

# Safeguarding Policy

George Romney Junior School



**Approved by:**

SMSC Committee

**Date:** September 2022

**Signed:**

**Last reviewed on:**

26.09.22

**Next review due by:**

September 2023

## **'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 Keep Children Safe in Education DfE September 2021*

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 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 we aim for a child centered and coordinated approach to safeguarding. 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 an Emergency 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*).

## **Emergency Planning**

The Resources Committee takes its duty to emergency planning seriously and there is in place an Emergency Plan reviewed on an annual basis. Due to the recent global Covid19 crisis school has created a Pandemic Policy and risk assessed both the operations and premises. (See Emergency Plan, Pandemic Policy and Covid19 risk assessments).

## **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 paediatric 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 prescribed 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. 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 9.30am. If there is no notification, school will phone home to ascertain a child's whereabouts. The school will work closely with other services whenever a child's attendance and punctuality causes concern. Attendance rates are recorded and maintained by the office manager as part of the daily register management role.

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*).

### **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 and a named governor 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 until the school has two current, specific and excellent references and 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 undertakes this check. 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.

### **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 for Child Protection is Mr. David Reddy (the Headteacher) and the Deputy Designated Safeguarding Leads are Mrs. Dorsett (also the SENCo) and Mrs Gallagher (Office Manager). It is the headteacher's duty to ensure the Child Protection Policy is reviewed annually and any updates of reviews relevant to the policy addressed immediately. As the DSL the headteacher ensures all staff are briefed about safeguarding and child protection updates on a regular basis. Additional training relevant to the needs of the children in school are reviewed and pursued on an annual basis e.g. 'Specific Safeguarding Issues'. All the staff have appropriate child protection training, which is updated annually and during the year as appropriate. 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, Mrs. J. Lowes, should be contacted directly (*see Complaints Procedure and Child Protection Policy*).

## **Risk Assessment**

Through its risk assessment procedures the school works to recognise risk and limit it as far as possible. The Resources 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*).

Specific risk assessments for Premises and Operations, based on LA models are in place for the current Covid19 pandemic.

## **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 child protection officer has overall responsibility for internet safety. Staff practice is governed by the school's Policies on the Use of Information and Communication Technology and Online Safety policy (*See ICT Policy and Online Safety policy*).

## **Equality**

Within the school prospectus, there is a statement for equal opportunities which asserts: "We strive to ensure every child is valued and able to reach his/her potential. In doing so we ensure that equality and diversity are part of the school's core business both as a school and as an employer as outlined in our Equality Scheme."

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 SEND Policy*).

## **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 alongside our Behaviour Expectations (which are shared annually with families in our Home School Agreement). 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
- Headteacher golden letter.

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 the handling of children and only do so when it is *necessary* and in a *proportionate* manner. All staff are trained using the 'Safer Handling' method which includes both theory and practical training about the positive handling of children. This sits alongside the CCC Guidance 'Positive Behaviour Management' (see *Behaviour Policy*).

### **Anti Bullying Policy**

The George Romney Junior School definition of bullying is: '**behaviour by an individual or group, repeated over time that intentionally hurts another individual or group either physically or emotionally.**' This can be racial stereotyping, abuse about family, nationality, work/achievement, disability or gender issues. The abuse can be physical, verbal, sexual, emotional or online (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*).

### **Child on Child Abuse**

Children can abuse other children. This is referred to as child on child abuse and can take many forms. All staff should recognise and be aware that safeguarding issues can manifest themselves via child on child abuse. This is most likely to include but not limited to: bullying (including cyber bullying), gender-based violence, sexual violence and harassment, all forms of physical abuse such as hitting, kicking, shaking, biting or otherwise causing physical harm, youth produced sexual imagery (sexting) and initiation/hazing type violence and rituals (see *Child Protection and Anti-Bullying Policies*)

### **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.

### **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 (*please also see our Child Protection Policy*).