

HAZELDENE SCHOOL



**SAFE GUARDING POLICY
REVIEWED SEPTEMBER 2016**

SIGNED DATE.....
 HEADTEACHER

SIGNED DATE

 CHAIR OF GOVERNORS

TO BE REVIEWED SEPTEMBER 2017

Safeguarding Policy

"Every Child Matters"

When the government published "Every Child Matters" it raised five key issues that were deemed essential in the complete development of each and every child:

- Must be and stay safe
- Must be healthy
- Must be able to enjoy and achieve
- Must be able to achieve economic well-being
- Must make a positive contribution

There was a clearly stated need that, while each area of society has an important part to play in child development, schools must embrace the document both individually and collaboratively.

The government has published a policy "Safeguarding Children" and this school has used this in formulating its own safeguarding statement.

At Hazeldene School a named member of the Senior Leadership Team will have the responsibility of ensuring that the school does its best to deliver each of the five key issues.

Hazeldene School Safeguarding Children

At Hazeldene 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. Hazeldene 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 each term 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 Agent and the Governor with responsibility for Health and Safety oversee this comprehensive list. Any concerns from staff are reported to any of the above and the site agent 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. The school conducts an annual Fire Risk Assessment.

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. We also have a dedicated first aid room. 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 Hazeldene policy is that we are able to administer prescribed medicine/tablets to children, but parents will need to sign a form which is available from the school office. Clear instruction for dosage should be given. School will only administer medicines which require 4 or more doses within a 24 hour period. In the case of a pupil needing medication during the day that is not prescribed 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 or Assistant

Head. 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

Hazeldene 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 should be locked except at the start and end of each day.

Doors should be closed to prevent intrusion but to facilitate smooth exits.

Visitors, volunteers and students must only enter through the main entrance and signing in at the office.

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 they leave the school early they must be signed out by an adult.

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 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 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 Disclosure and Barring Service (DBS) check formally 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 or assistant head sits on all appointment panels where the candidates are external applicants. The Headteacher, the two assistant heads and Head of KS2 have undertaken the NCSL training on Safer Recruitment. We also have 4 governors who have also undertaken the training.

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.

There is a detailed DBS form which is available from the school office with 24 hours notice.

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 DBS 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, i.e. 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 adults for Child Protection are Mrs Ward, Mrs Kilroy and Mrs Sumner the designated governor is Mrs Nikki Godden. 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 at least every two years.

We also have a detailed positive handling policy. 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 Area Child Protection Committee procedures. A copy of this is available at 24hours notice. 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.

There is a detailed Visits and Journeys Policy, which is available from the school office with 24 hours notice.

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. The ICT leader also has responsibility to monitor e safety. There is a detailed E-Safety Policy, which is available from the school office with 24 hours notice.

Equal opportunities

There is a detailed Equal opportunities policy, which is available from the school office with 24 hours notice.

This policy states:

"Hazeldene School is committed to equal opportunity and believes that all children, regardless of gender, ethnic background, special need, social class, or disability have the right to pursue education in order to realise their full potential. This requires that all children should have fair access to the curriculum and equal opportunities within it. The school believes that this can be achieved through the heightened awareness of staff, the organization of the curriculum/content, its physical learning resources and ease of access to the whole school."

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 Hazeldene we have high expectations for this. A statement for behaviour 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 good work
- Golden Tickets

- Certificates
- Stars of the week

But the sanctions range from:

- Being spoken to by the teacher
- Being removed from the class
- Loss of playtime
- Reporting to a senior member of staff
- Red and Yellow Card System in KS2
- A phone call home
- A letter home/ meeting with the parents
- 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 Hazeldene 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 policy there is a policy for Race Equality that asserts Hazeldene School:

- Promotes racial equality;
- Promotes good race relations;
- Eliminates unlawful racial discrimination.

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

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

Photographing and videoing

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

We will ask permission before concerts etc for parental consent. Parents should be aware before, in respect of school events, that images must be for private use only. 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 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 permission.

We will not allow images of pupils to be used on school websites, publicity, or press releases, without express permission from the parent.

Unfamiliar persons may be confronted, to ensure those without a connection to the school are not filming covertly

We do ask that photos and videos are not put onto social networking sites such as Facebook as the children's names may be "tagged", thus identifying them without parental consent.

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

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 Education draft policy on Whistleblowing. A copy of this can be made available at 24 hours notice.

Promoting Policy

This policy will be promoted by:

- Making it available to all staff, parents, pupils and other interested parties
- Making the policy available in special formats on requests

The governing body will review the policy in September 2017