

**Burton Agnes C of E Primary School**



# **Safeguarding Policy**

**Review September 2020**

## **Burton Agnes CE Primary Safeguarding Policy**

### **Purpose and aims**

Burton Agnes Primary School's whole-school safeguarding policy aims to provide clear direction to all adults and others about expected codes of behaviour in dealing with child protection issues. The policy also aims to make explicit the school's commitment to the development of good practice and sound procedures. The purpose of the policy is, therefore, to ensure that child protection concerns and referrals are handled sensitively, professionally and in ways that support the needs of the child. Due to its importance it is reviewed on an annual basis.

*NB Please note that where we use the term 'parents' this should be understood to refer to parents, carers and guardians with primary care responsibility for the child.*

### **Introduction**

This 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 an objective to help keep children safe from harm and abuse. We follow the definition of 'Safeguarding' adopted by Ofsted which they summarize 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<sup>1</sup>

We aim:

- to ensure that children within our school 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 Setting Commitment**

- We establish and maintain an ethos where children and young people feel secure and 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 the responsibilities including parenthood in their adult lives

- All staff whether permanent or temporary and volunteers who work with children, will be given the necessary information about policy and procedures and names of relevant contacts within their organisations

## **Providing 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 2010. 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 DBS check (Disclosure and Barring Service) will be obtained for all new appointments to our school workplace (including volunteers, where appropriate). From 26 July 2010 there is a requirement for all such individuals to be registered with the Independent Safeguarding Authority immediately. Existing members of staff and volunteers appointed prior to 26 July 2010 will also be required to register with the Independent Safeguarding Authority but their registration will be managed over a five year phasing period in accordance with Independent Safeguarding Authority guidance and direction.
- 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.

### **Safer Working Practice**

Our school will comply with the Government Office's 'Guidance for Safer Working Practice for Adults Who Work with Children and Young People' and the East Riding LEA child protection procedures 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 the 'Whistle Blowing' policy.
- are aware of confidentiality in aspects with Safeguarding and only the appropriate people notified
- 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 members 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 pupils know that the Headteacher is responsible for child protection and know that they can also talk to any other member of staff. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm through PSHE.

The Designated Person for child protection in our school is: Mrs Helen Jameson

The Deputy Senior Designated Person is: Jo Kemp

### **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.

Burton Agnes Primary School will share with parents any concerns we may have 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 Burton Agnes Primary School. We make parents aware of our Safeguarding and Child Protection policies through the school website.

### **School Training and Staff Induction**

Senior Designated Person with responsibility for child protection and any named deputies undertake specific child protection training which includes how to undertake their role.

They also undertake inter-agency child protection training provided by the East Riding Safeguarding Children Board. 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.

### **Site Security**

Burton Agnes Primary School 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 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.
- empty classrooms have closed windows.
- children are not allowed to leave school alone during school working hours and if collected by an adult over the age of 16, 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 school has a policy of phoning home to ascertain each child's whereabouts (First Day Callout). The school works closely with the Authority's Welfare officer whenever a child's attendance and punctuality cause concern. Attendance rates are reported 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 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 and school Business Manager will ensure that written confirmation is received from the employing organisation that the said individual

has been vetted through the DBS, 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 confirmation of 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 their professional judgement to effectively manage these situations.

### **The Design of the Curriculum**

The curriculum deals with safeguarding in two ways. Firstly, in subjects such as Personal, Social and Health Education /Happy Centred Schools, relevant discussions around related issues take place with the

children. Topics include such themes as Drugs, Alcohol, Sex and Relationships, People who make us feel uncomfortable, 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 Head teacher.

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

### **SEN / Inclusion Opportunities**

At Burton Agnes Primary School 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.

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 Headteacher, with the staff members with responsibility for Health and Safety, the site Manager and a governor with responsibility for Health and Safety oversee the policy and the PIC log book. Any concerns from staff, volunteers, governors or pupils are reported to any of the above and the site supervisor carries out an initial examination, assessing what remedial action needs to take place.

Each half 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 all members of staff are trained to carry out first aid. The first aid cupboard is in the staff room and kits are available around school.

When a child is unwell or has suffered a **serious** 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.

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.

For more information, please refer to our **First Aid policy**.

### **Child Protection Policy**

The Senior Designated Person for Child Protection is Mrs Helen Jameson and the Deputy Designated Person for child protection is Mrs Kemp. The Governor responsible for Child Protection is Mrs Warkup. There is a detailed Child Protection Policy operating within the school, which is available from the school website. 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 East Riding Safeguarding Children Board child protection 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 any time for advice.

### **Operation Encompass**

Burton Agnes is part of the Operation Encompass programme. Operation Encompass is the reporting to schools prior to 9am the following day, when a child or young person has been involved or exposed to a domestic incident. Operation Encompass will ensure that a member of school staff known as a key adult, is trained to allow them to liaise with the police and to use that information that has been shared in confidence while ensuring that we are able to make provision for the possible difficulties experienced by the child or their families. Being part of this scheme will allow us to provide the best support possible to our pupils.

## **Internet / E-Safety Policies**

Children are encouraged to use the internet as much as is possible but at all times in a safe way. Parents are asked to give permission for their children to use the internet on entry to the school. Pupils and staff must sign an Acceptable Use Policy 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/Esafety

laid down in our school E-Safety and Use of the Internet policy and acceptable use of IT resources policy.

The school will ensure that:

- software is in place to minimise access and to highlight any person accessing inappropriate sites or information.
- 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 Child Protection Coordinator 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.

If at any time there is inappropriate content on the school computers this must be reported to the Headteacher and logged on the ESafety log in the staffroom so it can be dealt with.

## **Behaviour Policy**

Good behaviour is essential in any community and at Burton Agnes 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.

There are numerous rewards available to children including:

- Stickers
- showing another teacher good work
- Team points
- Certificates

But the sanctions range from:

- having to discuss their behaviour
- being removed from the class
- loss of playtime
- reporting to the Headteacher
- Phone call home

- a letter home
- formal parent meeting
- exclusion

Staff are discouraged from handling children but where they deem it the safest thing to do, guidance and training has been given on safe methods of restraining a child so that they do not harm either themselves or others.

### **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 will always act swiftly with a process of investigation, communication and action. Bullies will not be tolerated.

### **Equalities and Racial Tolerance**

All children have equal access and inclusive rights to the curriculum regardless of their age, gender, race, ethnicity, religion, belief, disability or ability. We plan work that is differentiated

for the performance of all groups and individuals. Burton Agnes Primary School is committed to

creating a positive climate that will enable everyone to work free from racial intimidation and

harassment and to achieve their full potential. This is mapped out in the Disability Equality Scheme. Any indication of any form of discrimination must be logged in the discrimination log and passed to the Headteacher.

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. Burton Agnes Primary School is committed to creating a positive climate that will enable everyone to work free from

racial intimidation and harassment and to achieve their full potential.

### **Photographing and Videoing of Children in School**

At Burton Agnes Primary School we have taken a sensible and 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 school obtains parental permission while taking images and safeguards are in place to ensure anonymity (wherever possible) in their usage. Parents are discouraged to take photos at performances and photos of their children are provided by the school wherever possible.

### **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 website.

### **Role of Governors**

Governing bodies of schools are accountable for ensuring that their establishment is discharging their safeguarding functions effectively.

Governors must check that all safeguarding and the Governor responsible for safeguarding meets with the Headteacher regularly to ensure safeguarding and promoting children's welfare

is monitored and managed appropriately and effectively in the school.

All governors are expected to have undertaken Basic Awareness training in Safeguarding and Promoting the Welfare of Children and Young People. Where possible all governors but particularly the Governor responsible for Safeguarding should have completed specific safeguarding training for governors.

### **Racial Equality & Equal Opportunities Statement**

All children have equal access and inclusive rights to the curriculum as regardless of their age, gender, race, ethnicity, religion, belief, disability or ability. This is mapped out in the schools Disability Equality Scheme. We plan work that is differentiated for the performance of all groups and individuals. Burton Agnes Primary School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

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. Burton Agnes Primary School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

### **Accessibility of policies**

Parents and carers are welcome to ask for further information about any policy matter. Copies of all current School policies are available for parents and carers to read.

### **Policy review**

This policy document will be reviewed on an annual basis to ensure it is up to date with current legislation and best practice.

The next date for review is September 2020

