

Grassington CE (VC) Primary School

Safeguarding Children Policy

At Grassington School the following 5 key issues are deemed essential in the complete development of each and every child.

- Must be and stay safe
- Must be healthy
- Must be able to enjoy and achieve
- Must be able to achieve economic well-being
- Must make a positive contribution

While each area of society has an important part to play in child development, schools must embrace these aims both individually and collaboratively.

The government has published a policy "Safeguarding Children" (DfES/027/2004) and this school has used this in formulating its own safeguarding statement.

The Headteacher is responsible for ensuring that the school does its best to deliver each of the five key issues.

Grassington CE (VC) Primary School Safeguarding Children Statement

At Grassington School the 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. Grassington School, 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 by the relevant committee of the school governors. A copy of this policy is available in the office.

The LEA monitors on a yearly basis. The headteacher has overall responsibility for Health and Safety. The Governor with responsibility for Health and Safety meets with the headteacher to discuss Health and Safety issues and to inspect the school premises termly. Any concerns from staff are reported and an initial examination is carried out, assessing what remedial action needs to take place.

Each term there is a fire drill that practises 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.

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 Bump Letter is given to the child and the parent is informed.
- If there is any doubt at all a parent is contacted.

The Grassington policy is that members of staff will not give medicines without parental consent. 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.

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. 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

Grassington School provides 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:

School Gates:

Back Gate (Pedestrian Access) / Front Double Gate (Vehicular Access)/Main Single Gate (Pedestrian Access)

- All gates are padlocked out of school hours/weekends/holidays. Staff needing access at this time are given the code for the padlock keypad.
- Gates are unlocked during school hours to allow access to the site for visitors.
- School staff on duty must ensure all the gates are closed at break & lunchtimes. (This includes the gate across the path from the wildlife garden to the corner of Class 2).
- There are notices on the gates asking staff/visitors to close the gates. If you see a visitor walking on the vehicular drive please ask them to use the pedestrian path.

School Doors:

- Doors should be closed to prevent intrusion but to facilitate smooth exits. Staff on break duty must ensure the inner main door is closed. Children needing access to the building during break can ring the bell and a member of staff will attend to them.
- Visitors, volunteers and students must only enter through the main entrance and after signing the visitor's book at the office hatch.

Empty classrooms should have closed windows and locked exterior doors.

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 Local Education Authority whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LEA, annually to the government and to all parents. 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.

Procedures for the Start and End of the school day.

AM: Class teachers are responsible for the children from 8.45am onwards. Parents are asked to make arrangements with teachers beforehand if their child needs to be at school early for any particular reason.

Before 8.45am care of the children remains the responsibility of parents.

A member of staff will welcome children in to school from 8.45am. The exception is children travelling on the dedicated school bus who are supervised by school staff on arrival in the building.

PM: Class teachers are responsible for the children they are teaching until they are collected. Children will only be allowed home with adults with parental responsibility or confirmed permission. If a parent is late the teacher must ensure the child stays in the school building under supervision until they are collected.

Procedures for children going to WHOOSH Club

Children to remain in school with the class teacher until they are collected by the taxi (Dales Cab Co.)

Procedures for children catching School Buses

Horseless Carriage & Little Red Bus

- Two members of staff on bus duty each day.
- Bus children collected from classrooms at 3.20pm.
- Children line up at the front door and they are checked off the list (any changes to routine are marked in the white board in office).
- Staff remain with children in school until the bus has arrived then walk the children to the bus and ensure they have their seatbelts on (+ adjusters for the younger children).

Children should never be allowed to leave school alone during school hours and if collected by an adult, they must be signed out in the office in the Absence Register.

Appointments of Staff and Induction of newly appointed staff and work placements

All staff that are appointed to work in school have a 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. If staff are found to have a criminal record the appointment is reconsidered by the headteacher and the Child Protection Governor. The LEA is informed directly by the Criminal Records Bureau.

The headteacher sits on all appointment panels where the candidates are external applicants. The Headteacher and a Governor representative on the panel have Safer Recruitment Training.

New staff are inducted into safeguarding practices. Newly appointed staff are assigned a mentor for the induction period. At Grassington the mentor is the headteacher. It is the responsibility of

the mentor 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 Criminal Records Bureau clearance and references. 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 "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. The office performs this. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

Welcoming visitors

The DCSF publication on Safeguarding Children and Safer Recruiting in Education refer specifically to (page53, paragraph 4.76) - Individuals such as psychologists, nurses, dentists, Police, centrally employed teachers and other public sector staff will have been checked by their employing organisation, whether Local Authority, Primary Care Trust or Strategic Health Authority. It states that it is not necessary for Schools / colleges to see their CRB Disclosure as appropriate checks will have been carried out.

Child Protection Policy

The designated adults for Child Protection are Mrs Taylor (Headteacher) and Mrs Harrison (Senior Teacher) and there is a designated governor. There is a detailed Child Protection Policy, which is available from the school office. 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 child protection policy includes a statement on physical restraint. This school follows DCSF guidelines 10/98 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.

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. At all times there has to be appropriate staffing levels and when the curriculum is taking 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 finally authorised by the Headteacher.

The School Council has a small group of children who also learn about Health and Safety and Risk Assessments.

Visiting speakers, with correct clearance are always welcome into school so that 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. Parents are asked on admission if they agree to their child using the internet. 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.

As Child Protection Officer 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.

Equal Opportunities

At Grassington School we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at Grassington 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 Grassington School we have high expectations for this. The school follows the 7Cs Ethos (Care, Courtesy, Communication, Collaboration, Confidence, Courage and Consideration). 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.

There are numerous rewards available to children:

- Stickers
- 'Gotchas'
- Headteacher Awards
- Achievement Certificates and book prizes
- Showing another teacher good work
- Showing the headteacher good work
- Showing peers good work
- Achievement assemblies

But the sanctions range from:-

- Being told the error of ones ways
- Being removed from the classroom/ working with another class
- Loss of playtime
- reporting to the headteacher
- A letter home
- Exclusion

Anti Bullying Policy

At Grassington School the 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.

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.

There is a more detailed Anti-bullying Policy that is available from the school office .

Racial Tolerance

Along with the equal opportunities statement there is a racial tolerance statement that asserts: "At Grassington School 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 Grassington School even better."

Racism is tackled in both the RE and in the PSHCE curriculum. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children.

Photographing and Videoing

There has been a lot of controversy recently about adults photographing and filming young people. The concerns are genuine, however at Grassington School 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 and photos for local press etc is obtained upon entry to school.
- We do allow parents to take photos and short camcorder clips of their children when involved in a school production or assembly.
 - As a school in a highly desirable tourist location we often get tourists photographing school. If this happens during times when the children are outside we approach the general public and tell them not to do so.

Whistleblowing

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.