

# Safeguarding Policy



## September 2017

This policy covers many of the articles from the Unicef convention on the rights of the child. Some key ones are listed below.

Article 3 – All adults should do what is best for children. Adults should think about how their actions affect children.

Article 19 – Children have the right to be protected from being hurt or mistreated by anyone.

Article 36 – Every child must be protected against any form of bad treatment. Children must never be taken advantage of.



# Grafton Primary School

## Safeguarding Policy



**Date Written:** September 2017

**Date for Review:** September 2018

### Introduction

The health, safety and wellbeing of all our children are of paramount importance to all of the adults in our school. The governors and staff of Grafton Primary School, both teaching and non-teaching, fully recognise the contribution they make to safeguarding children. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. We therefore have to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place:

### Health and Safety

The school has a health, safety and wellbeing policy, which is monitored regularly by the relevant committee of the school governors. The Headteacher and the Governors oversee the policy. Any concerns from staff are reported to the maintenance team who 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 and we also have 'lock in' drills. The school conducts an annual Fire Risk Assessment. There is also a critical incidents plan that details what staff and parents should do in the case of emergencies.

### First Aid

In school there are always trained members of staff who oversee first aid. There are a number of first aid kits situated around school. 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 and appropriate treatment is given
- The incident is logged in the accident book
- For head injuries a Head Note is always issued and sent home to parents/carers
- If there is any doubt at all, a parent is contacted

School policy is that medication will only be administered, by designated members of staff, when the parent/carer 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. For the majority of medicines, however, 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 will deal with a child with utmost sensitivity and will seek guidance from a senior leader where necessary. 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.

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Convention on the Rights of the Child Articles that this policy links to: 3, 6, 12, 16, 17, 19, 24, 27, 28, 36, 39,



### Site security

Grafton Primary School provides a secure site, 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. It is the responsibility of ALL members of staff to ensure that the site is secured and safe. Therefore:

- Gates should be locked throughout the day and staff members on duty are to double-check that they are locked at playtimes and lunchtimes.
- All Exit Doors should be closed to prevent intrusion.
- Visitors must only enter through the main entrance after signing in at the office. They should sign in and be given a visitors badge on entry.
- 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 to report it immediately to the office. Then parents and police will be 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 school has a policy of phoning home to ascertain each child's whereabouts (First Day Call). 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. (see Attendance Policy)

### Appointments of staff and induction of newly appointed staff and work placements

All staff that are appointed to work in school have a full criminal records search called a DBS. This search highlights people who have a criminal record or if previous allegations have been made about them. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the Governing Body. The Headteacher, members of the SLT and the Chair of Governors have undertaken training on Safer Recruitment. A member of staff, who has been trained in safer recruitment, sits on all appointment panels. New staff are inducted into safeguarding practices. Newly appointed staff are assigned a mentor for the induction period. It is the responsibility of the mentors to familiarise new staff with procedures and policy, which affect the health, safety and wellbeing of all members of the school community, but especially that of the children.

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### **Induction of volunteers**

Volunteers must also have a satisfactory DBS check and references must be provided. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

### **Welcoming visitors**

It is assumed that visitors with a professional role, i.e. the School Nurse or members of the police already have relevant clearance but the office will endeavour to check this before admittance is granted.

### **Child Protection**

The school has a designated member of staff for Child Protection. This person is named in the Child Protection Policy, along with the deputy Child Protection leads. It is the Governing Body's duty to ensure the Child Protection policy is reviewed annually and any deficiencies within the policy addressed immediately. All staff have to update their child protection training regularly and regular updates and information will be provided by the CP lead, this includes information on Radicalisation, Child Sexual Exploitation (CSE) and Female Genital Mutilation (FGM). All allegations of abuse by or complaints of a teacher will be dealt with following the Local Safeguarding Board procedures. For any complaints about the Headteacher the Chair of Governors should be contacted directly. (See Child Protection Policy)

### **Allegations against staff**

All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Headteacher. The Headteacher on all such occasions will discuss the content of the allegation with the Duty LADO (Local Authority Designated Officer). If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult as above, without notifying the Headteacher first. The school will follow the LA procedures for managing allegations against staff. Suspension of the member of staff, excluding the Headteacher, against whom an allegation has been made, needs careful consideration, and the Headteacher will seek the advice of the LADO and in making this decision. In the event of an allegation against the Headteacher, the decision to suspend will be made by the Chair of Governors with advice as above.

### **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

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Danger. 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 taught, such as using equipment properly in PE and Design and Technology. At all times there has to be appropriate staffing levels and when the curriculum is taken out of school (e.g. school trips) appropriate and agreed pupil/adult ratios are maintained. The lead adult always assesses the level of risk for all and all trips are finally authorised by the Headteacher. Visiting speakers, with correct clearance are always welcome into school so that they can give specialist knowledge to the children. (See Educational/Off-site visits Policy)

### **Internet Safety (See e-safety policy)**

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. Parents are asked 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 a senior leader without delay.

### **Behaviour**

Good behaviour is essential in any community and at Grafton we have high expectations for this. 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. (See Behaviour Policy)

### **Bullying/Racist Incidents**

Our policy on anti-bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. (see Anti-bullying Policy)

### **Race Equality**

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 curriculum. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children also. Racist incidents are reported to the Local Authority and Governing Body.

### **Photographing and videoing**

There has been a lot of controversy about adults photographing and filming young people. The concerns are genuine, however we have taken a sensible, balanced approach, which allows photography and filming of children, providing the following guidelines are adhered to:

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- Parents' consent to school taking photographs by signing a permission slip. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.
- Parents can photograph or video their own child at special events (e.g. class assemblies, performances etc), provided that they do not post these images on any social media sites.

### Whistleblowing

If members of staff ever have any concerns about the behaviour or intentions of any person within the building, school grounds or within proximity of children, 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. (See Whistleblowing Policy)

Signed Chika Anyanwu (Chair of Governors)

Date October 2017

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