

Newlands Primary School Safeguarding Policy



THE KEMNAL ACADEMIES TRUST
Headteacher: Mr C Markham
Date of last review: June 2015
To be reviewed: July 2017

SIGNED BY CHAIR/HEADTEACHER
DATE.....

This document is a statement of the aims and strategies for the safeguarding of pupils from harm at Newlands Primary School and should be used in conjunction with the Child Protection Policy and Procedures.

Our Aims:

To ensure that our school provides a safe place for children to learn and thrive. In order to do this we are committed to having in place clear Policies and Procedures to tackle Child Protection concerns, Bullying and Health and Safety.

The ways in which we achieve these aims:

1. Safer Recruitment

- i. By ensuring that we follow Safe Recruiting Practice.
- ii. Key members of the Senior Leadership Team, the Bursar and at least one Governor have undertaken Safer Recruitment Training.
- iii. All staff and volunteers are thoroughly vetted and subject to DBS clearance BEFORE they commence work.
- iv. The school holds a single central register of all staff, through the electronic signing in system in the main office.

2. Anti Bullying and Behaviour

- i. The school's Behaviour Policy encourages positive reinforcement of good behaviour leading children towards an understanding of 'treat others as you would like to be treated' I.e. what is acceptable behaviour towards one another and what is not.
- ii. The school has an agreed Anti Bullying Policy and children's views are regularly canvassed.
- iii. The school follows a personal and social programme which gives children the opportunity to consider many aspects of life, helping them to understand the dangers of abuse and how they can be protected. Opportunity is given to voice their feeling and understand that it is right to say 'No' in certain situations.
- iv. If children refuse to comply with the instructions issued by an adult, or become aggressive, the school follows a policy in relation to Safe Handling. CPD is planned to update staff and the policy is available on the school website for reference.

3. Supervision of Children

- i. During the school day the children are supervised at all times. Duty Teachers and Teaching Assistants supervise them during playtimes and Mid Day Meal Supervisors care for them during the lunch break with Duty Teachers as support.
- ii. Children are not allowed to be in classrooms unless an adult is present.

4. First Aid

- i. 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.
- ii. All classrooms have a class "grab bag" containing asthma pumps/Epipens which is taken out for games lessons, school trips and during emergency evacuations.
- iii. 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. A trained first aider is consulted
 - b. The incident is logged in the accident book
 - c. For head injuries a Head Note is issued and a phone call or a text is made home. For minor injuries a minor injuries note is issued.

5. Visitors to the School

- i. All visitors who come into the school at any time (including parents), must come through the main entrance and report to the School Office, signing in the electronic system, a badge is printed out for them and they must wear this clearly displayed along with a visitor's lanyard (red for No DBS check and Green for DBS Check). Staff are asked to politely challenge by asking any visitors they see in the building if they need any help. Responses which are implausible or ring alarm bells are reported to the office and a member of the SLT. All new visitors are given a safeguarding leaflet (see Appendix A).
- ii. We pride ourselves on fostering a friendly, welcoming relationship with parents at Newlands. The Head Teacher has an 'open door' policy whereby parents may come to talk to us about their concerns when the need arises. If there is an issue concerning child protection it is hoped they will feel free to talk openly to the Head Teacher or a member of the teaching staff. However, in the interests of safety and site security, Parents and guardians are asked to only enter the site through the main Reception doors at the end of the school day, and to make an appointment if they need to talk to their child's teacher. Notices reminding parents of this are posted on all entrance doors which may be accessible once the school after the gates are opened at the end of the day.

6. Child Protection

- i. The school has an agreed Child Protection Policy, which is reviewed and updated annually.
- ii. All staff and Governors have regular up to date Child Protection Training. Procedures for raising concerns are clearly displayed in the staff room and Safeguarding is the first item on the agenda of all staff meetings.

- iii. The school has trained people in Child Protection Procedure who ensure that all actions taken are recorded clearly and held in a secure place.
- iv. Child Protection Records are kept in a locked secure place.
- v. Governors are kept informed and there is a link Governor for Child Protection.

7. Health and Safety

- i. The school has an agreed Health & Safety Policy.
- ii. Health and Safety is a priority. The Premises Manager checks the site daily.
- iii. The Head teacher and Premises Manager meet weekly to discuss ongoing issues and planned site walks are undertaken regularly.
- iv. Governors are informed regularly of any Health and Safety issues and there is a Link Governor for Health and Safety
- v. The school has a clear Emergency Evacuation Policy and Procedures.
- vi. Fire and evacuation drill are held at least each season, sometimes more frequently and issues raised are fed back to all staff.
- vii. Fire Drills are reported to Governors.
- viii. All Contractors working on site are asked to sign the Asbestos Register each time they undertake any work.
- ix. There is a Code of Conduct that all Contractors are informed of, agree to and expected to conform to.

8. E Safety

- i. The School has an agreed E Safety Policy.
- ii. E Safety is planned and taught through the PSHE curriculum and discretely within ICT in Years 3-6.
- iii. All staff have signed the schools "Acceptable Use" Policy in respect of their use of school computers and laptops provided to teachers and key Support Staff.
- iv. All reported abuse and inappropriate websites are logged onto the schools intranet and dealt with by the ICT Leader or Head teacher depending on the issue.

9. Support and Guidance

- i. All newly qualified Teachers and Teaching Assistants have a mentor or co-ordinator with which they can discuss concerns including the area of child protection.
- ii. The Head Teacher can put staff and parents in touch with outside agencies for professional support if they so wish.
- iii. All school staff should work towards providing an environment and atmosphere for children to enable them to feel safe to talk. However, staff should never promise a child to keep certain information confidential. It must be explained that staff have certain duties to help keep that child safe, which may involve informing others.

Monitoring and review:

The procedures in this Policy will be monitored in the light of any new information and guidance which becomes available. The Policy will be reviewed annually.

Mr. C Markham
June 2017

Signed: _____ Head teacher Date: _____

Signed: _____ Chair of Governors Date: _____

Appendix 1

Relationships and Behaviour

Newlands Primary School has a Relationships and Behaviour policy. As a volunteer or visitor, we would ask that you refer any poor behaviour to paid school staff. Please DO NOT handle the children at any point.

Staff Conduct

- Act as an excellent role model for our children.
- Be caring and respectful in school.
- Dress in a smart appropriate manner.

Ensure you maintain high levels of confidentiality. If you are in any doubts about what information to share, seek the advice of the Head Teacher, senior staff or a DSL.

Keeping the building secure.

- All staff and visitors **MUST** wear an identification badge. Any adult without a badge **MUST** be challenged.
- All visitors **MUST** sign in and out at the front office.
- Please ensure all external doors are closed.
- Any child who leaves the building during the school day must be signed out by a parent or carer.

Fire safety (Evacuation)

In case of a fire or an evacuation, please exit the building via the nearest fire exit and convene on the infant playground. Children will convene at their designated muster points.

Newlands Primary School

Safeguarding Children and Adults.

A safeguarding information leaflet for visitors.





Basic Safeguarding Information

'Safeguarding children is everyone's responsibility'



First aid

Any first aid concerns should be referred to the main school office. Where a member of staff who is first aid trained will be called.

DO NOT ADMINISTER MEDICINE TO CHILDREN

DO NOT use your own personal phone or camera to take pictures of the children

Every adult is responsible for ensuring all children in our care are safe. If you are concerned about anything you see, hear or even have vague worries, pass it on. It is your responsibility to!

All adults who work with children have a duty of care to safeguard and promote their welfare.

If you have a concern about the safety, welfare or protection of a child you must report it immediately to a designated safeguarding lead (DSL).

Newlands DSL's are:

Kirstie Phippin

Yvonne Weeks

Denyse Simmons

David Bailey

David Ball

If you have a concern, you can fill out a **RED FORM** which can be found outside the finance office or the staff room. Pass the form **BY HAND** to a DSL.

There may be an occasion when a child makes a disclosure (tells you something about their safety). It is very important that you follow the advice below in order to ensure that the situation is dealt with effectively.

The golden rules are:

DO:

- Listen carefully
- Clarify if necessary
- Make accurate notes using the children's own words
- Inform a DSL IMMEDIATELY

DON'T:

- ask leading questions
- use your own words to describe events
- investigate the matter yourself
- promise confidentiality
- leave it until later

IF YOU ARE NOT HAPPY WITH THE RESPONSE FROM THE DSL FOLLOW THE ESCALATION POLICY.