

Safeguarding Children statement

Mrs Lisa Jackson



Tow Law Millennium Primary School Safeguarding Children Statement

At our 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 and Safety Policy

The school has a Health and Safety Policy, which is monitored regularly by the relevant committee of the school governors. The named Governor for Health and Safety is Stephen Hall who carries out annual internal and external inspections of the premises, oversees work being carried out and reports formally to the full Governing Body at least annually.

The Headteacher and the Governors oversee the policy. Any concerns from staff are reported to any of the above who carries out an initial examination, assessing what remedial action needs to take place.

The Regulatory Reform (Fire Safety) Order 2005 is the primary source of fire safety legislation in the UK. This piece of legislation places responsibility on Head Teachers to actively manage fire safety within their premises. Termly fire drills are carried out and our annual independent risk assessment is completed by Gary White of G.S. White.

On 2nd July 2014 we received a Fire Safety Audit from Ian Cockburn, County Durham and Darlington Fire and Rescue Services and again on 1st February 2018.

There is also a critical incidents plan that details what staff and parents should do in the case of emergencies.

First Aid

In school there are always trained members of staff who volunteer to oversee first aid. 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
- Parents are always immediately contacted by telephone for head injuries
- If there is any doubt at all a parent is contacted.

School policy is that members of staff will only give medicines when the parent has completed and signed the appropriate form requesting that staff administer medicine and that it is prescribed medication needing to be taken 4 times a day.

For the majority of medicines, however, 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 ensure that 2 members of staff are present if a child has had an 'accident' and needs changing. If in doubt guidance should always be sought from the Headteacher or Senior Teacher.

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.

For more detailed information see also: **Supporting pupils with Medical Needs Policy.**

Site Security

Tow Law Millennium Primary School provides a secure site. There is no possibility of access into school except through the main doors. However, 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:

- All Exit Doors should be closed to prevent intrusion.
- Visitors must only enter through the main entrance and sign in at the office window. They should be given a visitors badge on entry.
- 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.
- The office **must** be informed if a child needs to leave the premises.

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. Then 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. If there is no notification school has a policy of telephoning home to ascertain each child's whereabouts (First Day Response) at the close of registration (9.30).

The school follows the Local Authorities Attendance Toolkit and works closely with the Enforcement Team whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LA, annually to the government. Governors are kept informed termly and parents are kept informed half termly. 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 DBS 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 Governing Body. It is the responsibility of the individual to bring their DBS certificate to school for identified staff to verify.

The Headteacher sits on all appointment panels where the candidates are external applicants. The Headteacher has undertaken the NCSL training on Safer Recruitment and in November 2014 attended refresher training with SGSS. Ann Scott and Nicola Mawson are also trained in this area. 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.

A Staff Handbook is available to all staff which outlines all school's policies and procedures.

Induction of volunteers

Volunteers must also have DBS clearance. 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 an enhanced DBS will be required before access is permitted. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

Welcoming visitors

It is never assumed that visitors with a professional role i.e. the School Nurse or members of the police already have relevant clearance. The office will check all ID before admittance is granted.

Child Protection within Safeguarding Policy

The designated adults for Child Protection are Lisa Jackson (Headteacher), Claire Turner (EYFS Lead), Helen Dobson (KS1 Lead), Nicola Mawson (KS2 Lead) and Lisa Croft (Vice Chair of Governors/Safeguarding Governor) - see "Child Protection within Safeguarding Policy". 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 at least every three years and an internal briefing, to include Governors, carried out annually by Nicola Mawson and Helen Dobson.

The Child Protection Policy is supported by the Safe Handling Policy; This school follows DfES 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 Local Safeguarding Board 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 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 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 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. The school has an E-Safety Policy and had an information session for parents to raise awareness. It includes a pupil and staff acceptable use agreement (see policy).

Equal Opportunities

“Equality Policy Statement and Equality Objectives”

A detailed policy document runs alongside this policy ensuring we carry out our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in regard to age (as appropriate), disability, ethnicity, gender, religion and sexual identity. We carry out our duty under the Education and Inspections Act 2006 to promote community cohesion.

We recognise these duties reflect international human rights standards as expressed in the UN Conventions on the Rights of the Child, The UN Conventions on the Rights of People with Disabilities and the Human Rights Act 1988 (for full policy ask in school).

Behaviour Policy

Good behaviour is essential in any community and we have high expectations for this. 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:

- Smiley faces and Assertive Mentoring rewards
- Showing another teacher good work
- Certificates

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
- A meeting with parents
- Exclusion

See Behaviour and Discipline Policy.

Anti-Bullying Policy

Tow Law Millennium Primary School’s definition of bullying is:

“Bullying is action taken by one or more children with the deliberate intention of hurting another child, either physically or emotionally.”

It is deliberately hurtful behaviour

It is repeated often over a period of time

It is difficult for those being bullied to defend themselves

The school’s response to this is unequivocal. The class teacher and/or the Anti-Bullying service works will work with children to resolve problems. 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. **See Anti-Bullying Policy.**

Along with the **Equality Policy** there is also an **Equality Information and Equality Objectives Policy**. The school will work hard to promote equality and harmony by preventing and challenging inequality. If anyone ever feels unjustly treated then the school welcomes and values a response.

Racism is tackled in both the RE, Circle Time and in the PSHE curriculum. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children.

Any Racial Incidences are reported to the Local Authority. The Governing Body is updated termly as to whether racist incidences have or have not occurred.

Photographing and Videoing

There has been a lot of controversy about adults photographing and filming young people. The concerns are genuine, particularly in relation to pictures of other people's children being put on Social Media Sites. As a result we do not allow pictures to be taken in school.

See Photographic devices Policy

Whistle blowing

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 matter will be dealt with sensitively and with the necessary degree of confidentiality.

See Whistle blowing Policy.

This statement is to be looked at alongside the following policies (please note this is not an exhaustive list):

- Accessibility statement
- Health and Safety Policy
- Supporting pupils with Medical Needs policy
- Child Protection within Safeguarding Policy
- Subject specific policies
- Fire Safety Policy and annual risk assessment/action plan
- Equality Policy Statement and objectives
- Behaviour and Discipline policy
- Anti-bullying Policy
- Whistle Blowing policy

Statement Reviewed January 2019

Headteacher