



Hanley St. Luke's CE Aided Primary School

Safeguarding Policy 2015/2016

Safeguarding Children Statement "Every Child Matters"

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

Hanley St Luke's CEA Primary School recognises the importance of embracing the document, and will do its best to deliver the five key outcomes. Measures to be taken to ensure this are included in our School Improvement Plan.

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. Hanley St Luke's therefore has to ensure that this expectation becomes a reality. The following measures are in place to ensure this:

Health and Safety policy

The school has a Health and Safety policy, which is monitored and reviewed annually by the Health and Safety committee of the Governing Body, led by the Deputy Headteacher.

A copy of this policy is always available on line. It can also be taken as a hard copy from the office.

The Local Authority Health and Safety audit and associated Risk Assessments are carried out annually by the Governors Health and Safety committee.

Each term a Fire Drill is carried out to ensure smooth and efficient evacuation procedures are carried out.

A "Health and Safety concerns" book is kept in the school office so that staff who notice minor concerns can report them for remedial action by the care taking staff, who check the book daily to enable immediate action to be taken. Major concerns are reported to the Headteacher, or Deputy Headteacher so that appropriate action can be taken.

A "critical incident" plan is in place, detailing what staff and parents should do in the case of emergencies.

First Aid

At Hanley St Luke's many staff are qualified to "First Aid at Work" level, and are our designated First Aiders.

There are a number of first aid kits situated around the school. When a child has suffered an accident in school or on the playground, beyond a simple common injury, the following protocol is followed:

- A designated First Aider is consulted
- The incident is logged in the Accident book
- In the case of all injuries, a note is issued
- If there is any doubt at all a parent or carer is contacted

At Hanley St Luke's, medication can be administered by members of staff. Staff may receive training to administer certain treatments (e.g. epipen) on a voluntary basis. (See relevant section in Health and Safety policy.) In the case of children with conditions requiring regular medication (eg. cystic fibrosis) special arrangements can be made with the Headteacher.

Site Security

Hanley St Luke's provides a secure 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 school site must adhere to the rules which govern it. Laxity can cause potential problems to safeguarding. Therefore:

Security gates are locked except at the start and end of each day.

Doors should be kept closed to prevent intrusion, but smooth exit should always be ensured.

Visitors, volunteers and students must only enter through the main entrance, and sign in and out at the main office.

Children should never be allowed to leave school alone during school hours, and if collected by an authorised adult, signed out. Upon their return they should be signed in again.

Should a child leave the school premises without permission, staff should not give chase, but report the incident immediately to the Headteacher or Deputy Headteacher, who will inform the parents and the police.

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

The school works closely with the Education Welfare Officer whenever a child's attendance and/or punctuality causes concern. Attendance levels are reported each term to the Local Authority and annually to the Government. 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.

Our attendance policy is available at 24 hours notice, and a simplified version is sent to parents annually during each Autumn term.

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 carried out (DBS check). This highlights people who have a criminal record or have had allegations made against them previously. If staff are found to have a criminal record the appointment

is re-considered by the Headteacher and the Personnel committee of the Governing Body. The Local Authority is informed directly by DBS.

Staff complete their own disclosure form annually. Where staff may find themselves in a position where they are disqualified by association, school will apply to Ofsted for a waiver. Staff are suspended from work until a waiver from Ofsted is given. HR are routinely involved in this process.

The Headteacher, Deputy Headteacher and Chair of the Personnel Committee have all undertaken the NCSL training on Safer Recruitment. This training is updated in line with Stoke-on-Trent policy of every 3 years.

New staff are inducted into safeguarding practices. They are assigned a mentor for their induction period, who is responsible for familiarising the new staff with procedures and policy affecting the health, safety and safeguarding of all staff and children.

Induction of Volunteers

All voluntary helpers must also have DBS clearance. For brief activity, such as helping with a school visit, which does not involve unsupervised contact with the children, this is not necessary. For extended contact with children, for example during classroom helping, a full DBS check will be carried out.

Visitors who do not yet have clearance will under no circumstances be left alone with a child or group of children.

A designated member of the office staff is responsible for the compilation and monitoring of the Single Central Record where staff identification, qualifications and CRB clearances are recorded. The Chair of Governors inspects this record each term.

Welcoming visitors

Visitors who have a professional role, eg the school Nurse or members of the Police force, already have the relevant clearance, but the office staff will make relevant enquiries before admittance is granted, and make a note of any person entering without clearance (eg. a parent visitor).

Child Protection Policy

Our child protection policy clearly describes procedures to follow in the event of concerns about a child. Staff also visit the Stoke Safeguarding Children Board website regularly.

The designated Child Protection Officer for the school is Mr Barlow, the Headteacher, and the designated Governor is Mr Lloyd Cooke, the Chair of Governors. Our Safeguarding Governor is Mrs Helen Tatton. There is a detailed Child Protection Policy, which is available online. It is the Governing Body's responsibility to ensure that the policy is reviewed annually and any deficiencies addressed immediately. Staff training is carried out at least every three years, with designated officer training updates taking place more frequently. Staff are provided with regular updates during planned staff meetings, inset and other update activity, which can be delivered by our Safeguarding Officer.

Hanley St Luke's has a policy on "Positive Physical Intervention" which was written following 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 declares that on no occasion should such physical contact be used as a punishment. This policy is available from the school office.

Any allegations of abuse by a member of staff will be dealt with following the LCSB procedures. A copy of this is available from www.safeguardingchildren.stoke.gov.uk.

Any complaints about the Headteacher should be made to the Chair of Governors.

Whistleblowing

If any member of staff has any concern about people working in school, paid or unpaid, they have a professional duty to inform the Headteacher or Deputy Headteacher accordingly. This can be done verbally or in writing, but staff should be prepared to discuss issues, confident that the matter will be dealt with sensitively. The school follows the Local Authority's Policy on Whistleblowing, which is available from the school office. This is on display in the Reprographic Room (Repro Room) and Staff Room.

Internet safety and opportunities to teach safeguarding to pupils

Children should be encouraged to use the internet, but at all times in a safe way.

Parents are asked to sign a letter agreeing to their child using the internet at school. Pupils should be supervised when using the internet and if any misuse is discovered, this should be reported to the Headteacher immediately.

There is an E-safety policy which is available online. This details how we keep our children safe online.

We hold an internet safety day annually, each February, where Yr6 pupils deliver "How to stay safe online" presentations to the rest of the school. Our E-safety Officers provide an extra opportunity for pupils to share concerns. Pupils can also email worries or concerns to chip@sgfl.org.uk. This is an email address monitored by school staff daily.

The design of the Curriculum

The curriculum deals with safeguarding in two ways:

There is an annual "Health Education fortnight" during which a specific health focus is studied in each year group, for example Sex Education is carried out in Year 5.

The PSHE curriculum is supported by SEAL materials for children to explore and discuss issues to do with their safety and health, throughout the year.

Secondly, the curriculum is designed so that safety issues within subject areas are discussed and safe practices taught, such as using equipment safely in PE and Design Technology and Art.

At all times staffing levels are appropriate and when the curriculum is taking place out of school, the following pupil/adult ratios are followed: A minimum of 1:8 on standard school trips using transport, but a minimum of 1:6 when walking children to venues.

The ratios for trips in EYFS are based on 1:6 to give an extra level of supervision.

This is to ensure good levels of supervision at all times. We have an "off site visits" policy which is available from the school office.

Risk assessments are always carried out by the lead teacher before each visit or trip, and submitted to the Headteacher and Visits Co-ordinator. We use the Stoke-on-Trent Evolve System which maintains our records of all off site visits.

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

We engage the NSPCC annually to deliver their recognising abuse programme for pupils in Y5 and Y6.

Equal opportunities

We have an “Equal opportunities policy”, which is available from the school office.

At Hanley St Luke’s we treat everyone fairly. All children are given equal access to the curriculum and extra curricular activities. The Deputy Head monitors participation in extra curricular activities to ensure this. Children with a disability must be able to take a full and active part in every lesson and every possible measure must be taken to ensure this.

A disability action plan has been completed to improve access for the disabled. We are dedicated to working with all of our stakeholders so that we minimise disadvantage, meet need and allow all to participate fully in school life. Our responses are normally bespoke packages of support so that the needs of individuals can be met.

Behaviour and anti-bullying policies

Good behaviour is essential and at Hanley St Luke’s we have the highest expectations of behaviour, manners and discipline.

Our Behaviour Policy is always available online.

At Hanley St Luke’s bullying is rare, but when discovered, is never tolerated. Children are taught to report bullying of any kind to any trusted adult. Action is then taken immediately, as detailed in our Anti-Bullying Policy, which is available online.

Racial Tolerance

Hanley St Luke’s works hard to promote racial equality and harmony by preventing and challenging racism.

Racism is tackled in both the RE and PSHE curricula. The children take part in discussion designed to raise awareness and address prejudices.

Our Christian ethos promotes a caring and inclusive environment for all. British values are respected and followed being an integral part of how we operate in our school. Our pupils demonstrate excellent attitudes towards each other based in mutual respect.

Photographing and Filming

There has been a lot of controversy about adults photographing and filming young people. The concerns are genuine, however, at Hanley St Luke’s we have taken a sensible, balanced approach, which allows parents to photograph and film providing they follow certain guidelines. These guidelines are detailed in our photography policy.

Parents consent to school taking photographs by signing a permission slip. School photographs that are for use outside the school are anonymous, unless specific permission has been received from parents.

We have a photography policy which is available from the school office.

Inter -Agency Working

Hanley St Luke’s is extremely proactive in its approaches to safeguarding. We contribute fully to inter-agency working in line with statutory guidance contained in Working together to Safeguard Children 2015.

Safeguarding Policies

All policies refer directly to safeguarding, important policies to highlight here are:

- Code of conduct
- Induction
- Child protection policy

Safer Recruitment

Training for Governors is provided directly in relation to safer recruitment. School has a recruitment and selection policy and procedures. Governors ensure in depth scrutiny of applications to look for unexplained gaps in employment and other significant/unusual content. Any employment is offered on the basis of a successful DBS check and an individual declaration ensuring that “disqualification” does not affect new staff.

Allegations of abuse against teachers and other staff

School holds a policy and procedure on referring such issues on to the LADO and HR. Through involvement with HR there are procedures in place to inform DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned.

Allegations of abuse made against other children

Procedures are in place to deal with such allegations through following our normal policy and procedure should any abuse to children be reported.

The child's wishes

We always listen to what children in school would want when disclosing any such information. Staff are very careful to reassure children that they will listen carefully but cannot agree confidentiality if staff feel a child is being harmed.

Looked after children

The designated Teacher for LAC is Mr Mark Barlow, Headteacher, Mr Lloyd Cooke, Chair of Governors is the designated Governor.

School staff are given regular updates to their knowledge, understanding and skills so that LAC are always kept safe. School holds relevant information such as the nature of care (looked after voluntary with consent of parents or subject to an interim or full care order), contact arrangements and parental responsibility. School fosters close relationships with Social Workers and the Virtual School Head, Mr Tony Clifford, so that exchanges of information are timely.