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Owner	Skelton Primary School
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Keeping Children Safe In Education Safeguarding Policy 2018

Skelton Primary School offers a positive, safe learning environment for its community, in which everyone has equal and individual recognition and respect. We celebrate success and are committed to the continuous improvement and fulfilment of potential in every child. We encourage increasing independence and self-discipline amongst the pupils. Everyone within the school has an important role to play in sharing responsibility for the development of positive behaviour and attitudes.

Designated Safeguarding Lead: Andy Woolf
Deputy Safeguarding Leads: Sarah Walker
Charlotte Bonas
James Bearpark
Safeguarding Link Governor: Lynne Stabler
Head Teacher: Sarah Walker
Chair of Governors: Emma McLeod

SAFEGUARDING POLICY (statutory)

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1.0 Introduction

Governors and staff of Skelton Primary School fully recognise their responsibilities under Section 175 of the Education Act 2002 to safeguard and promote the welfare of our pupils to minimise risks and to work together with external agencies to ensure effective arrangements are in place to identify, assess and support children who are suffering harm.

This policy was written and is to be read and understood by all staff within the school as a mechanism to support safeguarding along with Keeping Children Safe in Education (September 2016).

2.0 Safeguarding

The school's main aim is to provide a safe, secure and stable base for children helping to protect them from harm. The welfare of the child is of paramount importance to all the adults who work in our school.

To achieve this aim Skelton Primary School will:

☑ Provide an environment where children feel can learn and develop. One in which they feel safe and encouraged to talk and are listened to.

☑ Expect all staff to:

○ annually read and sign that they understand the current DfE document Keeping Children Safe in Education 2016 (Part 1)

○ read and sign that they understand the contents of Annexe A in Keeping Children Safe in Education

☑ Governing Body members will be expected to read and sign the complete KCSIE 2016 (Part 1-4)

☑ Ensure Safer Recruitment and Vetting practices are followed, therefore checking the suitability of staff and volunteers who wish to work with our children.

☑ Raise awareness of Safeguarding / Child Protection issues to staff, parents and children via regular and effective training provided by the LCSB and NSPCC.

☑ Ensure there is effective communication between staff on Safeguarding matters via the weekly Care Team Meeting; the weekly Designated Safeguarding Team Meeting and the initial agenda item for each Year Group Team Meeting.

☑ Ensure that all staff and governors receive annual safeguarding training to raise awareness, defining their roles and responsibilities in reporting abuse.

☑ Provide and maintain an environment where children feel safe, are encouraged to talk and are listened to.

☑ Help equip children with skills needed to keep themselves safe.

☑ Develop, implement and review policy and procedures in relation to Safeguarding.

☑ Train and raise awareness of all staff, defining their role and responsibilities in regard to Safeguarding and Child Protection

☑ To identify children who are suffering or likely to suffer significant harm and respond appropriately.

☑ Report cases or suspected cases of abuse to First Contact, Social Care.

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☑ Work in partnership with parents/carers and other professionals to provide coordinated support and help to protect children who are subject to protection plan, work in partnership with Social Care when undertaking Section 17 & Section 45 assessments.

☑ Work in partnership with the Virtual Head-teacher with regard to Looked After Children.

☑ Help children to understand what is and is not acceptable behaviour towards others and themselves.

☑ Provide a curriculum and ethos which aims to prevent children from being drawn into radicalisation, extreme behaviour or acts of terrorism. School will work in partnership with Channel panel set up by the Local Authority.

Our teaching of personal, social and health education citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our children, and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them (e.g. 'stranger danger' and 'internet safety').

We aim to identify & meet every child's needs. We recognise that abuse and neglect can result in under achievement. We strive to ensure that all our children make good educational progress.

3. Health & Safety

At Skelton Primary School the health and safety of all children is of paramount importance. Parents/ carers send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. We have to ensure that this expectation becomes reality. In order to do this, a wide range of measures is put in place.

☑ The school has a health and safety policy which is monitored each year by the Governing Body REF(see minutes).

☑ Any health and safety concerns are reported to the Headteacher, Business Manager or Site Manager. An initial examination is carried out assessing what, if any, remedial action is needed.

☑ Every half-term there is a fire drill that practises efficient evacuation of the building. (See fire evacuation in Office.)

☑ There is also Critical Incident Procedures that details what staff and families should do in the case of emergencies.

4. First Aid

Skelton Primary School are committed to training all staff in school with as a minimum emergency first aid. In September 2016, 58 staff hold an emergency First Aid certificate and 19 staff hold the Paediatric First Aid Qualification.

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 first aider is consulted.

☑ The incident is logged in the Incident Book.

☑ For head injuries parents are contacted immediately and a letter is sent home.

☑ If there is any doubt about an injury, a parent is contacted.

☑ If children go home ill, class teachers are informed by the office staff.

Should a child require medical attention and parents cannot be contacted, a designated member of staff will always accompany a child to hospital.

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5. Medicines

If a parent wishes a child to take a prescribed medicine during school time, they should either arrange with the Headteacher to come to school to administer the medicine themselves or complete the Parental Agreement for the School to Administer Medicine. This gives permission for the First Aiders to administer the medicine, which must be delivered by the parent to the Office. Please see Medical Policy 2018 for more information.

6. Site security

Skelton Primary School provides a secure site.

- ☑ Gates are unlocked at 8.30 am and locked again at 8.50am.
- ☑ Gate are again unlocked at 2.50pm and relocked at 3.15pm.
- ☑ Visitors, volunteers and students must only enter through the main Office and sign in. They are then given an ID lanyard which they are required to wear at all times.
- ☑ Children will only be allowed home with adults with parental responsibility or confirmed permission. The class teacher must be informed of this.
- ☑ Children would never be allowed to leave school alone during school hours. They must be collected by an adult and signed out.
- ☑ Children know Skelton Primary School is a safe school and procedures to follow to keep them safe.

7. Attendance

Should a child be unwell, parents are expected to confirm absence immediately by telephone. If there is no notification, school has a policy of contacting home to ascertain each child's whereabouts before 10 am.

The Care team discusses individual attendance and punctuality weekly and the Family Support Worker and Nurture are able to offer early help to families and children who might be struggling with attendance issues. The school works closely with the Attendance Welfare Officer whenever a child's attendance and punctuality causes concern. Attendance figures are reported weekly to parents, every term to the Governing Body and annually to the Government. Positive measures are in place to encourage children to attend school regularly and punctually and the school is aware of its rights to take action against parents who do not ensure good attendance and punctuality.

Skelton Primary School also follows Redcar and Cleveland's procedures for Children Missing in Education. These are noted in our Attendance policy.

8. Appointment of New Staff & Induction Arrangements

All members of staff appointed to work in school have a criminal records search, called an enhanced Disclosure and Barring Service check (DBS) which includes list 99, prohibition check. This search highlights people who have a criminal record or if previous allegations have been made against them. In addition all staff submit an annual Disqualification by Association check. All qualification, references and relevant experience are checked prior to an offer of employment being made. Skelton Primary School holds a Single Central Register (SCR) for all staff which is rigorously maintained in the school office.

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The Headteacher sits on all appointment panels where the candidates are external applicants. The Headteacher has undertaken NCSL training on Safer Recruitment, as have two members of the Governing Body.

All staff and governors receive up-to-date CP training, delivered by the LA Child Protection Officer or other suitably trained person.

New members of staff are inducted into safeguarding practices and 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.

9. Child Protection

The Designated Safeguarding Lead is Mr Woolf. Mr Woolf leads a Designated Safeguarding Team including Mrs Bonas (Lower school), Mr Bearpark (Upper School), Ms Walker (Headteacher) and Lynne Stabler is the Safeguarding Governor. All staff and governors are regularly updated on Child Protection procedures and policy. It is the Governing Body's duty to ensure that the policy is reviewed annually and any deficiencies within the policy addressed immediately.

10. Curriculum Design

The curriculum deals with Child Protection in three ways:-

- ☑ In subjects such as Personal, Social and Health Education, relevant issues are discussed with the children. Topics include such themes as Drug Awareness, Self- Esteem and Peer Pressure. Children are encouraged to explore and discuss these issues in a safe environment.
- ☑ Safety issues within subjects are discussed and safe practices taught, such as using equipment properly during PE and Design and Technology. At all times there has to be appropriate staffing levels.
- ☑ When the curriculum is taken out of the classroom, appropriate and agreed pupil/adult ratios must be maintained (see Educational Visits policy). All visits are assessed as to the level of risk and every trip is authorised by the EV lead and Headteacher.

11 . Internet Safety

Children are taught to use the internet. Pupils are not left unattended whilst online. Pupils, staff and governors receive E-Safety training by external Child Protection Officer. All staff are aware of the Acceptable Use Policy & ESafety Policy , in line with changes which may occur. We offer family learning for parents with sessions that include E-safety. School have a firewall that is managed by the Local Authority.

12. Anti- Bullying

Skelton Primary School is committed to providing a caring, friendly and safe environment for all our pupils, so that children can learn in a safe and secure environment. Bullying of any kind is unacceptable and will not be tolerated. The Headteacher should be informed immediately of any concerns and the issue *will* be resolved. Reported incidents of Bullying are logged onto CPOMs. Children have confidence in the systems in school and know that their safety is of paramount importance. This can be evidenced in pupil and family questionnaire responses.

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13. Racial Tolerance

Along with our Equal Opportunities Policy, there is also a policy to promote positive relationships and behaviour. We want our children to be prepared for an ethnically diverse society. The school works hard to promote racial equality and harmony by preventing and challenging racism. Racism is taught in both the RE and PSHE curriculum and across the curriculum where appropriate. The children take part in discussions designed to raise awareness and address prejudices. All racist incidents are logged and reported to the Local Authority and to the Governing Body each term through the Headteacher's report. Racist/homophobic incidents forms can be found in the office and recorded on CPoMs.

14. Filming & Social Media

At Skelton Primary School we take a sensible, balanced approach, which allows parents to photograph and video events, providing they follow this guideline:- Parents consent to school taking photographs by signing a form on entry to school. Parents are reminded not to post images of children other than their own on social media. School photographs, that are for use outside of school, are only allowed if the appropriate form has been signed.

15. Whistleblowing

If members of staff have any concerns about the behaviour or intentions of any person within the building, school grounds or within the proximity of children, they have a professional duty to inform the Headteacher immediately. Should this concern relate to the Headteacher, the Chair of Governors (Mrs McLeod) should be informed immediately. The school has adopted the LA Whistle Blowing Policy. If an allegation or cause for concern is made against a member of staff the following action should be taken:

1. The Head Teacher should be informed immediately and provided with the associated evidence.
2. If the allegation is against the Head Teacher then the Chair of Governors should be informed immediately and provided with the associated evidence.
3. The Head Teacher or Chair of Governors of the Academy should seek support and guidance from the local authority (LADO) and follow the '**Procedure for Managing Allegations against Staff, Carers and Volunteers**' provided by Tees Local Safeguarding Children's Board.
4. Immediate support and guidance should be sought from:
 - ☒ The Local Authority Designated Officer (LADO) – Lorraine Press 01642 771531
 - ☒ Child Protection officer for Education Marianne Dixon 01642 837744/ 07909906460
 - ☒ NSPCC whistleblowing helpline – 0800 028 0285

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16. Monitoring and Review This policy will be reviewed in the Autumn term 2018 by the Governing Body.

The Governing Body will ensure that Skelton Primary School undertakes the following:

- ☑ Annually review its Safeguarding & Child Protection Policy.
- ☑ Has a senior member of staff as Designated Safeguarding Lead.
- ☑ Review annually the workload of the Designated Safeguarding Lead by requesting an update of Safeguarding work undertaken within the termly Keeping Children Safe Report.
- ☑ Governing body to support the Head Teacher in all Safeguarding matters as felt appropriate.
- ☑ Monitor and evaluate safeguarding training that staff receive.
- ☑ Review all aspects of safeguarding children / working practices and develop as required.

This policy should be read in conjunction with:

'Working Together to Safeguard Children' (September 2016) .The guidance is available via the following link: <http://www.workingtogetheronline.co.uk/index.html>

"Keeping Children Safe in Education" (2016) - statutory guidance for Schools and Colleges available via the following link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

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APPENDICES A

When reading this document, please be aware of the following related documents which work alongside this Safeguarding & Child Protection Policy:

National Publications

1. Tees Local Safeguarding Children Procedures accessed at www.teescpp.org.uk
2. DFE (March 2016) Working together to safeguard children
3. DFE (2015) what to do if you are worried a child is being abused
4. DFE (2015) information sharing
5. DFE (2015) Disqualification under The Childcare Act 2006
6. DFE (March 2016) Keeping children safe in education-information for all school and college staff-
7. DFE (September 2016) Children Missing in Education -September 2016
8. The Counter Terrorism and Security Act(2015)
9. Procedure for Managing Allegations against Staff, Carers and Volunteers- South Tess LSCB
10. Safeguarding Children in Education (DFES 2004)
11. The Sexual Offences Act 2002
12. Data Protection Act 1998
13. Procedure for Managing Allegations against Staff, Carers and Volunteers –Tees LSCB
14. Data Protection Act 1998
15. Prevent Duty 2015

Skelton Primary School Policies

1. Anti-bullying Policy 2018
2. Race Equality Policy 2018
3. Equality and Diversity Policy 2018
4. Harassment Policy 2018
5. Staff Handbook & Code of Conduct 2018
6. Staff Disciplinary Policy 2018
7. Staff Recruitment Policy 2018
8. Whistle Blowing Policy 2018
9. E Safety Policy 2018
10. ICT Acceptable Use Policy 2018
11. Attendance Policy 2018
12. Health and Safety Policy 2018
13. Confidentiality Policy 2018
14. Guarding Against Radicalisation & Extremism Policy 2018
15. Medical Policy 2018
16. Mobile Phone Policy 2018
17. Data Retention Policy 2018
18. Educational Visits
19. Single Central Register