deputy Headteacher, or other available member of staff
- (h) Letter sent to parents and formal meeting between parents, Headteacher and SENCo arranged. (If the situation warrants it, the Headteacher informs the parents of the possibility of fixed term exclusions)
- (i) Involvement of Senco /ELSA to develop Individual Support Plan. Additional support services as appropriate may also be involved.
- (j) Internal exclusions
- (k) Child is excluded on fixed term temporary basis. If poor behaviour is displayed over the lunchtime period this may result in a lunchtime debarment.
- (l) Headteacher informs governors about child in question (or where time precludes this) informs the Chair of Governors
- (m) In consultation with parents and Inclusion a Managed Move to another school as a trial is set up by the LA
- (n) Child permanently excluded in very rare and exceptional circumstances where temporary exclusions have become persistent and met the limit permissible within LA guidelines

Staff are discouraged from handling children but there may be occasions where they deem it the safest thing to do.

Anti-Bullying Policy

The school's response to this is unequivocal.

Adults must be informed immediately and action will take place.



Children are told that silence is the bully's best friend. 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. There is a more detailed Anti-bullying Policy available from the school office.

Equalities and Racial Tolerance

The school has a Single Equality Policy . We want our children to be prepared for an ethnically diverse society. The school will work hard to promote racial equality and harmony by preventing and challenging racism. If anyone ever feels unjustly treated then the school welcomes and values a response. 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. All racist incidents are reported to the Local Authority and Governing Body on a termly basis.

Safeguarding Policy for use of photographs on the St Faith's C.E. School website

At St. Faith's we have taken a sensible and balanced approach to photographing and videoing children on the school site. Parental permission is sought on pupils being photographed, used on the website, recorded on video and appearing in the media

Taking pictures and video images of children's achievements and activities is a wonderful way of capturing a memory and promoting successes. Safeguards are in place to ensure anonymity (wherever possible) in their usage.

St Faith's C.E. Primary School operates the following policy on its website regarding the use of photographs, to ensure the privacy and safety of pupils at the school:

1. Where pupils are named, only their first names are given;
2. Where a pupil is named, no photograph of that pupil is displayed;
3. Where a photograph is used which shows a pupil, no name is displayed.

By observing these points, the school ensures that visitors to the website cannot link images of pupils to names of pupils. When choosing photographs for the website, the school is careful about the way pupils may appear in them, and will not include images which are in any way inappropriate, such as close-up portrait shots of individual pupils.

The school follows a policy of seeking parents' permission before using images which show pupils on the website.

No other private information about pupils is ever published on the website such as surnames or contact details.

Whistleblowing



St. Faith's CE Primary School



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 the "School Whistleblowing Policy" is available from the school office.