

WHEATLANDS PRIMARY SCHOOL



Safeguarding Policy

Written: May 2016
Reviewed: September 2019
September 2020

SAFEGUARDING POLICY

This policy has been approved by the governing body in the autumn term 2020 after discussion with school staff and with reference to the 'Keeping Children Safe in Education' (September 2020) document.

This policy sets out our school's procedures to ensure the safeguarding of all the children at Wheatlands Primary School. Safeguarding concerns can happen anywhere and staff are aware of possible concerns being raised in this school.

Aims

- To safeguard the rights, well being and dignity of the children of Wheatlands School.
- To establish and maintain a safe environment where children feel secure and are encouraged to talk, knowing they are listened to.
- To prevent the impairment of children's health or development.
- To protect children from maltreatment.
- To ensure that the children in school are safe to interact and develop appropriate relationships with the adults in school.
- To ensure that the safety of children is maintained during the recruitment of new staff.
- To ensure that safe practices are employed for governors, visitors, parents, carers, students and voluntary workers in school.
- To ensure that staff/volunteers feel comfortable and are encouraged to talk about any concerns.

Introduction

The safeguarding of children who attend Wheatlands Primary School is of the highest priority for Governors and Staff. We want to ensure that all children are protected from harm at all times. Safeguarding in its broadest sense includes many different areas of school life and procedures. Whilst this policy has guidelines for a number of things, it is an over arching policy and needs to be read in conjunction with the following policies as they contain specific detailed information on these different areas of safeguarding:-

- Child Protection Policy
- Health and Safety Policy
- Anti Bullying Policy
- Educational Visits Policy
- E-Safety Policy
- Behaviour Policy
- Equality Policy
- Safer Recruitment Policy
- Attendance Policy

General Principle

It is the duty of every adult associated with the school to take responsibility for safeguarding the children in its care. If any adult has concerns regarding the safety of any child in school, then the headteacher needs to be informed. All staff may raise concerns directly with Social Care.

Security **Grounds**

We have a fence that surrounds the school grounds with 4 pedestrian gates and 1 vehicular gate. The gates leading onto the footpaths from the playground are all closed from 8:55am and are not opened again until 2:55pm. They are then locked again at 3:10pm. There is therefore only one pedestrian access into the school grounds during this time. Following the return of school after lockdown these times now vary to enable a staggered and finished start. Gates now open at 8:30am and close at 3:10pm

Building

The external doors around the school building can be exited from but not entered through from school grounds. The main doors at the front are locked to children exiting without permission or adult supervision. This is done through an electronic push pad at the main front entrance. The back doors are open from 8:30am onwards to allow children to enter school, they are also open during playtimes and the end of the school day. During this time the door is manned by staff in school.

The main entrance is accessed by a key fob which only employed staff are given.

Any visitors to the school will need to be admitted by a switch in the reception manned by school staff. No visitors are allowed into school without signing in and being authorised.

Visitors

All visitors must report to the main entrance and sign in the visitors book stating:

- Who they are
- Who they are visiting/reason for visiting
- The time they arrived

They will be given a visitors pass which must be worn at all times around their neck. On leaving visitors will be asked to sign out of the building in the visitors book.

All visitors to school attending for meetings will be supervised by a member of staff at all times.

Visitors who will be working alone with children for example speech therapists and SEN staff have had DBS clearance verified by their employers through written confirmation held in school.

All new visitors to school will be asked for photographic ID to verify who they are. If this is not provided the staff in reception will phone the provider to verify the person visiting. If this cannot be verified the visitor will be refused entrance to the school until it can be. Any adult in school not wearing a visitors badge must be challenged by school staff.

On further visits to the school the visitors will be required to follow the signing in procedures and to wear their photographic ID visibly.

All adults in school have responsibility for ensuring the security of school premises. Where a member of staff is not aware of an individual's identity and or purpose, then staff should

challenge the individual to explain their reason for being on site.

All adults have a responsibility to ensure doors to the school building are kept closed. Except at the start and close of school, all access should be through the main entrance.

Children are taught that they must not open doors to the building without specific instructions to do so by a member of staff.

Policy for Governors

All governors at Wheatlands will have an enhanced DBS check carried out prior to taking up the post of governor. Where clearance has not been obtained prior to a governor's first official meeting on school premises the governor will be supervised by a member of staff prior to, during and following that meeting.

All governors will have their identity checked using photographic ID. A record of this check will be kept on the SCR.

Policy for students from recognised schools, colleges and other training establishments in Redcar and Cleveland Local Authority.

Where students under the age of 16 are offered work experience placements through links with other educational organisations these students can, at the discretion of the head teacher, be offered placements without need for DBS clearance. Written confirmation from the relevant educational establishment must be obtained prior to the individuals being accepted in school. No student under the age of 16 can be left unsupervised with children.

Where a student over the age of 16 is offered work experience placements or training related placements they must provide evidence of an appropriate recent enhanced DBS disclosure having taken place. Written confirmation of the student's place on the relevant course will be obtained from the educational establishment. A record will be kept of the disclosure number, and the date of the check. The student's identity will be checked using photographic evidence.

Parents/carers/other adults wishing to undertake frequent or substantial voluntary work to support the pupils of the school.

Parents/Carers/Other Adults wishing to support the school by undertaking regular voluntary work with pupils then enhanced DBS clearance must be obtained.

Where an individual wishes to organise the DBS clearance through the school then this can, at the Head Teacher's discretion, be arranged. There currently is a cost for volunteers' DBS clearance which the volunteer will be asked to pay.

Parents/carers/other adults helping at infrequent supervised events e.g. to support school visits/charity event.

At the discretion of the Head Teacher parent, carers and other adults familiar to school staff or governors will be allowed without DBS clearance to support children with infrequently held staff supervised activities. Here the standard volunteers and student risk assessment will apply.

The school will make reasonable adjustments to policy, practice and resources to support any individual student or visitor that considers themselves to have a disability.

Policy for individuals wishing to undertake voluntary work experience to support applications for further training.

Where an individual wishes to gain experience working within a school setting to support applications for further training/educational courses, then proof of recent enhanced DBS clearance must be obtained.

Where an individual wishes to organise the DBS clearance through the school then this can, at the Head Teacher's discretion, be arranged provided the school is reimbursed the cost of the check by the applicant.

Staff

The school follows safer recruitment procedures when employing any new staff. The headteacher, deputy head and Chair of the Governing body have completed the safer recruitment training successfully and interview panels always consist of at least two of these people.

All new members of staff follow the school's induction procedures to ensure they are fully inducted into procedures and policies to safeguard children.

All staff have enhanced DBS clearance to work with children and these are renewed when there has been more than a 3 month break in service. If a member of staff refuses to renew their application, following LA guidelines, they will not be allowed to work in school until they have renewed their DBS disclosure.

The designated staff receive specific child protection training every 2 years to ensure they remain up to date with policy and procedures. Training was last received in January 2020. All other staff receive training annually from the Trust's Safeguarding provider. Last training for staff was received in September 2020.

Safe Practices/Codes of Conduct in School

It is recognised that the children in school need to develop positive, caring relationships with adults if they are to develop as confident, self assured, emotionally intelligent individuals. All adults in school must however consider themselves as being responsible for their interactions with children and the nature of the relationships which develop. Any actions that are motivated by a desire for self gain on the part of an adult will be perceived as being abusive in nature. To ensure opportunity for inappropriate relationships and interactions are kept to a minimum, the following practices/codes of conduct will be followed in school by all adults:

- Children will use the designated children's toilets and adults will use the designated adult toilets.
- Where an adult needs to enter a child's toilet they should seek to have a third party adult witness them.
- Adults will not kiss children in any circumstances.
- Adults will not initiate affectionate physical contact except in circumstances where a child is showing immediate signs of being upset e.g. following an accident. Here the adult must where possible seek to ensure any physical contact is witnessed by a third party and is not prolonged in nature.
- Where a child instigates affectionate physical contact with an adult then the adult may, as appropriate to the age and maturity of the child, accept such contact for short periods of time,

but must in no way seek to further the physical contact in any way. As children mature through school the expectation is that children will instigate less physical contact between adults and children. If an older child in school is seeking regular physical contact this should be considered as being a possible indicator requiring further investigation.

- Where an adult needs to talk to a child on a one to one basis (e.g. to maintain a child's self respect when they are being talked to about their inappropriate behaviour) the adult should seek to do this in an area / room where the event can be witnessed from a distance by another adult e.g. in a room with a door with a glass pane.
- Adults will not seek social relationships with children outside of school.
- Adults will not, save in exceptional circumstances; provide/offer children with lifts to or from school. In all cases where this may occur (e.g. following a sporting activity) the adult must inform a member of the leadership team.
- Adults will not provide children with their personal details or use their access to children's personal details except in relation to their work duties.
- No staff member will provide private tuition to any child on roll in school.
- Only employees of the school will have access to children's personal information.
- Where a child has disclosed details of a personal crisis to an adult, this information should be passed on to a third party adult in a professional manner. e.g. discussed with the Head Teacher.
- The children will be reminded on a regular basis to 'tell' an adult if something has upset them or made them feel uncomfortable.
- No adult will communicate via telephone or through email with any child on role.
- No adult will exchange mobile phone details with a parent.
- Where an adult in school has concerns that these practices/codes of conduct are not being followed by another adult then they should inform the Head Teacher. Where it is thought the head teacher's behaviour is demonstrating cause for concern the Chair of Governors should be informed.

First Aid

To ensure that children receive the correct first aid should they need it, school has a number of qualified first aiders. A first aider is on duty every playtime and lunchtime.

Monitoring, Evaluation & Review.

- This policy will be evaluated annually by staff and governors.
- The HT will report to governors termly on the effectiveness of the policy by reporting on the SCR and incidents of bullying and exclusions.
- The governing body will review all training related to safeguarding procedures and the staff that receive it.
- The governing body and HT will review all aspects of safeguarding children and develop where required.