



# SAFEGUARDING POLICY

Approved by:

Full Governing Body

Date: November 2020

Last reviewed on:

Next review due by:

November 2021

# SOUTHROP C. OF E. PRIMARY SCHOOL

## SAFEGUARDING POLICY

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### 1. Statement of Intent

- 1.1 Southrop C of E Primary School understands that it is fundamental that it ensures that the safety of all children in its care and that the discharge of this duty is the paramount concern of the Governing Body.
- 1.2 Safeguarding encompasses a range of physical measures, established procedures and training. These are detailed in this document. A number of policies relating to aspects of safeguarding are referred to below. This document should be read in conjunction with these policies.

### 2. Equalities.

- 2.1 Nothing in this policy is intended to put at a disadvantage any group of pupils or others in its implementation based on their disability, gender, race, religion or beliefs, sexual orientation or age.

### 3. Physical Measures.

- 3.1 External doors. External doors (and the site access gate) have been fitted with electronic magnetic locks. These are operated from the “inside” either by a remote release (in the case of the gate) or by push buttons. They are operated from the outside by a keypad requiring knowledge of the code. This code is changed every term (six times a year) or more frequently if it is believed that the code has become known beyond the group of approved users. Approved users are those persons deemed by the Co - Head Teachers to have a “need to know” the code. External doors will be kept closed during lesson times.  
Currently, due to COVID-19 measure, all classroom doors and windows have to remain open at all times.
- 3.2 Visitor procedure. All visitors arriving at the site are directed to the reception. At the reception they will be greeted and asked to sign the electronic visitors’ book. If they have in their possession an appropriate ID (e.g. a LA officers ID badge with photograph) they will not be given a “Visitor’s Badge”. Everyone else will be issued with a badge which should be clearly visible for the duration of the visit. At this point, advice will be given about what to do in the event of the fire alarm sounding and who will assist if first aid is required. The electronic visitors’ book is an essential document in the fire evacuation procedure. Advice will also be given regarding child protecting in accordance with the child protection policy. Currently, due to COVID -19 safety measure

visitors are discouraged from coming on site. Where necessary, the visitor will be accompanied to the staff bathroom to wash hands and then return to the office to follow these procedures. Visitors will be asked to scan the QR code for Track and Trace.

- 3.3 Health & Safety Culture. A high level of health & safety awareness is encouraged at the school. There is comprehensive training in first aid, every member of staff being trained in First Aid in Schools. In addition key members of staff are trained in Paediatric First Aid. Records are kept of minor bumps in an accident book and detailed reports are made via the LA online system in the event of more serious accidents (these being copied to the HSE based in RIDDOR requirements). All accidents to pupils are reported in writing to parents in order that they can be aware of subsequent symptoms. Staff are encouraged to report any hazards or near misses so that these can be investigated and rectified. First aid kits are provided in the main office and in the infant classroom. These are checked weekly and replenished as required. Emergency Medical Treatment Plans are produced for any pupil with a life threatening condition, agreed annually with parents and posted in locations throughout the school. Training is regularly given in the use of epipens.
- 3.4 Risk Assessment. Risk assessments will be undertaken for all activities noting how risks are mitigated to an acceptable level. Paper copies of these will be kept in the appropriate file in the school office and updated annually.
- 3.5 Fire Alarms & Evacuation Procedures. A fire detection and alarm system has been installed. This is monitored remotely in case of fire out of hours. The system is routinely checked weekly and any faults noted. Repairs are requested the same day. A full evacuation drill of the whole school is conducted at least three times a year. Records of checks and drills are kept in the school office. Fire Awareness training is given to all staff annually.
- 3.6 Water systems. A temperature check is made at every tap once a month and records kept in the office. Any tap found to discharge water at a dangerous temperature will be taken out of use immediately until the heating system has been rectified. Children are not allowed to use the sink in the main office. The LA arrange legionella checks of the water systems every three years.
- 3.7 Asbestos. The LA have undertaken asbestos surveys (type 2 and 3) and it is believed that there is none present on site. In any event, before any significant building work is undertaken, a location specific survey is undertaken as a double check. No asbestos has ever been found in one of these checks.

#### **4. Supervision of Pupils.**

- 4.1 Pupils are to be supervised at all times. During lessons this will be by the appropriate teacher (as timetabled). At break times pupils will be supervised in the playground by a teacher and a teaching assistant or at lunch time 2 midday supervisor, as set out on a staff rota available in the office. Before the start of the school day the playground will be supervised from when the gate is opened at 8.30am until morning bell at 8.40am by one of the co-head

teachers. Pupils will not be left unattended in the playground at any time. Pupils attending an after school club will be supervised by the club leader. These persons will have undertaken an enhanced level DBS check. A member of staff will always be available on site. A “red card” will be carried by supervising members of staff in the playground so that a child can summon adult help in an emergency. Pupils will be trained to know what to do in these circumstances. Events at the school will be arranged so that at no time will any children be left with a single member of staff on site. A second adult will always be present to assist in an emergency.

## **5. Single Central Register.**

- 5.1 A Single Central Register (SCR) of people working with children at the school will be maintained. This will be an electronic record, password protected so that alterations can only be made by the Co- Head Teachers or School Administrator. A paper copy can be produced at any time for checking purposes but must be destroyed after use and not relied upon to provide the most up to date data.
- 5.2 The SCR will be maintained according to the requirements of law (specifically the Education Act), recommendations of the DfE, Ofsted and the LA and best practice. It will be updated whenever anyone who will have regular unsupervised access to pupils is engaged or leaves. A monthly check of the register will be made by the Co - Head Teacher.
- 5.3 A similar register of Approved Car Drivers will be maintained. This will note the expiry of MOT, Excise License and Insurance for each and every vehicle used by any registered driver. The register will be checked monthly and reminder sent to drivers whose documents fall out of date. Originals will be submitted for checking by the School Administrator by drivers before being added to the register and as they become renewed until such time as the driver leaves the register. All drivers will be subject to an enhanced level CRB check. Drivers with up to eight points on their licence will be authorised at the Head Teacher’s discretion (according to the nature of the offence(s)). Drivers with over eight points will not be authorised.

## **6. Safer Recruitment Practice & Training.**

- 6.1 In accordance with DfE guidance, a number of key individuals will undertake Safer Recruitment Training and ensure that this is updated at least every five years. This will include the Head Teacher and some Governors. Every recruitment panel will include at least one person with this training. The high profile of safeguarding at this school will be clear in every part of the recruitment process with a statement on safeguarding issued to every candidate. All advertisements for vacancies will make reference to our safeguarding processes. A statement will also be clearly posted in the main reception area.

## **7. E-Safety.**

- 7.1 Principles. In accordance with best practice the school will ensure that e-safety awareness will ensure that pupils and staff are able to use new technologies safely and that appropriate mechanisms are in place to intervene to protect this with a suitable process to report and deal with inappropriate content being found or deliberately being sought.
- 7.2 Policy. An E-safety policy has been adopted by the Governing Body and will be applied by the Co - Head Teacher. This encompasses the teaching of e-safety as appropriate in the curriculum to pupils of all ages and the establishment and maintenance of hardware, software and licences to provide resources which are capable of supporting a rich curriculum whilst ensuring that access to inappropriate materials is prevented as far as is possible.

## **8. Offsite Visits.**

- 8.1 Roles. Offsite visits will be conducted in accordance with the LA recommendations. The Co - Head Teachers will undertake the role of Offsite Visits Co-ordinator (OVC). Any person appointed to undertake the role of Visit Leader will only do so if the OVC is happy that they are competent to take that role.
- 8.2 Risk Assessment. Every proposed visit will be required to have completed appropriate risk assessments. These will cover the activity as well as the transport to and from the activity. A copy of these documents will be kept in the possession of the Visit Leader for the duration of the visit. The original will be kept by the OVC. The OVC and Visit Leader must satisfy themselves that external bodies organising activities have undertaken risk assessments. The school does not need to have a copy of these. Any issues arising on visits should be reported to the OVC so that future assessments can be made robust.

## **9. Intimate Care.**

- 9.1 A policy on the provision of intimate care has been adopted by the Governing Body. This sets out the means by which the safety and dignity of pupils requiring such care is ensured.

## **10. Drug Education and Management of Drug-Related Incidents**

- 10.1 A policy on the drug education and the management of drug-related incidents has been adopted by the Governing Body. This sets out the means by which the safety of pupils and staff is ensured.

## **11. Child Protection.**

- 11.1 Policy. The school has a Child Protection Policy which is reviewed annually. The policy will reflect the recommendations of the Gloucestershire Safeguarding Children Board (GSCB).
- 11.2 DSL. The Governors have appointed the Co- Head Teacher as the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead. The DSL will undergo training which will be updated every two years. All members of staff will be informed who the DSL is. In addition the Vice -Chair of Governors will also be responsible for Child Protection and will act as a point of reference for staff in the event of being unable to contact the DSL or if they are concerned about the conduct or a decision of the DSL.
- 11.3 Training. All members of staff will undergo Child Protection Training via the GSCB. This training will be updated every three years. In addition the DSL will conduct an annual refresher training session to cover the basic principles and the mechanism by which concerns can be escalated and recorded. The mechanism for reporting to the Chair of Governors in the event of a concern about the conduct of the DSL will also be covered.
- 11.4 Incidents of concern. The DSL will maintain a record of any incidents of concern raised by anyone working with children in the school or from any reliable source beyond the school. This record will be kept securely locked and will not form part of the regular pupil records.
- 11.5 GSCB Updates. The school will subscribe to electronic updates from GSCB. These will inform actions, practice or future policy.

## **12. Annual Audit of Practice.**

- 12.1 An audit of practice and procedures is arranged by the LA every year. The school will complete this audit and report any findings to the Governors.

## **13 Equalities**

- 13.1 This policy has been written to take into account the needs of all regardless of age, disability, race, religion, belief and gender. In respect of adults this list also includes gender reassignment, marriage & civil partnership, pregnancy, maternity or paternity and sexual orientation.

## **14.0 Values.**

- 14.1 Our twelve school values underpin the life of the whole school community. Those particularly pertinent to safeguarding are:

Courage: Doing the “right thing” which means putting aside fears of how carers might react when a referral to social care is made, focussing on what is right for the child as your principle concern.

Trust: Victims must be able to trust that adults in school will believe them and will follow through with action.

Justice: Children who have been or are being abused deserve justice to put right what has happened. All the school need to show that appropriate measures will be taken against perpetrators who abuse children.

Compassion: Victims of abuse should be shown compassion rather than sympathy. This includes going the extra mile to try to put things right.

Respect: Respect for every child's right to a life free from abuse informs our actions as adults in this school.

Responsibility: Safeguarding in the form of Child protection is the principle responsibility of every person (either paid or volunteer) in the school.

## **15. Monitoring and review.**

15.1 This policy will be reviewed by the Governors every year.