

BYRON WOOD PRIMARY SCHOOL



Safeguarding Policy 2015

Date	December 2014
Ratified by Governors	December 2014
Review Date	December 2015



Safeguarding Policy

Purpose and aim

Byron Wood 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. The policy was approved and ratified by the Governing Body during the Autumn Term 2014. Due to its importance it is now 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

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 a written statement about policy and procedures and names of relevant contacts within their organisation.

Providing a safe and supportive environment

Safer Recruitment and Selection

The school pays full regard to current government guidance to 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 scrutinizing 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 Disclosure and Barring Service checks and providing honest and accurate references when individuals move on.

In line with statutory changes, underpinned by regulations, the following will apply:

- a Disclosure and Barring Service Enhanced Disclosure will be obtained for all new appointments to our school workplace (including volunteers, where appropriate).
- 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.

The following staff have undertaken and completed the Safer Recruitment training and one of these staff members will be in attendance at interview for all staff and volunteer appointments:

Headteacher: Satadru Ashton

School Staff: Mark Duerden-Brown, Richard Surrige, Lisa Whitehead, Helen Croud, Cheryl Tough

School governors: Jill Cornford, Howard Knight

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 Sheffield City Council 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 of sexuality
- are aware of the 'Whistle Blowing' policy
- are aware of confidentiality policy

- 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 that they can talk to staff about any problems they are having. 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 we have a senior member of staff with responsibility for child protection and know that they can also talk to Learning Mentors when they feel they need additional support. 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 Safeguarding Lead for child protection in our school is: Lisa Whitehead
The deputy Designated Safeguarding Lead for child protection in our school is: David Hall.

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.

Byron Wood 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 Byron Wood Primary School as well as make them aware of our Safeguarding and Child Protection Policies.

On entry to Byron Wood (Y1-6), all children will receive a home visit to allow school to see the child interacting in a familiar environment. This visit will be arranged by the Designated Safeguarding Lead/Deputy. Two members of staff will be present during the visit and will complete the admission form with the relevant family members. Members of staff at the school office will be informed of the address being visited and a phone call system is in place to ensure the safety of staff members. This is an opportunity to share information about the child to ensure a smooth transition into school. Notes are made about the visit upon return to school and may form part of an evidence bank should it be required throughout the child's time at school.

School Training and Staff Induction

The school's 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 Sheffield Safeguarding Children Board. Refresher training is undertaken at 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

Byron Wood 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 and monitored by staff when nursery children leave/enter at dinner time

- doors are kept closed to prevent intrusion at key times
- empty classrooms have closed windows
- at the end of breakfast club each day, children are escorted to their classes (F2-Y2) or monitored walking to their appropriate class by a member of staff (Y3-6)
- visitors and volunteers only enter through the main entrance and must sign in at the office (any adult requesting to speak to/see a child must be accompanied by a staff member from the school office and if for any reason they are observed walking through school alone should be shown back to the school office for support with their request)
- children are only allowed to go home during the day with adults/carers with parental responsibility or when confirmed permission has been received by a member of school staff. This must be sanctioned by a member of SLT. A password must be provided by the parent for the other adult to give at the school office for the child to be allowed to leave.
- children are only allowed home at the end of the day with adults/carers with parental responsibility or when confirmed permission has been received in advance by the class teacher
- children are not allowed to leave school alone during school working hours and if collected by an adult over the age of 18, 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 texting or phoning home to ascertain each child's whereabouts (first day calls). The school works closely with the Authority's Multi Agency Support Team (MAST) whenever a child's attendance and punctuality cause 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, 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 Speech Therapists should have been vetted to work with children through their own organisation. When there is a planned visit to the school, the member of staff who has organised the visit informs the school office so that they can welcome the professional. If the visit is unplanned, then the member of staff whom the professional wishes to liaise with must verify their identity. Any new visitors to school must be accompanied to their intended location by a member of staff. Every time a professional enters the school, their identification is checked by the school office. 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 relevant discussions around related issues take place with the

children. Topics include such themes as Drugs, Alcohol, Sex and Relationships, Stranger Danger, 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 Assistant Head teacher, who is the School Educational Visits Coordinator. This is Richard Surridge. 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 Byron Wood 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.

Health and Safety Policy

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, and a governor with responsibility for Health and Safety oversee the policy. 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 the following members of staff are trained to oversee first aid: Paula Bah, Bev Heald, Zaib tanwir, Zatoon Bi, Natalie Gill, David Hall, Shaz Oxley, Razia hanif, Richard Surridge, Frankie Dirda, Zuzana Chupacova, Nicola Smith, Marysia Horner, Diana Sahibi, Tracey Smith, Esam Abdulqader, Diane Webster, Parveen Akhter, Laura London, Eve Garner, Barwago Ahmed, Paula Russell, Alison Hindmarsh and Sarah Moizo.

First aid kits are situated in various places around. 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: Permission is sought from a member of SLT if the child needs to be sent home.

Step 5: 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 **Medication policy**.

Child Protection Policy

The Designated Safeguarding Lead is Lisa Whitehead. The Designated Safeguarding Deputy is David Hall and the Designated Governor for Child Protection is Jill Cornford. 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 Sheffield Safeguarding Children Board child protection procedures. The Chair of Governors should be contacted directly where there are allegations/complaints against the Headteacher. This should be done via the school office.

The Local Authority Designated Officer for Child Protection oversees all allegations made against those who work with children and can be contacted at anytime for advice on 0114 2053535. Similarly, advice and guidance can be obtained from the Children's Social Care Team or South Yorkshire Police.

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. Parents, pupils and staff must sign an appropriate usage 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/E-safety 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 Senior Designated Person for child protection 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.

Behaviour Policy

Good behaviour is essential in any community and at Byron Wood Primary School we have high expectations in this area. The school has a **Behaviour Policy** and system 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
- merit points
- raffle tickets
- certificates

But the sanctions range from:

- having to discuss their behaviour
- being removed from the class
- loss of playtime

- reporting to a senior member of staff
- a letter home
- formal parent meeting
- internal exclusion
- 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. In our school the following members of staff are training annually in de-escalation and positive handling techniques:

- David Hall
- Nic Cassin
- Sam Brookes
- Jamie Scott
- Marysia Horner
- Lisa Whitehead

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 always acts 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. Byron Wood 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. Byron Wood 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.

Photographing and Videoing of Children in School

At Byron Wood 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 seeks to obtain parental permission for taking such images and safeguards are in place to ensure anonymity (wherever possible) in their usage. In addition to this, only school cameras are used to capture images and photos. The use of personal devices is prohibited.

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 school website or from the school lobby.

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 arrangements as detailed in the Annual Safeguarding Review for Governors are in place. They complete the Annual Safeguarding Report and return it to Sheffield Safeguarding Children's Board. The Governor responsible for safeguarding meets with the Designated Safeguarding Lead regularly to ensure safeguarding and promoting children's welfare is monitored and managed appropriately and effectively in the school. Governors are expected to have undertaken Basic Awareness training in Safeguarding. Where possible all governors but particularly the Designated Governor for Safeguarding should have completed specific safeguarding training for governors: Safeguarding Children – what school governors need to know.

Racial Equality & Equal Opportunities Statement

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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. A copy of each policy is displayed in the School lobby and all policies can also be consulted online via the School website at www.byronwood.co.uk. The School will try to arrange for the translation or summary of a document when this is requested by a parent or carer whose first language is not English.