



Aiskew, Leeming Bar
Church of England Primary School

*'Rooted in love and growing together
to become lifelong learners'*

Safeguarding Policy

Spring 2023

When the government published "Every Child Matters" in 2003 it raised 5 key issues that were deemed essential in the complete development of each and every child. We have a duty to ensure that each child:

- Stays safe
- Is healthy
- Is able to enjoy and achieve
- Is able to achieve economic well-being
- Makes a positive contribution

There was a clearly stated need that, while each area of society has an important part to play in child development, schools must embrace the document both individually and collaboratively.

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

At Aiskew, Leeming Bar CE Primary 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. We aim to fulfil this expectation by implementing and regularly reviewing policies relevant to safeguarding and promoting child welfare.

A wide range of measures are in place:

- Child Protection Policy

The designated adults for Child Protection are:

- Designated Safeguarding Lead - Mrs Bethany Stanley – Headteacher
- Deputy Designated Safeguarding Lead – Mrs Alison Watson
- Governor with responsibility for Child Protection and Safeguarding Mrs Sue Richardson – Chair of Governors

There is a detailed School Child Protection Policy, which is available on the school website or from the school office. This policy was written by North Yorkshire Education Child Protection and Safeguarding Managers and applies to all adults, including volunteers, working in or on behalf of, the school. It is the Governing Board's duty to ensure that the policy is reviewed annually and any deficiencies within the policy addressed immediately. All staff and Governors have had appropriate child protection training, which is updated at least annually.

All allegations of abuse by or complaints regarding a staff member will be dealt with following North Yorkshire Safeguarding Children Board procedures. A copy of this is available at 24 hours' notice. For any complaints about the Headteacher, the Chair of Governors should be contacted directly.

The Designated Lead (or the Deputy Designated Lead in her absence), is always contactable out of hours or out of term time.

Appointments of staff and induction of newly appointed staff, Governors and work placements

Our school pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007 and as outlined in our Child Protection Policy 2022. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers, Governors and staff employed by contractors. As well as following traditional safer recruitment practices such as performing DBS checks and disqualification by association checks and verifying identity and qualification status, our school also complies with current government requirements and keeps an up to date, accessible single central record of all staff and adults who come into regular contact with children in our school.

The following people have completed their Safer Recruitment training: Mrs Bethany Stanley, Headteacher and Mrs Sue Richardson, Chair of Governors

All new staff are inducted into safeguarding practices.

Induction of volunteers

Volunteers at school are required to complete an enhanced DBS check and provide 2 referees. They receive a full induction upon starting, including reading policies which are signed for and undertaking safeguarding training.

Welcoming visitors

We have been assured by the NYCC's Director of Children's Services that any employee who attends school with a county council identification badge has completed an enhanced DBS check and does not need to be placed on the school's single central record. It is assumed that visitors with a professional role e.g. the School Nurse, Speech and Language or members of the police already have relevant clearance but the office will endeavour to check this before admittance is granted. See also the NYCC's Authorisation to Work scheme for further checking procedures. Any visitor working one to one with a child more than 3 times in a 30 day period e.g. a social worker must be included on the Single Central Record. Other visitors e.g. the Bursar should be included on the Single Central Record.

All visits must be logged on the school calendar by any staff making the appointment.

Procedure for welcoming visitors

The name of the person visiting must be checked on the diary before they are let in through the main gate. They are also to be visually identified. Anyone who can't be seen clearly is to be asked to step in front of the gate. All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification.

Any visitors should have made an appointment to visit so this can be checked with the diary when they arrive. It is recognised that sometimes a visitor may not have been able to do this therefore permission should be sought from the Headteacher before they are let in.

Formal visitors representing the LA, businesses, contractors, outside agencies etc are asked to present formal identification.

All visitors enter the school building through the main gate, then the main doors and report to office staff.

All visitors are required to sign the Visitors' Record Book which is kept in reception at all times.

All visitors are required to wear an identification badge provided by the office.

All visitors are asked to turn off their phones if possible or not have them accessible. It is recognised that some professionals need to take photos of school on their phones e.g. health and safety advisor. Permission of the staff member escorting this visitor needs to be sought and they will be observed taking any images to ensure pupils are not included.

Visitors are to be made aware of the location of the toilets and the fire assembly point (far side of the playground) and that a fire drill is not expected therefore any alarm will be for real. Fire exits are discussed appropriate to where the visitor will be situated. They are also made aware of who the DSL and DDSL are.

Any contractor will be given the 'Permission to work' form which needs to be filled out before any work is started. When completed, it will be checked by either the office staff or Headteacher before it is signed off. Contractors may also request the Asbestos register which is located in the Headteacher's office.

Visitors are escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.

Depending upon the visitor, will depend on whether they are supervised or not. If it is a contractor carrying out a repair, the staff will be informed of the room they are working in and this will then be off limits to children.

On departing, visitors leave via reception and enter their departure time in the Visitors' Record Book alongside their arrival entry and return their identification badge to reception.

When letting a visitor in and out of the main gate, the person doing this must ensure they watch until the gate is fully closed and use the release button attached to intercom rather than the rocker button.

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign the visitors' book and be issued with an identity badge. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately and Headteacher will be called who will consider the situation and decide if it is necessary to inform the police.

Policies related to the Health and Safety of our pupils.

The school has Health and Safety policies, which are monitored each year by the Headteacher and Chair of Governors. The Health and Safety Policy undergoes full review every year and all staff are required to read and sign the statement of intent. Any concerns from staff are reported to the Head teacher or Health and Safety Governors, Mr Matthew Shenton and Miss Michelle Dearlove, in the first instance.

Health and Safety Governors: Mr Matthew Shenton and Miss Michelle Dearlove

Health and Safety Adviser: Ms Lauren Grant from NYCC HandS Service

Each term there is a fire drill that practises efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment. School also practises regular lockdown and evacuation procedures. The Health and Safety governor conducts regular audits of all accidents, incidents and adverse events. This ensures that any trends in nature of accident, place, activity or person are identified. These audit results are discussed with the head teacher and the Health & Safety Governors and appropriate remedial action is taken where necessary. The results are also included in a termly report to the full governing body by the Health and Safety governors.

In addition to our Health and Safety Policy, we have to ensure that all aspects of food and nutrition in our school promote the health and wellbeing of pupils, staff and visitors.

Appropriate staff have received Allergen Training – see register in safeguarding training log.

First Aid

In school there are trained members of staff who volunteer to oversee first aid. 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 file.

Parents/carers are notified by note or telephone depending on the nature of the incident. This includes a head injury form where appropriate. If there is any doubt at all about the immediate health and safety of a child, their parents/carers and emergency services are contacted immediately.

Paediatric First Aid: Mrs Alison Watson, Mrs Jennifer Degnan and Mrs Jade McAlle.

First Aid at Work: Mrs Jennifer Degnan and Mrs Alison Watson.

Emergency First Aid: Mr James Hodgson

Our Prevent Duty

As part of Aiskew, Leeming Bar CE Primary School's on-going safeguarding and child protection duties we are fully behind the government's Prevent Strategy.

From 1 July 2015 all schools have been subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent Duty for Schools.

At Aiskew, Leeming Bar CE Primary School we build pupils' awareness and promote fundamental British values and give them the skills to enable them to challenge radical views. You can read about what we do to promote British values by referring to our Spiritual, Moral Social and Cultural Policy. We use material from The Linking Network to promote the values of Democracy, Rule of Law, Individual Liberty and Mutual Respect, Tolerance and Diversity as well as our PSHE curriculum through the 1Decision scheme of work. The statutory guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. All our staff complete online training on what Prevent is about and how to deal with any issues they may see inside or outside school. The staff have also completed the ACT training. The following staff have also completed Home Office WRAP (Workshop to raise awareness of prevent) training and further Preventing Radicalisation training from The Key: Mrs Bethany Stanley.

Administration of Medicines

We have an 'Administration of Medicines' policy to make it clear to parents/carers in what circumstances we are prepared to administer medicines to children at school, and what parental consent is required when we do so. A register is also retained showing expiry date of all medication held in school (i.e. inhalers, epi-pens). Children's health care plans are reviewed annually with medical professionals and parents/carers.

Site security

Aiskew, Leeming Bar CE Primary School site security is determined by the people who use it. Therefore, all people on the site have an obligation to adhere to the rules which govern it. Laxity can cause potential problems to safeguarding. Therefore:

Gates should be locked except at the start and end of each day.

Doors should be closed to prevent intrusion but not locked, to facilitate smooth exits.

Visitors and volunteers 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. All staff are issued with a list of who is allowed to collect children and the given days.

Empty classrooms should have closed windows however whilst following the risk assessment for COVID measures, all doors and windows are to be kept open where possible to aid ventilation.

Children should never be allowed to leave school alone during school hours, and if collected by an adult, 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 the situation immediately to the office following the Missing Child Procedure. Then parents/carer and police will be informed of the circumstances.

Where it is evident that a child is more likely to leave the premises, e.g. due to special educational needs, then a specific named risk assessment will be completed and shared with all appropriate adults.

Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone immediately, before 8.55am. If there is no notification, the school has a policy of phoning home to ascertain each child's whereabouts. All contact numbers will be tried until a satisfactory response as to the child's whereabouts has been gained. If no response is gained, then two school staff will call at the house after sending a text/email to say we will be conducting a welfare check. After carrying out a welfare check and there is no response, the police will be informed and asked to make a welfare check on the household.

Whenever a child's attendance and punctuality causes concern, the Headteacher will make contact with parents. If this does not improve then relevant agencies will be informed. Attendance rates are reported each term to the LA, annually to the government and to all parents/carers. 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.

Failure to pick up a child from school

- The school expects children to be collected at the end of the school day, which is 3:30 pm for all children. If parents/carers are unable to do this due to an unforeseen circumstance, they are to let the school office know as soon as possible on 01677 422403.
- All children are brought to the school door by their teacher or teaching assistant on duty for their class and handed over to their parent/carer/after school provider. Parents/carers are expected to wait on the playground to collect their child(ren).
- Children may walk home on their own if written permission has been given and this is logged on Scholar Pack (child's name will have 2 footprints attached).
- If the person expected to collect the child is not there, the child will remain with the teacher or teaching assistant who is on door duty. Any child not collected within 10 minutes will be taken to the school office and should be collected from there.
- School will try all available telephone numbers in order to facilitate collection.
- If the parent/carer or their appointed representative have/ has not arrived by 4:15pm to collect the child, the school will contact the Customer Service Centre (Children's Social Care).
- In an emergency, school will contact the police.
- 2 members of staff will stay with the child at all time until an appropriate resolution has been found. Staff will make every effort to reassure the child.

We will not allow your child to be taken home by another adult unless this has previously been arranged by the parent/carer and s/he has given permission.

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, in subjects such as Personal, Social and Health Education, relevant issues are discussed with the children ensuring the statutory curriculum is covered. Children are encouraged to explore and discuss these issues. Please refer to our PSHE and RSE Policy and to our long term curriculum plan which outlines our PSHE/RSE scheme of work using units from 1Decision.

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 keeping safe online. At all times there has to be appropriate staffing levels, especially when pupils embark upon educational visits, where LA agreed pupil/adult ratios are maintained. The lead adult always assesses visits as to the level of risk, risk assessments are completed and all trips are finally authorised by the Headteacher and follow approved educational visit procedures dictated by the LA. All visits are logged using Evolve. The Headteacher has the up to date EVC training to carry out this role. The NSPCC deliver an assembly and workshops every 2 years to the whole school and the children in years 5 and 6 attend Crucial Crew every other year to further support children in keeping safe. Visiting speakers, with correct clearance, are always welcome into school to enhance the learning experience.

Internet Safety

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. Parents/carers are asked if they agree to their child using the internet and all pupils must sign an Acceptable Use Policy. 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 Designated Safeguarding Lead, the Headteacher has overall responsibility for internet safety. Children are told of the school's high expectations and the consequences of inappropriate use. **See E-Safety Policy.** Children are taught how to keep safe online through our 1Decision scheme of work and through our ICT scheme of work, Purple Mash. Advice sheets are also sent home to support parents/carers on a regular basis to keep children safe at home whilst using the internet.

Equal opportunities and the Equalities Scheme

We oppose all forms of unlawful or unfair discrimination, whether because of race, colour, ethnic or national origin, sex or gender reassignment, marital status, sexuality, religion or beliefs, disability, age or any other condition or requirement which places a person at a disadvantage and cannot be justified. Our Equalities Policy is available upon request.

Behaviour Policy

Good behaviour is essential in any community and at Aiskew, Leeming Bar CE Primary School we have high expectations. Our policy details the rewards and sanctions available to staff and pupils and can be viewed via the link on the school website. Although the emphasis is always on the positive there are also times when sanctions have to be applied in order to maintain the safety and security of all children.

Parents/carers are informed immediately if we have serious concerns about the behaviour of a child.

Anti-Bullying Policy

The definition of bullying is: "The repeated use of any action with the intention of hurting another person." Bullying is not tolerated at our school and we reiterate this message at certain times in the curriculum (e.g. in PSHE, Anti-bullying week, during circle time, Collective Worship). The Anti-bullying Policy is available to view via the link on the school website.

Photographing and Videoing

There has been a lot of controversy recently about adults photographing and filming young people. We have taken a sensible, balanced approach, which allows parents/carers to photograph their children at school events (e.g. sports day, school plays) providing that they follow certain guidelines in accordance with the acceptable use of IT:

1. The images and/or footage can only be used personally by the child's close family.
2. The images/footage must not be used in any publication, internet/social/networking site without the consent of all parties involved

The school's governing Body feel strongly that any breach of these guidelines will be taken seriously and legal advice will be taken.

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.

The Whistleblowing Policy poster is on display in school.

This policy was reviewed Spring 2023.

This policy will next be reviewed Spring 2024.