

## Low Ash Primary School Safeguarding Policy

### Safeguarding Statement

At Low Ash Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Low Ash Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

### Equality Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

This policy has been developed following the latest DFE guidance  
‘Keeping children safe in education’ September 2016  
‘Working Together to Safeguard Children’ (2015)  
Ofsted guidance ‘Inspecting Safeguarding in early years, education and skills settings’ (2015).

*“Schools and colleges should be safe environments where children and young people can learn. Inspectors should consider how well leaders and managers in schools or colleges have created a culture of vigilance and where children’s welfare is promoted and timely and appropriate safeguarding action is taken for children who need extra help or who may be suffering, or likely to suffer, significant harm.”* **Ofsted – Inspecting safeguarding in maintained schools and academies. Briefing for section 5 inspectors. September 2014**

### Definition of Safeguarding

Ofsted adopts the definition used in the Children Act 2004 and in ‘Keeping children safe in education’ . September 2016. This can be summarized as:

- protecting children from maltreatment
- preventing impairment of children’s health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcome

Safeguarding is not just about protecting children from deliberate harm. It relates to aspects of school life including:

- pupils’ health and safety
- the use of reasonable force
- meeting the needs of pupils with medical conditions
- providing first aid
- educational visits
- intimate care
- internet or e-safety

## Specific safeguarding issues to consider (list taken from ‘Keeping children safe in education’. September 2016)

- bullying including cyberbullying
- child missing from education – and Annex A
- child missing from home or care
- child sexual exploitation (CSE) and Annex A
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM) and Annex A
- forced marriage – and Annex A
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- hate
- mental health
- Missing children and adults
- private fostering
- preventing radicalisation – and annex A
- relationship abuse
- sexting
- trafficking

## Child Protection Procedures

This Safeguarding policy should be read and implemented in conjunction with school’s Child Protection Policy (updated and agreed January 2017) which details procedures for all matters relating to Child Protection. Our policy is guided by documentation issued by Bradford and Local Safeguarding Children Board.

## Roles and responsibilities

The role of governors:

- The Governing Body has set out its commitment to safeguarding in this policy and it will continue to do all it can to ensure that the school is a safe environment for staff, pupils and members of the public accessing the site;
- The Governing Body has appointed two named governors, **Mrs Lisa Clark and Mrs Samantha Daives-Farthing** for safeguarding who report to eh governors on safeguarding related matters;
- The Governing Body will ensure that safeguarding is considered as part of all recruitment procedures;
- The governors will take all reasonable steps to ensure that all statutory health and safety responsibilities are met.

The role of the Headteacher:

- It is the Headteacher's role to implement the school's Safeguarding Policy with the support of the Governing Body;
- It is the Head Teacher's role to ensure there is a collective responsibility for safeguarding and that all staff and volunteers are aware of the policy and related policies, protocols and procedures;
- The Headteacher will ensure there are at least 2 trained staff members with named responsibility for child protection. At Low Ash Primary there are currently five trained members of staff -
  - **Terry Woollin – Headteacher and Designated Safeguarding Lead**
  - **Beth Medhurst – Senior Deputy Headteacher**
  - **Fiona Meer – Deputy Headteacher**
  - **Dan Hurst – Assistant Headteacher**
  - **Jane Gibson – Inclusion**

(The role and duties of a designated name person is contained in school's Child Protection policy)

- The Headteacher will ensure first aid is administered by suitably qualified members of staff;
- The Headteacher will ensure that all appointments panels have a person who has completed Safer Recruitment training
- The Headteacher will promote safeguarding when developing the curriculum and all other aspects of school life;
- The Headteacher will ensure the on-going daily monitoring of the school site is maintained to ensure the safety of all who access;
- The Headteacher will treat all incidents of unfair treatment and any incidents of bullying or discrimination, including racist incidents, with due seriousness. Any action taken will follow school policy ratified by school's Governing Body.
- The Headteacher will ask staff to provide relevant information, not only about themselves, but also about a person who lives in the same household as them. (Keeping Children Safe in Education – Childcare Disqualification Requirements Supplementary Advice October 2014)

### **The role of all staff: teaching and non-teaching**

- All staff will be made aware of and have access to school's Safeguarding Policy, protocols and procedures;
- All staff will attend annual safeguarding training;
- All staff will strive to safeguard pupils in all aspects of the learning environment on-site and on educational visits;
- All staff will be aware of school's Single Equality policy, challenge any incidents of prejudice, racism or homophobia and record any serious incidents, drawing them to the attention of the Head Teacher;
- Teachers will support teaching assistants, support staff and volunteers working in their classrooms or on educational visits;
- All staff have a responsibility to monitor and, where necessary, guide the practice of volunteers, visitors or contractors working in school. Any concerns will be reported to the Head Teacher and/ or Senior Leadership Team.
- All staff will provide the Headteacher with relevant information, not only about themselves, but also about a person who lives in the same household as them. (Keeping Children Safe in Education – Childcare Disqualification Requirements Supplementary Advice October 2014)

## **Policies, protocols and procedures**

Low Ash Primary School has a range of supporting policies, protocols and procedures to accompany this document which have been developed in accordance with national government and local authority guidelines. The accompanying policies are either an appendix to this policy or listed here as separate policies. Policies can be accessed on the school website or by requesting a paper copy. All documents have been ratified by the school's Governing Body and are regularly reviewed.

These documents include our arrangements for the following areas:

- 1) Child Protection – see Child protection Policy
- 2) E-Safeguarding– see E-Safety Policy
- 3) Health and Safety – see Health and Safety Policy
- 4) Delivery of safeguarding as part of the curriculum
- 5) Behaviour - see behavior policy  
-Anti-bullying Policy – see Behaviour policy
- 6) Single Central Record (SCR) – stored securely in school and reviewed by the Head teacher / Deputy Headteacher and Safeguarding Governor

This safeguarding policy has the following appendices -

- Appendix 1 - Safer recruitment
- Appendix 2 - Visitors in school
- Appendix 3a – Missing Child Policy
- Appendix 3b - Pupil missing / absconding from an educational visit
- Appendix 3c - Pupil absconding from school
- Appendix 3c - Pupil missing or abducted from school
- Appendix 4 - Educational visits
- Appendix 5 - Supporting pupils with medical conditions
- Appendix 6 - First Aid
- Appendix 7 - Intimate care

## **Single Central Record**

All schools are required by the Department for Education to maintain a Single Central Record (SCR) of recruitment vetting checks. It is used to log all safer recruitment checks, including details of DBS and/ or barred list checks.

Checks for the following people must be recorded on the SCR:

- All staff who are employed to work in the school;
- All staff who are employed on a supply or casual basis, whether employed directly by the school or through an agency;
- All unsupervised volunteers who have regular contact with children (this will include governors who work as volunteers);
- People brought into the school to provide additional teaching or instruction for pupils but who are not staff members, for example specialist sports coaches or music teachers.

*Please note that as a result of the passage of the Protection of Freedoms Act (2012), some of the requirements (particularly around volunteers) have changed (from September 2012). The Act has removed the requirement for schools to routinely carry out DBS checks on all volunteers, even when they work regularly with pupils. **If supervised by a suitably checked person**, school is not required to request any DBS checks on the volunteer and **are not entitled** to request a barred list check (known as an enhanced check for regulated activity). School is entitled to request a standard or enhanced DBS disclosure certificate without the barred list check. School can only request a barred list check for volunteers working regularly with pupils in an **unsupervised** capacity.*

*The Act has also removed the requirement for DBS checks to be carried out for governors simply because of their office. If governors volunteer in school activities the above measures for volunteers apply. The Department For Education and Ofsted have published key documentation detailing all revised vetting requirements and school will include any further revisions as necessary within our annual review process. (The requirement to keep a Single Central Record has not changed as a result of the passage of the Protection of Freedoms Act).*

### **Safer Recruitment Procedures**

Low Ash Primary School has a Safer Recruitment Policy and fully adheres to the statutory requirements of the Department for Education when recruiting staff. Full information is published on the DfE website. A minimum of one member of any recruitment panel will have completed Safer Recruitment training. All appropriate vetting and barring checks are completed prior to the commencement of employment and details are recorded on school's SCR.

**Terry Woollin, Beth Medhurst and Lisa Clarke** have all completed the Safer Recruitment training.

### **Curriculum delivery**

A wide range of safeguarding topics are delivered through school's core and enhanced curriculum. This includes Personal Social Health Education (PSHE), science, design and technology and pastoral support/intervention. Details of curriculum content are regularly shared with parents/guardians who are actively encouraged to support their child's learning. Where appropriate, multi-agency partners support this delivery, e.g. School Health Team.

### **Visitors in school and volunteers/contractors working in school**

Low Ash Primary School has a Visitors in School policy. All visitors are required to provide photographic ID; DBS details (where required - see Visitor to School policy) and sign in. They are issued with a visitor badge which they must prominently display at all times. In addition school issues guidance sheets for all visitors, supply staff, volunteers, extended service providers and contractors to ensure they are aware of and follow our safeguarding procedures.

### **Child missing/absconding from school – see Appendix 3 of this policy**

At Low Ash Primary School we apply strict measures to ensure the safety of pupils. This includes measures to secure the school perimeter and access into school buildings. There is regular registration and full monitoring of pupils throughout the school day. Whilst strict safeguarding measures are in place, school feels it is prudent to have emergency protocols in place. These would be implemented should the

whereabouts of a pupil be unknown. All staff are fully aware of school's Child Missing in School and Child Absconding from School protocols.

### **Risk assessments**

Risk assessments are in place and regularly reviewed for the following:

- All internal classrooms, shared areas and staff areas;
- All playground areas;
- All fixed play equipment (indoor & outdoor);
- All moveable play equipment (indoor & outdoor);
- Each educational visit off-site.

A COSHH (Control of Substances Hazardous to Health) risk assessment is placed in school's COSHH file for any chemicals used in school. This file is maintained by school's Site Manager Mr J Byrne.

If visitors or extended service providers plan to deliver an activity in school they must provide school with a written risk assessment of their planned activity prior to delivery. School will also issue these providers with any necessary school risk assessments.

### **Arrangements for educational visits**

Low Ash Primary School has an Educational Visits policy and supporting protocols which have been ratified by the Governing Body and made available to all staff. This details all the safeguarding arrangements for visits off-site. Copies of the policy and protocols are available on request from the office.

## **5. Publishing the Safeguarding Policy**

In order to meet statutory requirements school will

- Publish school's policy on the school website
- Place an electronic copy of the policy in the staff area of school's computer system
- Ensure paper copies are made available on request
- Raise safeguarding awareness through the school newsletter, assemblies, staff meetings and other communications
- Ensure support is offered to parents/ guardians where English is a second language to help them understand the content of school's policy.