



## **St Andrew's CE VA Primary School Safeguarding Policy**

This policy should be read in conjunction with all safeguarding policies referenced below.

### **Purpose and Aims of the Policy**

At St Andrew's CE VA Primary School we recognise that our primary responsibility is to safeguard and promote the welfare of the children in our care, and that everyone who comes into contact with children has a role to play in that.

The term 'safeguarding' covers a wide range of issues including:

- Site safety and security
- Medical and first aid provision
- On-line safety
- Behaviour, bullying and abuse
- Educational visits
- The curriculum
- Risk assessments
- Staff conduct
- Child protection.

The aim of this policy is to give an overview and brief description of the various policies we have adopted in order to fulfil this duty, and to ensure that all adults working in the school, including volunteers, understand that they are responsible for their own actions and have a share in this duty.

Please refer to the following policies for more detail and specific guidance:-

### **Child Protection Policy**

Child protection refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm. All adults who work or volunteer with children should be able to identify concerns about child abuse and know how to record or report concerns.

The types of abuse are: physical, sexual, emotional and neglect. There are also guidelines on the specific safeguarding issues of Child Sexual Exploitation (CSE), so-called 'honour based' violence, including Female Genital Mutilation (FGM), preventing radicalisation, children missing education and peer on peer abuse.

The Designated Safeguarding Lead (DSL) is Karen Walker (Headteacher)

The Deputy DSL is Amanda Hodgson (Deputy Headteacher)

The Nominated Governor for Safeguarding is Pam Bassindale

### **Record Keeping Policy Guidelines**

Good, up to date record keeping of concerns and action taken is essential in order to identify causes for concern at an early stage and to see a pattern emerging from seemingly minor issues which may indicate child abuse. All recorded CP concerns should be shared with the DSL as a soon as possible. A CP file will be started for an individual child as soon as the school is aware of any CP issues.

### **Code of Conduct for Safer Working Practice**

The school has a 'Code of Conduct' for employed staff, volunteers and school governors. This sets out our requirements and expectations for employees, volunteers and governors in order to meet and maintain our responsibilities towards children. The Code of Conduct ensures professional and appropriate relationships with children are part of the school ethos.

### **Allegations of Abuse against Adults Policy**

Allegations of abuse will be taken seriously. Any report of concern about the behaviour of a member of staff or volunteer, or allegation of abuse against a member of staff must immediately be reported to the Headteacher who will refer to the appropriate designated officer from the local authority.

Any concern or allegation against the Headteacher will be reported to the Chair of Governors without informing the Headteacher.

### **Whistleblowing Policy**

This policy gives employees and others with genuine concerns about fraudulent malpractice or wrongdoing in the school or a way to voice those concerns without fear of victimisation. Often it is those closest to an organisation who realise that there is something wrong. Sometimes people are reluctant to act upon their concerns because they think that they are being disloyal, or because they are afraid that they might be victimised if they speak up. This concern may be about poor or unsafe practice or potential failure in the school's safeguarding procedures or it may be a concern about the improper conduct of an adult.

**Any concern which may indicate that a child is at risk of harm will be dealt with under the Child Protection Policy and Procedures.**

### **Safer Recruitment Policy**

Human Resource management is an essential part of creating a safe environment for children. The measures in this policy are applied to ensure that the recruitment process is carefully planned and implemented to safeguard and promote the welfare of children and to ensure that suitably qualified and experienced personnel are appointed. At least two members of any appointment panel will have completed appropriate training. Details of qualifications and employment checks are kept on the Single Central Record.

### **Medical Needs Policy/First Aid Policy**

All children with medical conditions, in terms of both physical and mental health will be properly supported at St Andrew's CE VA Primary School so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

### **Attendance Policy**

School attendance is an important issue. We believe school attendance and education is crucial to the development of every child and that children need to attend school regularly to benefit from their education.

Missing out on lessons leaves children vulnerable to falling behind and children with poor attendance tend to achieve less in both primary and secondary school.

Also, a child going missing from education is a potential indicator of abuse or neglect.

### **Behaviour Policy**

Our policy aims to encourage children to take responsibility for their behaviour and thus develop into responsible and caring adults. School rules are made explicit. The guidelines set out clear rewards and sanctions available for staff to use in order to promote positive behaviour.

### **Anti- Bullying Policy**

We believe that bullying is an unprovoked action by an individual or a group with the intention of hurting another, either physically or emotionally. Children are encouraged to use the advice in the STOP leaflet if they feel bullying has occurred. The policy should be read in conjunction with the Behaviour Policy.

### **E-Safety Policy**

Internet use is part of the statutory curriculum and a necessary tool for staff and pupils. Pupils learn appropriate internet use and are given clear guide-lines for internet use. Each year group has specific e-safety lessons which are outlined on the school curriculum map. Pupils use the internet widely outside school and need to learn how to evaluate internet information and how to take care of their own safety and security.

### **Use of Reasonable Force Policy**

Our school's Behaviour Policy outlines our behaviour expectations and the means by which we seek to reduce the likelihood of situations occurring where the use of physical intervention may be necessary. However on rare occasions it may be necessary for a member of staff to remove a pupil from danger or to protect themselves or others. St Andrew's will use the minimum of force and follow guidelines laid down by the Department for Education

### **Curriculum Policies**

At St. Andrew's School, the teaching and learning, achievements, attitudes and well-being of all our children are paramount. We encourage all of our children to achieve the highest possible standards and develop their skills to become lifelong learners. We aim to deliver this through a creative curriculum which is broad, balanced and relevant to the needs of all children whatever their ability. We ensure the children have a range of learning experiences that challenge, stimulate and promote thinking and learning. Through PSHE, SRE, RE etc we ensure that children are taught the skills and attitudes which will enable them to keep themselves safe, including on-line, and to develop into responsible, caring adults.

### **Special Educational Needs and Disability Policy (SEND)**

The SEND policy details how this school will do its best to ensure that the necessary provision is made for any pupils who have special educational needs and / or disabilities and that those needs are made known to all who are likely to teach them. The school will use its best endeavours to ensure that teachers and teaching assistants are able to identify and provide for those pupils with special educational needs and disabilities to enable them to participate in the activities of the school along with other pupils, so far as is reasonably practical and compatible with their special educational provision and the effective education of the pupils with whom they are working.

### **Health and Safety Policy**

The aim of St Andrew's Primary School is to provide a safe and healthy working and learning environment for staff, pupils and visitors. We believe that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum in order to secure the well-being of pupils, staff and others using the school premises or participating in school-sponsored activities.

### **Risk assessments**

Risk assessment or plans are completed for various aspects of school life including:

Off-site visits (Using 'Evolve' the on-line risk assessment tool)

Residential Trips (Using 'Evolve' the on-line risk assessment tool)

Curriculum activities: e.g. PE and DT

Areas of the school site both indoors and outdoors

Regular school events: e.g. tournaments, discos, playtimes, visits to Church etc.

Managing the medication of pupils

**This list is by no means exhaustive as safeguarding impacts on every aspect of school life. Therefore all adults should exercise vigilance in ensuring that St Andrew's continues to meet its obligations to provide a secure and healthy environment for learning and growing.**

Policy Created : October 2016

Policy Reviewed: October 2017

Next Review Date: October 2018