



Safeguarding Policy

Delegated approval: Head teacher

Required level of approval: Governing Board

Review frequency: Every 1 year

For Review by: January 2018

Signed
(Delegated approver)

Date: ___/___/___



SAFEGUARDING POLICY

'Living and learning together'

Date of policy: January 2017
Date of review: January 2018
Level of ratification: FGB
Person responsible: Headteacher

Introduction

Safeguarding is the term which describes the processes and procedures used to ensure that every child is:

- Safe from maltreatment, neglect, violence and sexual exploitation
- Safe from accidental injury and death
- Safe from bullying and discrimination
- Safe from crime and anti-social behaviour in and out of school
- Able to enjoy security, stability and to be cared for

Pensford Primary School fully recognises the legal and moral duty of safeguarding children and the contribution the school can make to ensuring safety for every child.

Pensford Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and Governors to share this commitment.

Pensford Primary School and The Governing Body take seriously their responsibilities under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering, or may be at risk of harm.

All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child/young person.

Pensford Primary School recognises that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the welfare and health and safety of all our pupils is of paramount importance.

In order to fulfill this responsibility a wide range of measures are in place as detailed in this Safeguarding Policy.

Early Identification Single Assessment Framework

Our school recognises the importance of early identification of issues for children and young people. We fully endorse the principles of multi-agency working and will engage in the SAF (Single Assessment Framework) process for any child in our school for whom we feel this is appropriate.

CHILD PROTECTION is a component of Safeguarding

(To be read in conjunction with the Pensford Primary School Child Protection Policy for more detail)

We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults and an ethos of protection.

The school community will:

- Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensure that all children know that all adults in school can be approached if they are worried or in difficulty.
- Included across the curriculum are opportunities, including PSHE and E-Safety, which equip children with the knowledge and skills they need to stay safe from harm and to know to whom they should turn for help.
- Ensure that all staff are aware of why and how they should report a concern and that all staff are aware of our separate more detailed policy on Child Protection.

The designated adult for Child Protection across the school is **Warrick Barton**.

The deputy designated adult for Child Protection across the school is **Sam Miller**.

The designated governor is **Catherine Hunt (until July 2017) – then to be Julie Parker**

It is the Governing Body's duty to ensure:

- the Child Protection policy is reviewed annually and any deficiencies within the policy addressed immediately;
- **all** governors and **all** staff have had appropriate child protection training, which is updated at least every three years.
- **all** designated Child Protection Teachers and designated Safeguarding Governors will have appropriate training /refresher training every two years.

Pensford Primary School ensures that all staff are aware of why and how they should report a concern, the various reporting and recording that is required, and that all staff are aware of our separate more detailed policy on Child Protection.

Pensford Primary School seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. The school hopes that parents and children will feel free to talk about any concerns and will see school as a safe place if there are any difficulties at home.

Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot promise confidentiality if concerns are such that a referral must be made to the appropriate agencies in order to safeguard the child's welfare.

Other relevant documents to refer to re child protection:

[Child protection Policy](#) (which includes guidelines for dealing with allegations against staff, in Section 3)

[How to report a concern flow chart \(appendix 1\)](#)

Whistleblowing Policy

[Keeping Children Safe in Education 2016](#)

SAFER RECRUITMENT

(refer also to South West Child Protection procedures at www.swcpp.org.uk and [Keeping Children Safe in Education 2016](#))

In order to ensure that children are protected whilst at this school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

We accept that it is our responsibility to follow the guidance set out in "Safeguarding Children and Safer Recruitment in Education", in particular:

- Before appointing someone, follow up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with vulnerable children.

- Check that all adults with access to children at this school have an enhanced Disclosure and Barring Service check before starting work, and prior to confirmation of appointment

We will ensure that at least one member of any interview panel has completed certified Safer Recruitment Training.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:

- Identity checks to establish that applicants are who they claim to be
- Academic qualifications, to ensure that qualifications are genuine
- Professional and character references prior to offering employment
- Satisfy conditions as to health and physical capacity
- Previous employment history will be examined and any gaps accounted for.

We have developed our own additional guidance. This is supported by our [Safer Recruitment Training Slides](#) and is as follows:

- Prior to advertising, we review the relevant job descriptions and person specifications to check they are up-to-date. We check that essential and desirable requirements of the job are appropriate. The job description will explain our safeguarding and pupil welfare procedures.
- A safeguarding statement is included in all job advertisements. The advert (there's an example in the slides), (it could be one of the documents attached to the on-line advert). Furthermore, in the letter inviting a candidate to interview, a sentence is included that refers them to the policy.
- Shortlisting is carried out by 2 people minimum against the essential and desirable factors of job, including at least one person with up-to-date safer recruitment training.
- At shortlisting, we always check for gaps in employment history and – wherever possible - follow these up before interview. In any event, any such gaps will be followed up to the satisfaction of the whole selection panel before a job offer is given.
- We take steps to ensure that the equal opportunities monitoring form is truly used only for monitoring purposes. If these are sent they are detached from the application form by our admin staff and not provided to people involved in recruitment. We follow Local Authority guidance on processing the information.
- Where recruitment has not been frequent, we recognise that interviewers need to have some refresher notes they can quickly read in the lead up to the interviews. These will be available following our head's safer recruitment training on 28th November 2016.

- For our interview questions, we have set of core questions with positive and negative indicators (see [safer recruitment slides](#) 50-53 for example) . We keep a bank of possible questions & indicators that we can draw on and update if necessary.

INDUCTION & TRAINING

We recognise the importance of Induction and Training .All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as how to identify and report abuse, staff allegations and confidentiality issues.

All new staff at the school (including volunteers) will receive basic child protection information and a copy of this policy within one week of starting their work at the school.

All staff will be expected to attend training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively. The school will provide this training through the designated person.

Staff will attend refresher training every three years, and the designated person and deputy every two years.

CONDUCT OF STAFF

The school has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries. At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- physical interventions (Positive Handling Policy)
- cultural and gender stereotyping
- dealing with sensitive information
- giving and receiving gifts to and from children and parents
- contacting children through private telephones (including texting), e-mail, MSN, or social networking websites.
- disclosing personal details inappropriately
- meeting pupils outside school hours or school duties

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and BANES Safeguarding Children Board procedures, we will view this as misconduct, and take appropriate action

ALLEGATIONS AGAINST MEMBERS OF STAFF

(see allegations against staff policy)

All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

Guidance about conduct and safe practice will be given at induction and Safeguarding training.

The behaviour of or an allegation against a colleague, or any other adult who works with children.

Staff must inform the Head teacher if they have any concerns or if this is not appropriate, BANES Safeguarding Children Board LADO (Local Authority Designated Officer) **Mel Argles 01225 396810**.

If anyone makes an allegation that any member of staff (including any volunteer or Governor) may have:

- Committed an offence against a child
- Placed a child at risk of significant harm
- Behaved in a way that calls into question their suitability to work with children

The allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by South West Safeguarding Child protection group.

http://www.proceduresonline.com/swcpp/banes/p_alleg_against_staff.html

The Head teacher, rather than the designated member of staff will handle such allegations, unless the allegation is against the head teacher, when the chair of governors will handle the school's response.

The head teacher (or chair of governors) will gather information about the allegation, and report these without delay to the Local Authority

WHISTLEBLOWING (See [Whistleblowing Policy](#))

Pensford Primary School recognises its responsibility to ensure that all employees, volunteers and suppliers have the opportunity to express concerns and wrong-doing at work by other employees, managers, councillors, suppliers, contractors or others acting on behalf of the Local Authority or other schools. Pensford Primary School has adopted the BANES Policy on whistleblowing.

VOLUNTEERS/VISITORS (Pensford Primary School)

Visitors with a professional role i.e. agencies such as CAMHS, FISS, Social Care etc. will already have relevant clearance through their own agency. Visitors must produce the appropriate professional ID. Visitors must only enter through the main entrance and after signing in at the office.

All Visitors without appropriate professional ID will have their identity checked by contacting their organisation. Only when this is satisfied will they be given a visitor badge.

On entry their attention will be drawn to the Pensford Primary School safeguarding leaflet for visitors that are displayed at reception. All other visitors are to be accompanied at all times.

We are very aware that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will be given the same consideration as paid staff.

Where a parent/carer or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent/carer or other volunteer is to be in school regularly or over a longer period then they will be checked to ensure their suitability to work with children by having a DBS check and references regarding suitability will be taken up.

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 (including governors) a full suitability check in accordance with Safer recruitment will be conducted.

Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

CONFIDENTIALITY

Pensford Primary School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. It is committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received. Sharing information unnecessarily is an erosion of trust.

The school is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality

HEALTH AND SAFETY – See Health and Safety Policy

The delegated member of staff for Health and Safety is

Warrick Barton

The delegated governor for Health and Safety is

Phil Wallhead and Diana Nagle

The school has a health and safety policy, which is monitored regularly by the school governors.

The Headteacher and the Governors oversee the policy. However although we have a delegated staff member of H&S every member of staff has a commitment and responsibility to health and safety within the workplace.

Any concerns from staff are reported to any of the above or the site managers who carries out an initial examination, assessing what remedial action needs to take place.

Each term there is a fire drill that practices efficient evacuation from the buildings.

Risk assessments of various activities are also carried out.

Other relevant documents include:

The Health Safety File which includes relevant legislation

FIRST AID (See First Aid Policy)

In school there are always trained members of staff who volunteer to oversee First Aid. Where possible all staff will be required to attend first aid training.

When a child is ill, or has suffered an accident in school or on the playground there is a protocol for staff to follow:

1. A trained first aider is consulted
2. The incident is logged in the accident book
3. If there is any concern regarding the child's condition a parent or carer will be contacted.
4. If a child has an injury to the head, parents are informed.

ADMINISTRATION OF MEDICINES (See Administration of Medicines Policy)

If a pupil needs medication short term or long term this will be administered by a first aider or designated member of staff to ensure no duplication of medication.

There must a record of when the medication has been given.

All medicines must be stored under lock and key with the exception of those that require refrigeration which are stored in the fridge in the office.

SITE SECURITY (See Site Security Policy and Procedure to follow if a child leaves the premises)

The governors of Pensford Primary School recognise that the security of the site requires ongoing updates and improvements. Currently (September 2016) the headteacher is seeking clarification from the local authority about the legal requirements for security and where the responsibility lies between the school and LA regarding different aspects.

In any case, we recognise 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. Laxity can cause potential problems to safeguarding.

Therefore:

- All exit doors should be closed to prevent intrusion.
- The main door has a security system that can only be opened by staff.
- Visitors must only enter through the main entrance and then sign in at the office
- They should be given a visitor badge on entry.
- Children will only be allowed home with the permission of adults with parental responsibility.
- Should a child leave the school premises without permission then staff will not normally follow, but rather to report immediately to the office. Parents/carers will be informed and if unable to contact then the police will be called.

ATTENDANCE (see Attendance Policy)

Pensford Primary School actively encourages and motivates pupils to meet the school attendance target of 96.5%

When children are unwell parents/carers are expected to confirm absence by telephone. If there is no notification school has a policy of phoning home to ascertain each child's whereabouts.

The school works closely with our Education Welfare officer whenever a child's attendance and punctuality causes concern.

Attendance rates are reported each term to the LA, annually to the government, to the Governing body 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.

POSITIVE HANDLING (Use of Reasonable Force)

Pensford Primary School follows the latest [DfE guidelines on Use of Reasonable Force](#) (July 2013).

The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils. Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.

'Reasonable in the circumstances' means using no more force than is needed. Pensford Primary School generally uses force to control and to restrain pupils. Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.

Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.

All staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil. All allegations of abuse by or complaints of a teacher/support worker will be dealt with following the Local Safeguarding Board procedures.

For any complaints about the Headteacher the Chair of Governors should be contacted directly.

Currently, the headteacher (Warrick Barton) holds an up-to-date training certificate for the use of positive handling techniques as described by Team Teach. He should therefore be called upon wherever possible in the event of any need for positive handling.

ANTI BULLYING POLICY (see Anti-bullying Policy)

Bullying is: "A systematic and extended victimisation of a person or group, by another or group of others." The schools response to this is unequivocal. Adults must be informed immediately and action will take place.

The school will also ensure that bullying is identified and dealt with so that any harm caused by other pupils can be minimised.

Bullying can take a number of forms:-

- Verbal: name-calling, sarcasm, spreading rumours, persistent teasing.
- Physical: pushing kicking, hitting, punching, any form of violence or threats of violence.
- Emotional: tormenting, threatening ridicule, humiliation and exclusion from groups or activities.

- Racist: racial taunts, gestures, graffiti
- Sexual: unwanted physical contact, abusive comments.

BULLYING IN ANY FORM WILL NOT BE TOLERATED AT Pensford Primary School

It is EVERYONE'S responsibility to prevent bullying and ensure that something is done about it if it does occur. All Pensford Primary School staff is alert to the potential for bullying amongst our pupils. Special care is taken, therefore, to monitor movements around the school to maximise staff levels at break-times and to inform colleagues or other settings fully of any incidents or suspected incidents. Class teachers and the SLT will ALWAYS investigate such situations.

Behaviour Policy (see Behaviour Policy)

At Pensford Primary School we work towards providing an environment which encourages positive changes in behaviour, enabling people to learn more effectively.

Included in the policy will be

- our values and beliefs regarding behaviour;
- the principles arising from these
- outline guidance for our procedures and practices.

SAFEGUARDING THROUGH THE CURRICULUM (See curriculum and trips and visits policy)

The curriculum deals with safeguarding in two ways.

Firstly, the curriculum, in subjects such as Personal, Social and Health Education discusses relevant issues with our students. Topics include such themes as Drugs, Sex and Relationships and keeping safe. Children are actively encouraged to explore and openly 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 various subjects for example PE , ICT and Design and Technology at all times there has to be appropriate staffing levels. 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 SLT or Headteacher.

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

INTERNET SAFETY (See [Online Safety policy](#))

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. Technologies open up new learning opportunities for everyone. They can stimulate discussion, promote creativity and effective learning, and promote more effective communications between parents / carers and the school in order to support young people with their learning. Young people should have an entitlement to safe internet access. At Pensford Primary School we actively encourage children to use the internet, in a at all times in a safe way. Parents/carers 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 e safety lead who has overall responsibility for e safety or the Head.

Warrick Barton

PHOTOGRAPHING CHILDREN

We understand that parents/carers like to take photos of or video record their children in the school play, or at sports day, or school presentations. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes.

However, if there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents/carers to use film or settings on their camera that do not require flash.

We will not allow others to photograph or film pupils during a school activity without the parent's/carers permission.

We will not allow images of pupils to be used on school websites, publicity, or press releases, without express permission from the parent, and if we do obtain such permission, we will not identify individual children by name.

The school cannot however be held accountable for photographs or video footage taken by parents or members of the public at school functions.

PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT

The governing body is responsible for maintenance of this scheme.

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

At Pensford Primary School, we let parents/carers know the information which we publish or intend

to publish, the manner in which the information will be published and whether the information is available free of charge or on payment.

Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

EQUALITIES Duty

Pensford Primary School is developing an Equalities plan that covers Disability, Race, Diversity, a single equalities working group will monitor and evaluate and report back to Curriculum and community committee and to FGB.

Pensford Primary School ensures that equal opportunities are available for everyone, regardless of sex, class and ethnic group or ability range.

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. 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. Racism and harassment is tackled in both the RE and in the PSHE curriculum.

All racist incidents will be reported to the Local Authority and Governing Body.

SAFEGUARDING STAFF

This document sets out our policy on encouraging and enabling all staff to maintain a healthy balance between their work and other interests and responsibilities in their life. The rationale is that:

- A good work life balance is central to staff effectiveness and satisfaction, and pupil learning.
- Work life balance is about helping staff combine work with their personal interests and commitments.
- The governing body has a statutory responsibility to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all their employees.

BEFORE AND AFTER SCHOOL ACTIVITIES

Where the Governing Body transfers control of use of school premises to bodies (such as sports clubs) to provide out of school hours activities, we will ensure that these bodies have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies.

CONTRACTED SERVICES

Where the Governing Bodies contracts its services to outside providers, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider.

GOVERNMENT PREVENT STRATEGY

The Home Office Prevent strategy is part of the government's counter-terrorism strategy to stop people becoming terrorists or supporting terrorism. Page 1 of the strategy document says that it seeks to:

- Respond to the ideological challenge of terrorism and aspects of extremism, and the threat posed by those who promote these views
- Provide practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- Work with a wide range of sectors where there are risks of radicalisation which need to be addressed, including education, criminal justice, faith, charities, the internet and health

The purpose of any work that a school provides must be to protect children from harm and to ensure that they are taught in a way that is consistent with the law and the country's values. Awareness of Prevent and the risks it is intended to address are vital.

Staff can help to identify children whose behaviour suggests that they are being drawn into terrorism or extremism. These children can then be referred to the relevant agencies.

All schools are required by law to teach a broad and balanced curriculum which promotes the spiritual, moral and cultural development of pupils and prepares them for the opportunities, responsibilities and experiences of life.

Publicly funded schools are required to promote community cohesion, a duty first introduced through the Education and Inspections Act 2006.

Through our curriculum which is supported by our 'Culture Community and Me' scheme pupils will learn about how to keep themselves safe in a range of situations, they will learn about a variety of faiths and this will include visits to places of worship close to the school. They will have opportunities to discuss equalities and living in a society where fundamental British Values are respected.

FGM

This is illegal in the UK.

Section 5c of the FGM act 2003 (as inserted by section 75 of the serious crime act 2015) gives the Government powers to issue statutory guidance on FGM to relevant persons. Once the Government issues any statutory multi-agency guidance this will apply to schools and colleges.

Section 5B of the FGM act 2003 (as inserted section 74 of the serious crime act 2015) will place upon teachers a statutory duty to report to the police where they discover (either through disclosure by the victim) that FGM appears to have been carried out on a girl under 18 years of age.

Child Exploitation

Information regarding a description of this is in the document 'Keeping children safe in education' statutory guidance for schools July 2015. This is available on the Government website.

Any suspicion of this affecting a child at Pensford school must be reported to the CP person, who will put into motion the CP procedures.

Children Missing from Education

The school must inform their local authority (in this case Bath and North East Somerset) of any pupil who is going to be delisted from their register where they;

- Have been taken out of school to be educated outside the school system
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered
- Have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age.
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period or: have been permanently excluded.

Specific safeguarding issues

Expert and professional organisations are best placed to provide up to date guidance and practical support on specific safeguarding issues. For example information for schools and colleges can be found on the TES website and the NSPCC website. Schools can also access broad government guidance on the issues listed below via the GOV.UK website:

- Child missing from home or care
- Child Sexual Exploitation
- Domestic violence
- Drugs misuse
- Fabricated or induced illness
- Faith abuse
- Forced marriage
- Gangs and youth violence
- Mental health
- Private fostering
- Sexting
- Trafficking

If any member of the school community has any concerns regarding these areas the advice of the headteacher must be sought. The headteacher will take advice and decide a course of action in line with local authority advice and locally applied policies.

Links to appendices

[Appendix I – How to report a concern \(flow chart\)](#)