

WEST BRETTON J&I SCHOOL

SAFEGUARDING POLICY

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At West Bretton 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. West Bretton 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 reviewed annually, and Health and Safety issues are reported each half term in the Head teacher's report to the Governors. A copy of this policy is available to view at the Parent Information Points in school, and on the school website.

The Head teacher, the Assistant Head teacher, the Caretaker and the Governors responsible for Health and Safety (the resource committee) oversee the policy. Any concerns from staff are reported to any of the above and the Head teacher or Caretaker carries out an initial examination, assessing what remedial action needs to take place. Health and Safety is a weekly item on staff meeting agendas.

Each term there are fire drills (Whole school and Breakfast club) that practice efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment.

There is also an Emergency 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. The First Aid kit is situated in the main school office. 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 Note is issued
- If there is any doubt at all a parent is contacted.

The West Bretton policy is that a member of staff, usually the Head teacher will give medicines if they are prescribed by a doctor to be taken 4 times a

day. A form has to be completed before the medication can be given. For the majority of medicines a dose before and after school is perfectly adequate.

SITE SECURITY

West Bretton provides a secure site, and staff are careful to adhere to safety procedures.

- Gates are locked except at the start and end of each day.
- Doors are closed and locked to prevent intrusion, but still facilitate smooth exits.
- Visitors, volunteers and students only enter through the main entrance and after signing in at the office window.
- Children are only 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, signed out.

ATTENDANCE

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone as soon as possible before 9.30am. 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 Authority's Education Welfare Service whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LA and parents and annually to the government. 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 DBS (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 Head teacher and the Personnel committee of the Governing Body. The LA is informed directly by the Criminal Records Bureau.

The Head teacher sits on all appointment panels where the candidates are external applicants. The Head teacher, Assistant Head and Chair of Governors have undertaken the NCSL training on Safer Recruitment, and follow their guidelines on recruitment procedures.

New staff are inducted into safeguarding practices. Newly appointed staff are mentored for the induction period by the Head teacher or Assistant Head. 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. 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 assumed that visitors with a professional role ie the School Nurse or members of the police already have relevant clearance but the office will endeavour to check this before admittance is granted and a note made of anyone entering without clearance. (See also Site Security).

CHILD PROTECTION POLICY

The designated adult for Child Protection is Mrs Womersley and the designated governor is Mrs Archer. There is a detailed Child Protection Policy, which is available from the school office with 24 hours notice and is on 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. Certain governors and all staff have had appropriate child protection training, which is updated at least every three years.

All allegations of abuse by or complaints of a teacher will be dealt with following the Area Child Protection Committee procedures. A copy of this is available at 24 hours notice. For any complaints about the Head teacher, 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 part 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 Head teacher and Chair of Governors.

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

INTERNET SAFETY

Children are 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 Head teacher without delay. The school ICT system is linked to the Regional Broadband Consortium, Yorkshire & Humberside Grid for Learning and their educational filtering system applies for increased security.

As Child Protection Officer the Head teacher has overall responsibility for internet safety. Mrs Womersley is the internet and email manager for school and has direct access to all email addresses and passwords.

EQUAL OPPORTUNITIES

Within the policy for Equality, Diversity and Community Cohesion, there is a statement for equal opportunities which asserts:

“West Bretton School provides education for all, acknowledging that the society within which we live is enriched by diversity in backgrounds, origins, beliefs and cultures. Our school strives to ensure that its culture and ethos reflect the diversity of ALL members of the school community, where everyone is equally valued and treated with respect and fairness. Pupils are provided with the opportunity to experience, understand and celebrate diversity.”

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 West Bretton we have high expectations for this. A Behaviour Policy is on the website and details 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
- Sticker charts

- Showing another teacher good work
- Golden Time
- Team Points
- Superstars
- Certificates
- Badges and medals
- Coloured pebbles in assembly
- Choice of rewards for achieving class targets

But the sanctions range from:

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

ANTI-BULLYING POLICY

The West Bretton definition of bullying is: "A deliberate and repeated 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 policy for Equality, Diversity and Community Cohesion that asserts:

"At our school we will work towards eliminating all discrimination on the grounds of race, gender, gender reassignment, disability, sexuality (including sexual orientation), age, religion and belief. We believe that all pupils, employees and other service users should be treated with dignity and respect at all times and we will not tolerate bullying, harassment or victimisation of any groups or individuals."

Racism is tackled in the RE and the PSHE curricula, and P4C. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children also.

PHOTOGRAPHING AND FILMING

Parents give permission for photographs and films to be used for display, the website, the media, group photography and the Open Futures Film It website.

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 follows the Local Authority's draft policy on Whistleblowing, which is available at the Parent Information Points in school, and on the school website.