

## **Durdan's Park Primary School Safeguarding Policy**

### **Durdan's Park Primary School Safeguarding Children Statement**

At Durdan's Park the safeguarding of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure and safe learning environment in which their children can flourish Durdan's Park therefore has to ensure that this expectation becomes reality. In order to do this there are a wide range of policies and procedures in place:

#### **Parents and Carers**

The school works closely with the parents and carers of all its pupils. Parents are kept informed of issues via school newsletters, letters and from time to time advisory publications. Parents/carers are advised of health and safety issues and supported in keeping their children safe such as; 'Sun Safety', Swine Flu and not using the climbing frames before or after school. The school also supports parents in working with other external agencies such as social services, health services and the police.

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

The school has a health and safety policy, which is monitored and reviewed by the full governing body.

School staff and governors liaise closely with the caretaker and Resources Manager to ensure a safe site and buildings. Any concerns from staff are reported to the Resources Manager and the caretaker carries out an initial check to assess what remedial action needs to take place.

Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts a yearly Fire Risk Assessment.

Staff are made aware of their responsibilities for the health and safety of themselves and children in their care. Risk assessments are regularly reviewed that cover procedures and activities in school.

Via the curriculum and assemblies children are taught about keeping safe and taking responsibility for their own safety and that of others. This includes such areas as classroom activities, playtimes, bullying, and use of the climbing frame as well as road safety and stranger awareness.

The school catering company is Harrisons. They comply with government policies regarding Food, Drink and Hygiene.

#### **First Aid**

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In school there are always trained members of staff who oversee first aid. Four have paediatric 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:

- The welfare assistant is consulted
- The accidents are logged in the accident book
- For head injuries, a letter will be completed by the welfare assistant and given to the child to take home at the end of the day.
- If there is any doubt at all a parent is contacted.

The school has adopted and follows the DCSF guidance for administration of medicines. In the case of a pupil needing medication during the day 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.

Durdan's Park has a number of children that suffer from medical conditions such as allergies to nuts and epilepsy. For these children, the school nurse provides a health care plan for each child. A copy of each plan is kept in the medical room with any relevant medication. A list of all children with care plans is also kept within the school office a copy is displayed in the front of each class register. The school nurse also trains the relevant staff in what signs to look for and how to deal with an incident.

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 Deputy 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 very rare circumstances, the school nurse will be contacted before the parent.

### **Site security**

Durdan's Park 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 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 after signing in at the office window.
- 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 collected by an adult, signed out.

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**

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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 Educational Social Worker whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LA, annually to the government and annually in the pupil report. 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 appointed after 1<sup>st</sup> March 2002 to work in school have an enhanced criminal records search called a CRB check. This search highlights people who have a criminal record or if previous allegations have been made against them. All staff appointed before 1<sup>st</sup> March 2002 have been checked against list 99.

The Headteacher has undertaken the NCSL training on Safer Recruitment

New staff are inducted into safeguarding practices. Newly appointed staff receive an induction by the head teacher, deputy head and school business manager following the school's induction checklist.

### **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 "List 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 CRB search will be conducted. 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).

### **Contractors**

The office should check all contractors have valid CRB cards before allowing them to enter the school.

### **Child Protection Policy**

The designated teacher for Child Protection is Chris Duhig, the Headteacher. There is a detailed Child Protection Policy which is reviewed annually by the governors.

### **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.

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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, Science and Design and Technology. At all times there has to be appropriate staffing levels and when the curriculum is taking place 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.

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

### **Internet Safety**

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. 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.

### **Equal opportunities**

We have a number of policies which relate to equalities. Our school aims reflect our commitment to equality of access and respect for each other. Every child at Durdan's Park Primary School, whatever their background or their circumstances, should have the support they need to:

- Enjoy and achieve
- Be healthy
- Stay safe
- Make a positive contribution
- Achieve economic well-being

These are the five outcomes of the *Every Child Matters* agenda. Children with special educational needs (SEN) and/or disabilities must be able to take a full and active part in every lesson and every measure is taken to ensure this. Our building and our procedures are adapted to ensure equality of access for all pupils removing barriers to learning. (See the Accessibility plan).

### **Behaviour policy**

Good behaviour is essential in any community and at Durdan's Park we have high expectations of this. Our behaviour policy details the rewards and sanctions available to staff. Although the emphasis is always on the positive there are also times when children have to have clear discipline in order to maintain the safety and security of all children. Staff are discouraged from handling children. They may need to restrain a child so that they do not harm either themselves or others.

### **Anti Bullying Policy**

**We are clear that bullying is unacceptable. Our approach is set out in our Anti-Bullying policy which also gives examples of how to deal with bullies and their victims. Pupils are regularly reminded that adults must be informed immediately and action will be taken.**

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Bullying in this school is rare but the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated.

### **Positive Handling policy**

**Our positive handling policy provides guidance to staff on initially avoiding situations where physical intervention may be necessary and how to successfully deal with it. We follow the most up to date DFES/DCSF guidelines which assert 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. Our policy is that any form of restraint should be a last resort and ideally avoided altogether. If physical handling is used, the details are recorded.**

**All allegations of abuse by or complaints of a teacher will be dealt with following the Area Child Protection Committee procedures. For any complaints about the Headteacher the Chair of Governors should be contacted directly.**

### **Racial tolerance**

Our Anti racist policy clearly states that racism will not be tolerated. All racist incidents are recorded and dealt with by senior staff to reinforce the message that racism is unacceptable. In addition they are reported termly to the governors and the Local Authority.

### **Disability Equality Scheme**

The Disability Equality Scheme and action plan confirms the school's commitment to equality and specifically the needs and rights of children and adults who have a disability. The scheme outlines how the school meets its statutory duties, works to enable disabled pupils to have greater access to education at Durdan's Park. This scheme is also linked to our Special Educational needs Policy and Accessibility Plan.

### **Photographing and videoing**

There has been a lot of controversy recently about adults photographing and filming young people. The concerns are genuine and some of our parents do not allow their child to be photographed or filmed. In class assemblies we ask parents to photograph their own children but discourage the use of videos.

### **Whistleblowing**

**The school has a whistleblowing policy which is reviewed annually and all staff are reminded annually of what the policy is. If members of staff ever have any concerns about people working in the school, 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 details are set out in our whistleblowing policy.**

**Further and more detailed information and guidance on safeguarding can be found in the following policies and documents available on request from the school office:-**

- **Health & Safety**
- **Behaviour and Anti-bullying Policy,**

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- **Child Protection,**
- **Confidentiality,**
- **Disability Equality Scheme,**
- **Drug Prevention,**
- **Internet and e-safety,**
- **Green SEN And Red Behaviour Folders**
- **Positive Handling,**
- **Race Equality,**
- **CRB Policy**
- **SEN,**
- **The School Handbook, Sex and Relationship Education policy,**

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This policy statement will be reviewed annually.