

# St Andrew's C E Primary School



## Parent/Carer Safeguarding Information and Health and Safety Procedures

Reviewed: March 2023

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**St Andrew's CE Primary School**  
***Every Child A Champion in Their Own Right. Matthew 5.16 -***  
***"Let Your Light Shine."***

**Safeguarding Policy Contents**

1. Introduction
2. St Andrew's CE Primary School Safeguarding Statement
  - a. Health and Safety
  - b. First Aid
  - c. Site Security
  - d. Attendance
3. Appointments of Staff and Induction
  - a. Volunteers
  - b. Visitors
4. Child Protection Policy
5. Design of the Curriculum
6. Educational Visits
7. Internet Safety
8. Equal Opportunities
9. Behaviour Policy
10. Anti-Bullying
11. Race Equality
12. Photos and Videoing
13. Whistleblowing
14. Other Issues

## 1. Introduction

Definition of safeguarding and promoting the welfare of children is defined in Working Together to Safeguard Children (2018) as:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes - children includes everyone under the age of 18.
- Schools have a pivotal role to play in safeguarding children and promoting their welfare.

At St Andrew's Primary School all staff have read part 1 of the statutory guidance 'Keeping Children Safe in Education'.

Teachers need to be aware of and understand particular safeguarding issues in school, such as:

-Preventing Radicalisation

-Child Sexual Exploitation

-Grooming

-Forced Marriage

-Female Genital Mutilation

-Bullying

-Self-harm and Self-Neglect

-Peer on Peer abuse

-Pupils' health and safety

-Online safety

-School security

- Vulnerable children

and further courses from the National Online Safety training.

It is important to monitor safeguarding in the school to address risks and prevent issues escalating.

Monitoring of safeguarding in the school includes:

-CPOMS logs completed by all staff around attendance, behaviour, bullying, child protection, cause for concern, communication, emotional wellbeing, friendship issues, home issues, medical issues, meetings with parents, SEN, welfare, operation encompass and racial incident.

-CPOMS incidents monitored and actioned by the Child- Protection co-ordinators and assistant heads and headteacher.

-Monthly safeguarding issues in classrooms are logged by the admin staff.

-Safeguarding/ Health and Safety are standard agenda items on monthly meetings with Governors.

## **2. St Andrew's CE Primary School Safeguarding Children Statement**

At St Andrew's CE Primary School we place the highest importance on the safeguarding and welfare of our children and are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. We believe that children have a right to learn in a supporting, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any pupil in distress and are confident about applying our safeguarding processes to avert and alleviate any such problems. Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment – and that we all feel safe in our environment. Our staff and governors aim to work in close partnership with parents to support the children in every way possible. However, there is a clear responsibility on all schools to ensure they work together with other agencies to safeguard and promote the welfare of all children. In order to do this a wide range of measures are in place:

### **The Health and Safety Policy**

The school has a Health and Safety Policy, which is monitored regularly by the relevant committee of the school governors. The Headteacher and the Governors oversee the policy. Any concerns from staff are reported to any of the above who carry out an initial examination, assessing what remedial action needs to take place. Each term there is a fire drill that practises efficient evacuation for children and staff 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 first aid. There are a number of first aid kits situated around school. 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 on a first aid blue slip and parents are informed
- For head injuries parents are informed immediately
- If there is any doubt at all a parent is contacted

School policy is that members of staff do not administer medicines. Parents are welcome to do this at any time of day. For the majority of medicines, however, a dose before and after school is perfectly adequate. Naturally the parents should consult doctors before giving any form of medication. If medication is needed during the school, parents are to complete a medication form stating the time it is required and dosage. Medicines, which have been measured out and provided by the parent are to be administered by the child themselves. Medication will be stored in the office or fridge if needed. 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 Senior Leaders. 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.

### **Site security**

St Andrew's provides a secure site, 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 will be locked from 8:45am until 2:50 pm
- All Exit Doors should be closed to prevent intrusion.
- Visitors must only enter through the main entrance and after signing in at the office window. They will be given a visitors badge on entry.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Children must never be allowed to leave school alone during school hours, and if collected by an adult, must be signed out at the school office.
- Should a child leave the school premises without permission, staff have been informed never to chase after a child, but rather to follow calmly (or ensure another member of staff follows) making sure own class is supervised (nearest member of staff) also to report immediately to the Office. An immediate swift search of the area - especially main roads, shops etc - will be carried out by the head/leadership team, simultaneously making sure school office is notified to ring police/ parents in that order.
- When children are collected from school the person picking them up needs to be 16 years old or older.
- Staff will be on duty at the playground gates and main exit doors for morning entry and afternoon exit.
- Codes to doors will be changed every half term and end of term.

### **Attendance**

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone or parent mail. If there is no notification school has a policy of phoning home to ascertain each child's whereabouts (First Day Callout). If no immediate contact is made a member of the Admin Staff will continue to ring the supplied contact numbers each day. The school works with the Local Authority whenever a child's attendance and punctuality causes concern. 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. (See also Attendance Policy)

### **3. Appointments of staff and induction of newly appointed staff and work placements**

St Andrew's CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The school ensures compliance with the Safe Recruitment and Selection Guidance for schools issued by DFE and Kingston upon Hull City Council. This includes rigorous vetting procedures including an enhanced Disclosure and Barring (DBS) check for all staff and the gathering of suitable references. Online checks are also done at the shortlisting stage of new appointments.

This school operates a rigorous and robust recruitment process that gathers evidence about a candidate's suitability to work with children as well as their suitability for the post. The school has robust safeguarding procedures in place which aim to address any inappropriate behaviour by staff and volunteers. At any time at least one member of any appointments panel will have successfully undertaken 'Safer Recruitment Training.'

The school will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with pupils and parents. These are outlined in our 'Safer Working Practices Document'.

Increased safeguards were introduced through the creation of two new barred lists (regulated and controlled) to replace the existing POCA, POVA and list 99. These lists are maintained by the Disclosure and Barring Service (DBS). A person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer with those groups. If St Andrew's CE Primary School knowingly employs someone who is barred from working with those groups, they would also be breaking the law. If there is an incident where a member of staff or a volunteer has to be dismissed because they have harmed a child or vulnerable adult, or would have been if they had not left, St Andrew's CE Primary School will notify the Disclosure and Barring Service (DBS).

Information on how to do this can be found at:

<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>.

#### **Volunteers**

Volunteers must never be on their own with children even if they have had DBS clearance. 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 organises this. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

#### **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).

### **4. Child Protection Policy**

The designated team for Child Protection is led by R Waterson, L Harrison & S Butler and supported by:

J Daggitt, C Curtis, S Dibnah, L Broadley and K Hankinson.

It is the Governing Body's duty to ensure the Child Protection policy is reviewed at least annually and any deficiencies within the policy addressed immediately. All governors and all staff will have had appropriate child protection training according to the Hull Safeguarding Partnership, which will be updated at least every three years.

This school follows DfES guidelines 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 members of staff follow the Positive Handling Policy. All allegations of abuse by or complaints of a teacher will be dealt with following the Local Safeguarding Board procedures. For any complaints about the Headteacher LADO and the Chair of Governors should be contacted directly.

## **5. 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. Children also take part in Keeping Individuals Safe and Secure (K.I.S.S) projects, where they explore topics around keeping safe inside and outside the home.

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

## **6. Educational Visits**

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 authorised by the Headteacher.

### *Travel*

All travel arrangements must be subject to risk assessment. Road travel should be considered as a most serious hazard on any school trip. All buses and coaches used by St Andrew's must have seat belts. Pupils must be supervised throughout the period of travel by staff.

### *Pupil Voice*

Talking to pupils about the proposed educational visit is essential. They may voice very individual concerns or specific needs. The importance of safety must be stressed. The importance of head counts, listening to instructions and knowing emergency procedures must be explained

### *Emergency Planning*

Emergency plans must be put in place (eg Critical Incident Plan) in case of injury/illness/missing pupil/pupil disclosure of abuse.

Also in case of emergency, usual emergency phone numbers will be used - mobile phones without signal/credit can still use 112 for emergency services.

## **7. Internet Safety**

Children should be encouraged to use the internet as much as possible, but at all times in a safe way. Parents are asked if they agree with their child using the internet. Pupils must never be left unattended whilst online and teachers should ensure that this does not happen. The school implements and makes effective use of appropriate ICT systems and services including school-safe filtering and monitoring, of all technology including cloud systems are implemented according to child-safety first principles. 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 the overall responsibility for internet safety.

## **8. Equal Opportunities**

Within the school prospectus there is a statement for equal opportunities which asserts: "St Andrew's 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.

## **9. Behaviour Policy**

Positive behaviour is essential in any community and at St Andrew's we have high expectations for this. Our discipline procedures are based on a positive approach to teaching with thorough organisation, caring relationships and team work to the fore. A house point system operates in the school to celebrate good behaviour, effort and achievement.

Our whole philosophy is based on respect and has a positive outlook. (See also our Behaviour Policy).

## **10. Anti-Bullying Policy**

The school's response to this is unequivocal. Adults must be informed immediately and action will take place. 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. Parents will be asked to complete a Bullying Log Form, and be clear as to what they wish staff to investigate. (See also our Behaviour Policy).

## **11. Race Equality**

Along with the equal opportunities policy there is also a Race Equality Policy. We want our children to be prepared for an ethnically diverse society. 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 is tackled in a cross curricular way. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children also. Incidents of a racial motive will also be logged on CPOMS. (See also Hull LA Guidance for Schools on Reporting and Dealing with Racist Incidents).



## **12. Photographs and videoing**

There has been a lot of controversy about adults photographing and filming young people. The concerns are genuine, however we have taken a sensible, balanced approach, which allows parents to photograph and film but must not be placed online or on social media.

- Parents consent to school taking photographs by signing a permission slip.
- School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.

Staff do not use personal devices to take photos of children and any devices with photos of children on will not be taken off-site, except during an educational visit.

## **13. Whistleblowing**

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 Whistleblowing Policy.

## **14. Other Issues**

### **CPOMS**

This needs to be completed by staff as and when incidents occur with a clear record of how incidents were dealt with and the outcome. The day/ date and time needs to be logged, along with any clear actions that need to be taken for the next steps. The information needs to be factual with no judgements. Body maps may be highlighted. All parent meetings must be logged.

### **Missing child**

This most serious of incidents should never happen. Vigilant supervision, efficient taking of registers, class monitoring of pupils activity, movement and welfare should guard against this ever happening.

In such an event – the Headteacher to be informed immediately – nearest adults (support staff/colleagues) to be alerted – check on all doors/outside areas. No other pupils go outside until the area has been searched.

Headteacher to inform police, then parents. All staff to search teaching areas.

### **Critical Situation**

A critical situation will be dealt with as a fire drill or the whole school will go into Large Hall depending on the nature of the situation. See critical incident policy.

### **Pupils walking home alone**

School Policy is not to support this at any time unless written permission has been given to pupils in Year 6 only during the Summer term.

### **Pupils biking to and from school**

If children are riding to and from school on a bicycle he/she will abide by the school rules and **must** wear a safety helmet, not ride the bike on school premises and always lock the bike to the school field perimeter fence. Parents are to sign the Home School Partnership permission slip annually in September.

### **Builders/Workman on site**

Each project will have its own work schedule, Health and Safety Procedures to follow.

In general no work will be carried out at St. Andrew's unless first discussed with the Headteacher and/or his representative and an appropriate risk assessment carried out/Health and Safety procedures put into place.

### **Asset Management Plan**

Regular building checks will help to keep our school in good condition/order.

These will include appropriate risk assessments.

### **Pupil/Parent/School Evaluation**

Parents will have regular opportunity to comment on safeguarding or any health and safety issues through the school newsletters.

### **Active Learning/Outdoor Education/Competition/Sport**

Although every precaution will be adhered to and risk assessments are part of weekly planning, parents are regularly notified that with all the best intentions and vigilance.

ACCIDENTS WILL STILL HAPPEN AT ST ANDREW'S.

The trust and genuine partnership between home and school should help see any such incident as 'accident' rather than 'neglect'.

All staff are regularly reminded of their responsibility towards all pupils and of their accountability.

### **Hot Food**

Children are not allowed to bring hot food/liquids into school such as soups or Pot Noodles due to the hot temperature and the health and safety of the child. If children would like hot food for lunch they are advised to have a hot dinner provided by the school canteen.

### **Juice**

St Andrew's is a water only school and children should only bring water in their water bottle, this also includes pack lunches. Children who need to drink juice for medical reasons will be allowed if a medical note is provided.

### **Staff/Supply Staff/Visitors (Including sport coaches, musicians etc)**

All will be made aware of CP and safeguarding procedures, policies and Child Protection Co-ordinators at St Andrew's – responsibility for this lies with the year group or phase leader.

**Duty of Care:**

All staff should be familiar with:

- Guidance for Safer Working Practice for Adults working with Children and Young People;
- Child Protection Policy;
- Keeping Children Safe in Education;
- Working Together to Safeguard Children;
- Handling Techniques/Physical Intervention;
- Hull Safeguarding Children Partnership Guidance and Procedures;
- Staff File.