



HIGHBURY PRIMARY SCHOOL

GOVERNORS' SAFEGUARDING POLICY 2018-2019

Highbury Primary and Nursery School's mission is:

- To be an inclusive, safe and caring community where each member is equally valued and nurtured to develop their potential.
- To achieve academic excellence by ensuring each pupil performs to the best of their ability.
- To work together as a team with parents and carers within the community to promote respect responsibility for the benefit of all.

(See also Anti-Bullying, Attendance, Behaviour, Child Protection, Equal Opportunities, Evacuation, Health & Safety, ICT including Internet use, Whistleblowing)

1. Introduction

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Where a child is suffering significant harm, or is likely to do so, action should be taken to protect the children. Action should be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk.

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point. Children includes everyone under the age of 18.

Everyone in school has responsibility to safeguard children, identifying early concerns and presenting concerns from escalating. All staff members should have an 'it could happen here' attitude. All staff have a responsibility to provide a safe environment in which children can learn.

At Highbury Primary 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 have been put in place.

2. Aims

To provide clear direction to staff and others about the expected codes of behaviour in dealing with child protection, keeping children safe and promoting their welfare.

To make explicit the school's commitment to the development of good practice and sound procedures for children protection and deal sensitively with these issues.

Work effectively with other agencies.

To integrate safeguarding themes into the curriculum.

This policy reflects current advice and legislation from the Department of Education.

Working Together to Safeguard Children (2015)

What to do if you are worried about a child is being abused (2015)

Keeping safe in Education (2016)

3. Health & Safety Policy

The school has a Health and Safety policy, which is monitored regularly by the Governors. The Headteacher, Site Manager and Governors oversee the policy. Any concerns from staff are reported to the Headteacher or Site Manager who carries out an initial examination, assessing what remedial action needs to take place. All staff receive annual training. Each term there is a fire drill/ lock it that practises efficient evacuation from the buildings. The Headteacher and Site Manager receive training in fire safety. All fire safety equipment is checked annually. The school is fitted with up-to-date fire detection devices.

4. First Aid

4.1 The vast majority of members of staff have received emergency first aid training which is updated every three years.

4.2 The school has a dedicated first aid area located near the school office.

4.3 A 'School Asthma Card' is held for each child diagnosed as asthmatic. This is completed by the parent/carer and stored with the named inhalers.

4.4 Parents/Carers are required to sign a form of consent for the administration of any medicines/treatment. Medicines are kept either in a locked cupboard or in a locked bag in the fridge. At the end of the school day parents/carers/named adults are expected to collect their child's medicine. No medicines are returned to children (with the exception of Ventolin).

4.5 If a child is involved in an accident involving a head injury of any kind, the child is given a 'bumped head' sticker so the parent/carer is made aware. The parent/carer is telephoned when the bump is severe.

4.6 All accidents/injuries are logged in the accident book. Any accident which results in a child/member of staff going directly to hospital is officially recorded. Near misses should also be recorded.

4.7 If a child/member of staff sustains an injury causing any concern, then a parent/carer/family member is contacted immediately and further medical help is sought. In an emergency situation, an ambulance is called.

5. Site Security

5.1 The main school building is kept secure by having key-coded entry. Foundation building is secure using fobs. There are members of staff on duty at the start and end of the day by each of the entrances/exits.

5.2 The side gate is kept locked between 9.00am and 3.15pm.

5.3 Visitors must only enter through the main entrance and after signing in at the office and receiving a visitor's badge. All staff are trained to challenge any person without an identity badge.

5.4 Children will only be allowed home for an authorised reason with adults who have parental responsibility or confirmed permission.

5.5 Children will not be allowed to leave school alone during school hours unless collected by an authorised adult.

5.6 Should a child leave the school premises without permission then this is reported immediately to the office. The parent/carer and police will be informed of the circumstances. Children who are known to wilfully escape will have risk assessments.

6. Attendance

6.1 Excellent attendance is expected of all children, but when children are unwell parents are expected to notify the school by telephone on the day. Parents/carers who do not contact the school are sent a text message or phoned.

6.2 The school works closely as a team, including the health related nurse, whenever a child's attendance and punctuality causes concern. Procedures are in place to follow up children that are not in attendance.

6.3 Positive measures are in place to encourage children to attend regularly and punctually, such as attendance certificates and end of year rewards. Class attendance is shared weekly in collective worship. The school is aware of its right to impose fines or take legal action against parents who do not ensure good attendance and punctuality.

7. Appointment of staff and induction of newly appointed staff, volunteers and work experience placements.

7.1 All members of staff that are appointed to work in school have an enhanced Disclosure and Barring Service check as they are deemed to be in regulated activity. This search highlights people who have a criminal record or if previous allegations have been made about them. If any member of staff is found to have a criminal record, the appointment is reconsidered by the Headteacher and the Governing Body. The Trust is informed directly by the Disclosure and Barring Service and contacts the school. A risk assessment should be carried out if the staff member is to be employed. All job descriptions should have explicit regard to safeguarding. All new members of teaching staff should have their identity checked on GOV.UK website. If a DBS is not yet available the barred list should be checked separately. Qualifications and references will be checked.

7.2 The Headteacher or senior staff sits on all appointment panels where the candidates are external applicants. Each appointment panel will have a member who has undertaken the NCSL training on Safer Recruitment.

7.3 New members of staff are inducted into school safeguarding practices and given initial safeguarding training, including Keeping Children Safe in Education. They 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 everyone at school, but especially the children.

7.4 DBS checks on Volunteers will only be required for those who have regular and unsupervised access to children. If they are being adequately supervised they are not considered to be working in regulated activity, no matter how often they are in school.

7.5 Governors who do not also undertake unsupervised regulated work with children are no longer eligible for a DBS check but we have agreed as a governing body to continue to DBS check all governors.

7.6 Visitors who do not have unsupervised regular access to children will not need to undertake or provide details of a DBS check (i.e. building contractors, photographers, guest speakers).

7.7 It is assumed that visitors with a professional role, e.g. School Nurse or members of the police, already have relevant clearance. However, the office will endeavour to check this before admittance is granted and a note made of anyone entering without clearance.

8. Child Protection Policy - See separate Trust Policy

8.1 The Headteacher is responsible for Child Protection together with a designated Governor. The Headteacher has attended Safeguarding Training as the Designated Officer.

8.2 It is the Governing Body's duty to ensure that the Child Protection Policy is reviewed annually and any deficiencies within the policy addressed immediately.

8.3 All members of staff have had appropriate child protection training, which is updated annually.

8.4 The school follows DfES guidelines which assert that Positive Handling may be used if there is the possibility that a child may be about to cause harm to himself/herself or to another child/member of staff. It also asserts that on no occasion should such physical contact be used as a punishment.

8.5 All allegations of abuse by, or complaints of, a teacher will be dealt with following the Local Safeguarding Board procedures. For complaints about the Headteacher, the Chair of Governors should be contacted immediately.

9. Curriculum Design

9.1 The curriculum deals with safeguarding in two ways. Firstly, the curriculum in subjects such as Personal, Social and Health Education discusses relevant issues with children. Topics include themes such as Drugs, Sex and Relationships, E-safety and Stranger Danger. Children are encouraged to explore and discuss these issues in an age appropriate context. Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as using equipment properly and safely in PE and Design Technology.

9.2 At all times appropriate staffing levels are in place 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. Residential trips are also sent to the LEA for authorisation.

10. Internet Safety

10.1 Children are encouraged to use the internet as much as is possible when it is appropriate to the curriculum, but at all times in a safe way. The school filter internet content to safeguard browsing and all browsing histories are retained for ninety days.

10.2 Parents/carers are required to give signed authorisation before their child can use the Internet, either in guided or in independent school work. This is included in the Home School Agreement. Children are trained to report anything they feel uncomfortable with to staff.

10.3 Should misuse become known, either by a teacher or a child, then the issue should be reported to the Headteacher without delay. As the Designated Officer, the Headteacher has overall responsibility for internet safety.

10.4 Children are taught E-safety as part of the curriculum and within collective worship including the safe use of mobile devices.

11. Equal Opportunities

11.1 We do not discriminate against anyone, be they staff or pupil, on the grounds of their sex, race, age, religion, nationality, ethnic, sexual orientation or national origins.

12. Behaviour Policy

12.1 Good behaviour is essential in any community and at Highbury we have high expectations of this. Although the emphasis is always on the positive, there are also times when children have to be sanctioned in order to maintain the safety and security of all children.

12.2 There are numerous rewards available to children, including stickers, showing another teacher good work, praise postcards home, Headteacher's award certificates and special privileges.

12.3 The sanctions range from warnings, loss of playtime and/or lunchtime, sharing behaviour concerns with parents to exclusions.

13. Anti-Bullying Policy

13.1 Bullying is wrong and damages individual children. We therefore do all we can to prevent it, by developing a school ethos in which bullying is regarded as unacceptable. We have an anti-bullying code for the children and a policy.

13.2 We aim, as a school, to produce a safe and secure environment where all can learn without anxiety, and measures are in place to reduce the likelihood of bullying.

14. Race Equality

14.1 Our school's mission statement talks of valuing the individuality of all our children. We are committed to giving all our children every opportunity to achieve the highest of standards. Within this ethos of achievement, we do not tolerate bullying or harassment of any kind. Children will be provided with the opportunity to experience, understand and celebrate diversity.

15. Photographing and videoing

15.1 The school takes a sensible, balanced approach, which allows parents to photograph and film providing they follow school guidelines.

15.2 Parents/carers are asked to sign a permission slip consenting to the school taking photographs and/or using these photographs on the school's website. School photographs that are for use on the school's website or outside of school are anonymous unless specific permission has been received from parents.

16. Whistleblowing

16.1 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. The school has a current Whistleblowing Policy.

16.2 All staff will receive annual safeguarding training annually including online safety and use of mobile devices. Included in this training will be how the school support families at the 'early help' stage and their part in the process. All staff are brief on safeguarding at meetings and via e-mail. Designated Safeguarding Leads will attend training updates annually.

17. Review

17.1 This policy was reviewed in September 2017 and will be reviewed every year.

Approved by the Governing Body: _____
Approved: September 2018 Review: September 2019