

GEORGE ROMNEY JUNIOR SCHOOL **SAFEGUARDING POLICY**

'SAFEGUARDING IS EVERYBODY'S BUSINESS!'

We ALL have a statutory duty to:

'Safeguard and promote the welfare of children'

This means:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.

Working Together to Safeguard Children, DfE 2015 (page 7)

This policy and guidelines document aims to encompass the main points around the issues of Safeguarding and specifically procedures and practice related to child protection. It should be considered alongside other key policies to ensure we meet the five outcomes of the Every Child Matters Agenda as well as others such as Health & Safety, Equality, Anti-bullying, Behaviour, Safer Recruitment etc. There will be reference to other documentation which is all available in school to cross-reference if necessary.

'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, 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

There was a clearly stated need that, while each area of society has an important part to play in child development, schools must embrace the document both individually and collaboratively. The government has published a policy '*Safeguarding children*' (DfES/027/2004) and this school has used this in formulating its own safeguarding statement.

Safeguarding Children Statement

At George Romney Junior School 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 are put in place:

The Health & Safety Policy

The school has a health and safety policy, which is monitored regularly by the Headteacher and the Resources Committee. Any concerns from staff are reported to any of the above who carry 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 building. There is also a Crisis Management Plan that details what staff and parents should do in the case of emergencies and

a Risk Register which is maintained by the Resources Committee (*see the Health & Safety Policy*).

First Aid

In school basic first aid training has been undertaken by most members of staff. Mrs. Atkinson, (senior teaching assistant) has undertaken First Aid at Work training and Miss Morrison (senior teaching assistant) has undertaken pediatric first aid training. There are first aid kits situated in all classrooms as well as the first aid cupboard and the mid-day supervisors have first aid kits with them on the playground. 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
- For head injuries a Head Form is issued
- If there is any doubt at all a parent is contacted

School policy is that members of staff only administer routine medicines when parents cannot come into school to do so and only when a parent/guardian has completed a consent form stating the required dose. This will be recorded on the Administration of Medication form.

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 Assistant Head. 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. In rare circumstances of a serious accident or health issue, staff will call an ambulance to take the child to Hospital. Parents will be informed immediately (*see First Aid and Administration of Medicines Policies*).

Site Security

George Romney School provides a secure site but the site is only as secure as the people who use it. Therefore all people on a site have a duty to follow the rules, which govern it. Laxity can cause potential problems to safeguarding. Therefore:

- Main gates are closed once school is in session until departure time at the end of the school day.
- All exit doors are closed to prevent intrusion.
- Visitors must only enter through the main entrance and sign in at the office. All visitors will be issued with a visitor's badge (unless they have their own appropriate identification badge)
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Children are never allowed to leave school alone during school hours and if collected by an adult, are signed out at the office.

Attendance

Excellent attendance is expected of all children; but when children are unwell parents are expected to confirm absence by telephone by 9.30 am. If there is no notification, school will phone home to ascertain a child's whereabouts. The school will work closely with our own Welfare Officer whenever a child's attendance and punctuality causes concern. Attendance rates are recorded and maintained by the office manager.

Parents are reminded to take holidays in school holiday periods and if possible to try and make dental, doctor appointments etc. after school hours or in school holidays (*see Attendance Policy*).

Child Protection Policy

There is a Child Protection Policy for the school which is reviewed annually. This is made available to parents on the school's website and is also mentioned in the Prospectus and Staff Handbook.

The Designated Safeguarding Lead (DSL) is Mr Reddy (Headteacher) and the Deputy Designated Safeguarding Lead is Mrs. Dorsett (also the SENCo). It is the headteacher's duty to ensure the Child Protection Policy is reviewed annually and any deficiencies within the policy addressed immediately. See appendix one for a full explanation of 'The Role of the DSL'. All the staff have appropriate child protection training, which is updated at least every three years. The Child Protection Policy includes a statement on physical restraint.

The school follows DfE guidelines 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 asserts that on no occasion should physical contact be used as punishment.

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 head teacher, the Chair of Governors, Mr Smith, should be contacted directly (*see Safeguarding Summary and Child Protection Policy*).

Specific Safeguarding Issues

It is the responsibility of the governors to ensure that the DSL keeps all staff informed about current issues or concerns as they occur locally or nationally. Training, staff meetings and other professional development time will be allocated to ensuring a thorough understanding and a consistent approach regarding the following:

- Children missing from education
- Children at risk from sexual exploitation
- Children 'looked after' by the LA
- Female Genital Mutilation (FGM)
- Bullying including cyberbullying and 'sexting'
- Preventing children from the risks of extremism and radicalisation (*see the Prevent Duty*)

Appointment of Staff and Induction of Newly Appointed Staff and Work Placements

All staff that are appointed to work in school are subject to an enhanced DBS check. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher. The LA is informed directly by the Disclosure and Barring Service. The Headteacher, the Chair of Governors and a Senior Teaching Assistant have undertaken appropriate training in Safer Recruitment. New staff are inducted into safeguarding practice and familiarised with procedures and policies which affect the health and safety of all at school but especially the children.

Staff appointments will not be confirmed unless the school is completely confident that the applicant can be safely entrusted with children.

Induction of Volunteers

All volunteers that work in school once per week or more or on 4 or more days in a 30-day period, accompany residential visits or transport children for school related activities, will also have Disclosure and Barring Service clearance. The office performs this. Visitors who do not yet have clearance will under no circumstances be left alone with a child or group of children.

Welcoming Visitors

All visitors with a professional role i.e. Health Service staff, other LA staff etc, must produce their identification badge.

Risk Assessment

Through its risk assessment procedures the school works to recognise risk and limit it as far as possible. The Health and Safety Committee sign off all risk assessments carried out. Risk assessments are kept in a file in the school office and reviewed regularly.

Visits off-site are subject to particular scrutiny and the school's Educational Visits Co-ordinator, who has received appropriate training, is available to assist staff in the preparation and planning for such visits. Since September 2011 all visits have been planned and recorded through the LA 'EVOLVE' system (*see Policy for Educational Visits*).

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 Danger (age appropriate). Children are encouraged to explore and discuss these issues. Two members of staff are fully trained in the delivery of the 'Kidsafe' programme which is designed to support children with dealing directly with problems they may face in everyday life.

Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as road safety, using equipment properly in PE, Science and Design and Technology. 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 they can give specialist knowledge to the children.

Internet Safety

Children should be encouraged to use the internet as much as possible, but at all times, in a safe way. Every year, all children are reminded of the safe use of the internet and school uses resources such as 'Jigsaw' produced by CEOPs to support this. Pupils must never be left unattended whilst online and teachers should ensure that this does not happen. If teachers know of misuse, either by an adult a teacher or child, the issue should be reported to the headteacher without delay. The Designated Safeguarding Lead has overall responsibility for internet safety. Staff practice is governed by the school's Policies on the Use of Information and Communication Technology and E-safety policy (*See ICT Policy and E-safety policy*).

Equal Opportunities

Within the school prospectus, there is a statement for equal opportunities which asserts: "Our school is committed to providing equality of opportunity and anti-discriminatory practice for all children and families".

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 (*see Single Equality Scheme and Policy for Special Educational Needs*).

Behaviour Policy

Good behaviour is essential in any community and at George Romney School we have high expectations for this. The Core Values form the basis of our behavior management strategy in school. 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:

- Stickers
- Showing another teacher good work
- Merit certificates
- Star Pupil Awards

However, the sanctions range from:

- A warning
- Loss of playtime and/or lunchtime play
- Reporting to a senior member of staff
- A letter home
- Exclusion

Staff are discouraged from handling children but when they deem it is necessary to do so, they call upon members of staff trained in Team Teach, Mr. Rigg, Mrs. Atkinson, Mrs. Ritchie or Mr. Hammond so that they do not harm either themselves or others (*see Behaviour Policy*).

Anti Bullying Policy

The George Romney Junior School definition of bullying is: “deliberate behaviour that is likely to hurt or upset an individual done either on a repeated or regular basis by one or more children towards another”. This can be racial stereotyping, abuse about family, nationality, work/achievement, disability or gender issues. The abuse can be physical, verbal, sexual, emotional and cyber bullying. Although bullying in this school is rare, the school always acts swiftly with a process of investigation, communication and action (*see Anti-Bullying Policy*).

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 when they first join. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents, permission being obtained for each school production.

Disclosure of Malpractice

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 matters will be dealt with sensitively and with the necessary degree of confidentiality. The school has a Whistleblowing Policy which is in the policy file in the head teacher’s office and on the staff room notice board.

Disqualification ‘by Association’

Since February 2015, members of staff who work outside of the school day (i.e. Breakfast Club) have all been asked to complete a disclosure form linked to themselves and other adults in their household. This is to meet the new ruling linked to the Children’s Act 2006.

Please also see our Child Protection Policy and Procedures.

Signed
On behalf of the Governing Body

Date

Appendix One: The Role of the Designated Safeguarding Lead

Governing bodies and proprietors should ensure that the school or college designates an appropriate senior member of staff to take lead responsibility for child protection. This person should have the status and authority within the school to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff. The broad areas of responsibility for the designated safeguarding lead are:

Managing referrals

- Refer all cases of suspected abuse to the local authority children's social care and:
- The designated officer(s) for child protection concerns (all cases which concern a staff member),
- Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
- Police (cases where a crime may have been committed).
- Liaise with the headteacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

Training

- The designated safeguarding lead should receive appropriate training carried out every two years in order to:
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the school's or college's child protection policy and procedures, especially new and part time staff.

Be alert to the specific needs of children in need, those with special educational needs and young carers.

- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Obtain access to resources and attend any relevant or refresher training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

Raising Awareness

- The designated safeguarding lead should ensure the school or college's policies are known and used appropriately:
- Ensure the school or college's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this.
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

(Keeping Children Safe in Education', DfE, July 2015)