

# Wavertree CE Primary School

## Safeguarding Policy



Reviewed and revised September 2017 at whole staff meeting and meeting of full governing body.

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## Safeguarding Policy

At Wavertree CE 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. Wavertree therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place:

### **The Health and Safety Policy**

The school has a health and safety policy, which is monitored annually by the relevant committee of the school governors. A copy of this policy is available with 24 hours notice.

The LA produces a monitoring checklist, which has to be completed on a yearly basis. The Headteacher, with responsibility for Health and Safety, the Site Supervisor and the Governors with responsibility for Health and Safety oversee this comprehensive list. Any concerns from staff are reported to any of the above and the site supervisor carries out an initial examination, assessing what remedial action needs to take place. There are weekly opportunities to discuss Health and Safety issues in Staff Meetings.

Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment.

In addition to the Health and Safety Policy there are policies regarding Food and Drink and Food and Hygiene. These determine safe practices in school and the Kitchen/ Dining Room.

## First Aid

In school many staff members have been trained to oversee basic first aid. Our fully qualified First Aiders are Sue Hodgkinson, Joan Powell and Sarah Burns. There are a number of first aid kits situated around school. 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
- A Note is issued for any injuries sustained
- If there is any doubt at all, a parent is contacted
- An ambulance will be called for in any emergency situations.

The Wavertree policy is that a qualified First Aider will administer prescription medicines with written consent from parents. Two of our Educational Support Assistants are trained to administer insulin to a boy who is insulin dependent diabetes. All medicines administered are recorded in the appropriate medical record books.

In the case of a pupil needing non - prescription medication during the day, parents are welcome to come into school to administer correct dosages. For the majority of medicines, a dose before and after school is perfectly adequate. Naturally, the parents should consult doctors before giving any form of medication.

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 the school nurse will be contacted as a matter of utmost urgency before the parent.

## Site Security

Wavertree provides a secure site, which is controlled by precise management directives, but 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. Laxity can cause potential problems to safeguarding. Therefore:

- Gates to the playground should be kept locked until the start of the day and then locked at the end of each day.
- Staff must ensure that the gate is securely closed when children are using our outdoor provision.
- The Front Doors should be closed to prevent intrusion. Children are forbidden to open the Front doors at ANY time.
- Staff, visitors, volunteers and students must only enter through the main entrance and after signing in at the Welcome Area. It is imperative that each person signs out whenever they leave the premises.
- Children **MUST** be escorted across the road to the playground, with staff monitoring traffic on the road. Children must not cross without permission from an adult.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Children should never be allowed to leave school alone during school hours, and if collected by an adult, 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 the incident immediately to the office. Subsequently, parents and police will be 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 immediately. If there is no notification school has a policy of phoning home to ascertain each child's whereabouts.

The school works closely with the Local Education Authority's Welfare officer whenever a child's attendance and punctuality causes 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 who do not ensure good attendance and punctuality.

### **Appointments of staff and induction of newly appointed staff and work placements**

All staff that are appointed to work in school have a criminal records search called a CRB check. This search highlights people who have a criminal record or if previous allegations have been made them. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the Personnel committee of the Governing Body. The LA is informed directly by the Criminal Records Bureau.

The Headteacher sits on all appointment panels where the candidates are external applicants. The Headteacher and at least one Governor has undertaken the LA training on Safer Recruitment.

New staff are inducted into safeguarding practices. Newly appointed staff are assigned a mentor for the induction period. It is the responsibility of the mentors to familiarise new staff with procedures and policy, which affect the health and safety of all at school but especially the children.

### **Induction of volunteers**

Volunteers must also have Criminal Records Bureau clearance. For a brief activity, such as a school visit, which does not involve the supervision or close contact of children the school may telephone for a "99" check. For extended contact with children, when children may be left alone with an adult, or when an adult visitor may be in and around the school building, a full CRB search will be conducted. The office performs this. The school records all CRB checks on a school central record.

## **Welcoming visitors**

It is assumed that visitors with a professional role ie the School Nurse or members of the police already have relevant clearance but the office will check this before admittance is granted.

Visitors who do not yet have clearance will complete a screening document before entering the school and under no circumstance be left alone with a child or group of children.

All visitors are required to sign in at the Welcome desk and wear a Visitor's badge whilst on the premises.

## **Child Protection Policy**

The designated adult for Child Protection is Mrs. Brooksbank and the designated governor is Mrs Margaret McDermott. There is a detailed Child Protection Policy, which is available from the school office with 24 hours notice. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Certain governors and all staff have had appropriate child protection training, which is updated every year.

The child protection policy includes a statement on physical restraint. This school follows DfE guidelines 10/98 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 such physical contact be used as a punishment.

All allegations of abuse by or complaints of a teacher will be dealt with following the LA Child Protection procedures. For any complaints about the Headteacher the Chair of Governors should be contacted directly.

## **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. 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 taught, such as using equipment properly in PE and Design and Technology. At all times there has to be appropriate staffing levels and when the curriculum is taking place out of school, appropriate and agreed pupil/adult ratios are maintained. The lead adult always assesses visits as to the level of risk and completes a risk assessment. All trips are finally authorised by the Headteacher.

Visiting speakers, with correct clearance are always welcome into school so that can give specialist knowledge to the children.

### **Internet Safety**

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. Parents are asked each year if they agree to their child using the internet. Pupils must never be left unattended whilst online and teachers should ensure that this does not happen. If teachers know of misuse, either by a teacher or child, the issue should be reported to the Headteacher without delay.

As Child Protection Officer the Headteacher has overall responsibility for internet safety.

### **Equal opportunities**

Within the school prospectus there is a statement for equal opportunities which asserts:

"At Wavertree CE School we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at Wavertree CE School are considered equal in the learning partnership. When children have special needs we make arrangements to inform parents and design specific programmes".

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.

## **Behaviour policy**

Good behaviour is essential in any community and at Wavertree we have high expectations for this. A policy entitled Behaviour Procedures is included in the Handbook detailing the rewards and sanctions available to staff.

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/Headteacher good work
- Team Points
- Certificates
- Cups

But the sanctions range from:

- A telling off
- Being removed from the class
- Loss of playtime
- Reporting to a senior member of staff
- A letter home
- Exclusion

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

## **Anti Bullying Policy**

The Wavertree CE School definition of bullying is: "A systematic and extended victimisation of a person or group, by another or group of others."

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.

There is a more detailed Anti-bullying Policy that is available from the school office at 24 hours notice.

### **Racial tolerance**

Along with the equal opportunities statement there is a statement in the prospectus that asserts:

"At Wavertree CE School pupils will be prepared for an ethnically diverse society. The school will work hard to promote racial equality and harmony by preventing and challenging racism.

"If anyone ever feels unjustly treated then the school welcomes and values a response. It is in working together that we will make Wavertree even better."

Racism is tackled in both the RE and in the PSHE curricula. The children take part in discussions designed to raise awareness and address prejudices.

### **Photographing and videoing**

There has been a lot of controversy about adults photographing and filming young people. The concerns are genuine, however at Wavertree CE School we have taken a sensible, balanced approach, which allows parents to photograph and video providing they follow certain guidelines:

Parents consent to school taking photographs by signing a permission slip at Parents' Evening or upon entry to school. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.

## **Training**

All Staff and governors have received appropriate training regarding safeguarding. In accordance with LA guidelines at least one governor has attended Safer Recruitment Training.

## **Whistleblowing**

If members of staff ever have any concerns about people working, paid or unpaid, 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 matter will be dealt with sensitively and with the necessary degree of confidentiality. The school has a policy on Whistleblowing. A copy of this can be found in the Staffroom.