



Greenfylde Church of England First School

Safeguarding Children Statement

At Greenfylde the welfare and 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. Greenfylde therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place.

The Health and Safety Policy

The school has a health and safety policy, which is monitored each term by the relevant committee of the school governors. A copy of this policy is available with 24 hours notice and on the school's website.

The Headteacher, Claire Oaten and the staff member with responsibility for Health and Safety, Tina Valley, along with the caretaker, Jon Broom and the Governor with responsibility for Health and Safety, Vernon Higgins, oversee this policy. Any concerns from staff are reported to any of the above and the Headteacher or caretaker, Jon Broom carries out an initial examination, assessing what remedial action needs to take place.

Each half term there is a fire drill that practices efficient evacuation 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.

In addition to the Health and Safety Policy there are policies regarding Food and Drink and Food and Hygiene. These determine safe practices in school and the Kitchen/ Dining Room.

First Aid

In school there are always trained members of staff who volunteer to oversee 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 in the accident book
- For head injuries a Head Note is issued
- If deemed appropriate a parent is contacted.
- If there are doubts then it is a medical emergency 999/Doctor etc.

Greenfylde policy is that members of staff will not give medicines unless really necessary. If needed, the Headteacher/Deputy Headteacher/Administrative Staff will administer medicines, but only after the appropriate form (available from the office) has been completed by the parent.

For matters of an intimate nature, staff will deal with a child with utmost sensitivity and always seek guidance from the Headteacher or Deputy. 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 rare circumstances the school nurse will be contacted as a matter of utmost urgency before the parent.

Site Security

Greenfylde endeavours to provide a secure site, which is controlled by precise management directives, 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 are locked except at the start and end of each day.

Doors are closed to prevent intrusion but will still be able to facilitate smooth exits.

Visitors, volunteers and students must only enter through the main entrance and after signing in at the office.

Children will only be allowed home with adults with parental responsibility or confirmed permission.

Empty classrooms will have closed windows.

Children will only be allowed home with adults with parental responsibility or confirmed permission and must be 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

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 Education Safeguarding Welfare Officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the governors and parents and annually to the government. 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.

Appointment of Staff and Induction of Newly Appointed Staff and Work Placements

All staff appointed to work in school have a criminal records search called a DBS check. This search highlights people who have a criminal record or if previous allegations have been made them. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the Personnel committee of the Governing Body. The LA is informed directly following the check.

The Headteacher or Deputy are on all appointment panels where the candidates are external applicants. Both have undertaken training on Safer Recruitment.

New staff are inducted into safeguarding practices. Newly appointed staff 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 all at school but especially the children.

Induction of Volunteers

Volunteers must also have DBS clearance. The office administers the applications for DBS clearance. Visitors who do not 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 e.g. 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).

Child Protection Policy

The designated adult for Child Protection is Kerry Lewis, the deputy designated adult is Claire Oaten and the designated governor is Ruth Hobbs. There is a detailed Child Protection Policy, which is available from the school office with 24 hours notice or on the school's website. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Certain governors and all staff have had appropriate child protection training, which is updated at least every three years.

The behaviour management policy includes a statement on use of reasonable force taken from DfE Use of reasonable force - Advice for Headteachers, staff and governing bodies July 2013)

This school follows these 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.

All allegations of abuse by or complaints of a teacher will be dealt with following the Area Child Protection Committee procedures. A copy of this is available at 24 hours notice. For any complaints about the Headteacher the Chair of Governors, Roger Evans should be contacted directly. (See also the section on Reporting Concerns at Work, 'Whistle-blowing')

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 safe use of drugs 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/Engineering. At all times there has to be appropriate staffing levels and when the curriculum is taking children out of school appropriate and agreed pupil/adult ratios are maintained.

Educational Visits Co-ordination

There is a clear policy on the running of educational trips/visits. The lead adult for the trip always assesses visits as to the level of risk and all trips are finally authorised by the Headteacher and EV Co-ordinator. The EV Co-ordinator is Simon Ashdown.

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

Internet Safety

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

The school's ICT systems are heavily protected and all Internet use is screened, with potentially unsuitable sites being barred. The list of barred sites is constantly updated by County.

The Headteacher has overall responsibility for internet safety. She is also the internet and email manager for school and has direct access to all email addresses and passwords provided by the SIMS system.

Equal Opportunities

At Greenfylde we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at the school are considered equal in the learning partnership. When children have special needs we make arrangements to inform parents and design specific programmes.

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.

Behaviour Policy

Good behaviour is essential in any community and at Greenfylde we have high expectations for this. Although the emphasis is always on the positive there are also times when children have to be disciplined in order to maintain the safety and security of all children. A copy of the behaviour management policy is available from the office or on the school's website.

There are numerous rewards available to children:

- Stickers
- Showing another teacher good work
- Showing work to the Headteacher
- Opportunities to undertake additional activities
- Rewards such as Star of the Week

But the sanctions range from:

- Discussion concerning the inappropriate behaviour
- Being removed from the class
- Loss of playtime
- Reporting to a senior member of staff
- A letter home
- Exclusion (as a very last resort)

The school does not have a 'no touch' policy and staff will comfort and touch children appropriately as deemed necessary, e.g. holding their hand or putting an arm around them when upset.

Staff are discouraged from handling children, but when they deem it is safest to do so guidance has been given on safe methods of restraining a child so that they do not harm either themselves or others.

Anti Bullying Policy

The Greenfylde definition of bullying is: "A systematic and extended victimisation of a person or group, by another or group of others."

The school's response to this is unequivocal.

Adults must be informed immediately and action will take place.

Children are told that silence is the bully's best friend. Although bullying in this school is rare the school always acts swiftly with a process of investigation, communication and action.

Bullying will not be tolerated.

There is a more detailed Anti-bullying Policy that is available from the school office or on the school's website.

Racial Equality

At Greenfylde pupils will 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. It is in working together that we will make Greenfylde even better.

Racism is tackled in both the RE and in the PSHE curricula. The children take part in discussions designed to raise awareness and address prejudices and stereotypes.

Photographing and Videoing

There has been a lot of controversy recently about adults photographing and filming young people. The concerns are genuine, however at Greenfylde we have taken a sensible, balanced approach, which allows parents to photograph and film providing they follow certain guidelines:

- Parents consent to school taking photographs by signing a permission slip upon entry to school. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents. We also request that parents only post school based photographs of their own children online.
- Use of smart phones and other personal mobile technology on site by staff, volunteers and visitors during the school day is only with permission from DSL and DDSL.

Reporting Concerns at Work - 'Whistle-blowing'

If members of staff ever have any concerns about people working, 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 school follows the Local Authority's policy on Whistle-blowing. A copy of this can be made available at 24 hours notice.

Extended Provision and Safeguarding

Where external providers are sourced to deliver extended school facilities e.g. Pro Coaching, they will have their own Safeguarding procedures, however Greenfylde will check that these are as robust as the school's own policies.

School led clubs will follow Greenfylde's own policies and procedures re Child Protection and Safeguarding.