

# **St. Helen's Primary School – Safeguarding Policy**

The Governing Body of St. Helen's Primary School believes that there are five key issues in the complete development of each and every child, in that we have a duty to ensure that each child:

- stays safe;
- is healthy;
- is able to enjoy and achieve;
- is able to achieve economic well-being;
- makes a positive contribution.

## **St. Helen's Primary School Safeguarding Children Statement**

At St. Helen's 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. We therefore have to ensure that this expectation becomes reality. In order to do this a wide range of measures and policies are put in place:

### **1. The Health and Safety Policy (Please see links to Covid19)**

The school has a health and safety 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 any of the above who carries out an initial examination, assessing what remedial action needs to take place. Thrice annually there is a fire drill that practices efficient evacuation from the buildings. 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.

### **2. First Aid (Please see links to Covid19)**

In school there are always trained members of staff who volunteer to oversee first aid. First aid equipment is stored in the office, and a travel first aid kit is available for off-site activities. 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 by the person responsible for the child at the time of the accident;
- for head injuries a Head Note is issued;
- if there is any doubt at all a parent is contacted.

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. 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 are informed to deal with a child with utmost sensitivity and always to seek guidance from the Headteacher or Deputy. In almost all situations the parents will be asked to come into school immediately so that

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they are part of the decision making process for such matters. All medicines and permission forms are stored in the main office.

## **3. Site security**

St. Helen's 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. Laxity can cause potential problems to safeguarding. Therefore:

- gates should be closed and locked at playtimes and lunchtimes;
- all exit doors should be closed to prevent intrusion (unless a member of staff is supervising from the yard);
- visitors must only enter through the main entrance and after signing in at the office. They should be given a visitor's 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 by the office;
- 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;
- Visitors who use the school site do so only with the express permission of the Headteacher; this permission can be withdrawn at any time.

## **4. 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 St. Helen's has a policy of contacting home to ascertain each child's whereabouts (First Day Call). The school works closely with the Local Authority's Education Welfare Officer, 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.

If a pupil who is on the CP register does not attend for 2 days (1 day after a weekend) and the absence is unexplained, the relevant authorities will be informed.

## **5. 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 DBS check and pre-employment references are undertaken. This search highlights people who have a criminal record or if previous allegations have been made against them. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the Governing Body. The LA is informed directly by the Disclosure and Barring

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Service. The Headteacher sits on all appointment panels where the candidates are external applicants. New staff are inducted into safeguarding practices. Newly appointed staff are assigned a mentor for the induction period. It is the responsibility of the mentor to familiarise new staff with procedures and policies which affect the health and safety of all at school but especially the children.

All Governors who work regularly with the children are DBS checked. This has been agreed as compulsory by the Governing Body.

## **6. Induction of volunteers**

Volunteers who work unsupervised with children are required to have DBS clearance and provide 2 written references. For a brief activity, such as a school visit or occasional helping out in class, which does not involve the supervision or close contact of children, a DBS check is not required. 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.

## **7. 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 and a note made of anyone entering without clearance.

## **8. Child Protection Policy**

The designated staff member for Child Protection is Mark Thompson, Headteacher, with the Deputy Headteacher Nicola Fredrickson in his absence. The designated governor is the Chair of Governors. 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 governors and staff have had appropriate child protection training, which is updated at least every three years. Child Protection matters are reported to the Governing Body every term.

This school follows guidelines which assert 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. All staff have received guidance regarding physical restraint. 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.

## **9. The Design of the Curriculum**

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as Personal and Social 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. Secondly, the curriculum is designed so that safety

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issues within the subject are discussed and safe practices taught, such as using equipment properly in PE and Design and Technology. All schemes of work have been audited for safeguarding matters. At all times there has to be appropriate staffing levels and when the curriculum is taken 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 Headteacher. Visiting speakers, with correct clearance are always welcome into school so that can give specialist knowledge to the children.

## **10. 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 if they agree to their child using the internet on the Admission Form, and annually in the updated information request. Pupils must never be left unattended whilst online and staff should ensure that this does not happen. If staff know of misuse, either by a staff member or child the issue should be reported to the Headteacher without delay. As Child Protection Officer the Headteacher has overall responsibility for internet safety.

## **11. Equal opportunities**

St. Helen's ensures that equal opportunities are available for everyone, regardless of sex, class and ethnic group or ability range. Children with disabilities must be able to take a full and active part in every lesson and every measure must be taken to ensure this.

## **12. Behaviour policy**

Good behaviour is essential in any community and at St. Helen's 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. There are numerous rewards available to children:

- Showing another teacher good work
- Headteacher's award certificates
- Special privileges
- Golden Time

But the sanctions range from:

- A warning, initials of name on the board, then name taken
- Isolation
- Loss of playtime and/or lunchtime play
- A letter home
- Exclusion

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## **13. Anti Bullying Policy**

At St. Helen's the definition of bullying is:

**'Behaviour by an individual or group, usually repeated over time, that intentionally hurts others either physically or emotionally.'**

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, and always in partnership with parents. Bullies will not be tolerated. There is a more detailed Anti-bullying Policy.

## **14. Race Equality**

Along with the equal opportunities policy there is also a Race 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 PSE curriculum. Our Community Police Officer teaches a unit of work on combating racism, and the school has participated in the 'Show Racism the Red Card' projects.

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 when they occur.

## **15. 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 parents to photograph and film providing they follow certain guidelines:

- Parents consent to school taking photographs by signing the permission forms. This is updated annually in September of each school year.

## **16. 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. The school has a current Whistleblowing Policy.

## **17. Agreement on Breakfast Club procedures from 18.05.2015**

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- All children should be met at the door and their names marked on the register. This will allow you to receive them safely from parents and avoid confusion on who is accompanied or not.
- Breakfast Club will start at 8am and last entry will be at 8.30.

### **If a child arrives after 8.30 the following procedure will apply**

- If they are with a parent, the parent will be advised that Breakfast Club entry has finished and they must wait with the child until school starts at 8.50
- If the child is unaccompanied they must not be turned away. Please admit them to breakfast club and make a note of their name. If this happens a second time, please provide their names to the Headteacher and the parents will be contacted. If this happens a third time, the children will not be able to attend Breakfast Club for a defined period. This will be followed up in writing to the parents.
- All junior children are to be accompanied round to the junior yard. Infant children will be taken to their lines and handed over to their teacher
- All teachers must be on the yard by 8.45 as per school policy
- There are now 3 dedicated members of staff for Breakfast Club. One should register at the door, one will supervise indoor activities and one will supervise outdoor activities. These jobs should be rotated to ensure fairness for all staff

### **18. Dismissal of children at the end of the session/day (Must be read with Covid19 RA and Operational plan for guidelines which supersede those below whilst the pandemic is present.)**

#### **Nursery**

The children will be seated on the carpet and be supervised by a member of staff. The door will be opened by another member of staff and the children called when the responsible person collecting them is at the door. Children should only be handed over to named persons on the collection list, unless the school have been informed otherwise prior to the collection. If a person who is not in the named collection list tries to pick up a child, the Headteacher should be consulted.

When Nursery children are taken outside for play, they should be counted out and counted back in.

#### **R, Y1 & Y2**

Reception and Y1 will be dismissed through the main entrance  
Y2 will be dismissed through the infant toilet corridor.

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When Infant children are taken outside for play, at the end of play, a sweep of the yard should be made to ensure all children have been taken back in. Particular attention should be paid to out of sight areas such as the peace garden, playhouse and large shelter.

### **Juniors**

The children will be led to the door by the classteacher. The door will be opened by a member of staff and the children called when the responsible person collecting them is at the door. Children should only be handed over to named persons on the collection list, unless the school have been informed otherwise prior to the collection. If a person who is not in the named collection list tries to pick up a child, the Headteacher should be consulted. Children in Y6 may walk home unaccompanied if a request has been made in writing by the parents. A member of staff will position themselves on the junior gate to ensure all children leave the premises safely.

When Junior children are taken outside for play, at the end of play, a sweep of the yard should be made to ensure all children have been taken back in. Particular attention should be paid to out of sight areas such as behind the minibus.

**This policy was agreed by the governing body at its' termly meeting on the 19<sup>th</sup> October 2011. It was reviewed in September 2012, 2013, 2014, 2015, 2016, 2017,2018, 2019 &20**