



Aiskew, Leeming Bar
Church of England Primary School

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

Safeguarding Policy

Spring 2024

Aiskew, Leeming Bar CE Primary School is committed to ensuring the welfare and safety of all children, including those with SEND and/or additional vulnerabilities, in school.

This policy describes the management systems and arrangements in place to create and maintain a safe learning environment for all our children, young people and staff. It identifies actions that should be taken to redress any concerns about child safety and welfare including protecting pupils and staff from extremist views, vocal or active, which are opposed to fundamental British values. All opinions or behaviours which are contrary to these fundamental values and the ethos of the school will be vigorously challenged.

All North Yorkshire schools, including Aiskew, Leeming Bar CE Primary School, follow the North Yorkshire Safeguarding Children Partnership procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents/carers. The school's child protection policy is available publicly on the school's website found at aiskewleemingbar.org.

Safeguarding children is everyone's responsibility but this is our dedicated safeguarding team:

Mrs Stanley is the Designated Safeguarding Lead.

Mrs Watson is the Deputy Designated Safeguarding Lead.

Mrs Richardson is the Safeguarding Governor.

At Aiskew, Leeming Bar CE Primary School the health and safety (including mental health) 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. Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures. It is an integral part of all activities, functions, culture and ethos of Aiskew, Leeming Bar CE Primary School. This policy complements and supports other relevant school and Local Authority policies.

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.

Aiskew, Leeming Bar CE Primary School aims to create and maintain a safe learning environment where all children and adults feel safe, secure and valued and know they will be listened to and taken seriously. Our school is committed to the principles outlined in 'Working Together to Safeguard Children' and 'Keeping Children Safe in Education' and implements policies, practices and procedures that promote safeguarding and the emotional and physical well-being of children, young people and staff. The school is committed to supporting the delivery of effective early help through multi-agency working, a consistent application of the thresholds and the use of a single agency assessment.

The children have access to appropriate curriculum opportunities, including emotional health and well-being, to support the development of the skills needed to help them stay safe and healthy, develop their self-esteem and understand the responsibilities of adult life, particularly in regard to childcare and parenting skills. Access to cross-curricular activities and the underpinning of Building Learning Power throughout the whole of our curriculum provides opportunities to develop self-esteem and self-motivation and to help pupils respect the rights of others, particularly those groups who may be considered a minority.

Aiskew, Leeming Bar CE Primary School will exercise diligence and prevent any organisation or speaker from using the school's facilities to disseminate extremist views or radicalise pupils and staff.

The Curriculum

All children have access to an appropriate curriculum which is broad and balanced and differentiated to meet their needs. This enables them to learn to develop the necessary skills to build self-esteem, respect others, defend those in need, resolve conflict without resorting to violence, question and challenge and to make informed choices in later life. This includes being taught about Zones of Regulation and the deepening understanding of our 8 Christian values of friendship, hope, forgiveness, trust, compassion, endurance and truthfulness.

Children and young people are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote the fundamental British values of tolerance, respect, understanding and empathy for others. Children have access to a range of activities, information and materials from a diverse range of sources which not only promote these values but supports the social, spiritual, moral well-being and physical and mental health of the pupils. Personal Social Health Education and Religious Education lessons will provide opportunities for children and young people to discuss and debate a range of subjects including lifestyles, forced marriage, family patterns, religious beliefs and practices and human rights issues.

Aiskew, Leeming Bar CE Primary School will take account of the latest advice and guidance provided to help address specific vulnerabilities and forms of exploitation eg CSE, Grooming, Forced Marriage, Radicalisation and Extremism. All pupils will know that there are adults in the school whom they can approach in confidence if they are in difficulty or feeling worried and that their concerns will be taken seriously and treated with respect.

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.

Attendance & Suspensions

Aiskew, Leeming Bar CE Primary School views attendance as a safeguarding issue and in accordance with the school's Attendance Policy, absences are rigorously pursued and recorded. The school, in partnership with the appropriate agencies, takes action to pursue and address all unauthorised absences in order to safeguard the welfare of children and young people in its care.

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.

The Attendance Policy identifies how individual cases are managed and how we work proactively with parents/carers to ensure that they understand why attendance is important. We implement the statutory requirements in terms of monitoring and reporting children missing education (CME) and off-rolling and understand how important this practice is in safeguarding children and young people.

In the event of a suspension leading to off-site education, we will only place children in another local school or referral unit which is a registered provider. Children who require access to alternative provision will have a personalised learning plan designed to meet their needs. Their attendance will be monitored by Aiskew, Leeming Bar CE Primary School in accordance with the school attendance policy. When a fixed term or permanent suspension is being discussed and any safeguarding issues will be considered. Where it is felt that a child or young person is likely to be permanently suspended, a multi-agency assessment will be instigated to ensure that there is improved understanding of the needs of the young person and their family and that the key agencies are involved.

Keeping Records

Aiskew, Leeming Bar CE Primary School will keep and maintain up to date information on children on the school roll including where and with whom the child is living, attainment, attendance, referrals to and support from other agencies. The school record will also include a chronology of any other significant event in a child's life. This will all be secured securely on CPOMS.

Roles And Responsibilities

The Headteacher of Aiskew, Leeming Bar CE Primary School will ensure that:

- The policies and procedures adopted by the Governing Body to safeguard and promote the welfare of pupils are fully implemented and followed by all staff including volunteers.
- Safe recruitment and selection of staff and volunteers is practised.
- Designated Senior Members of staff for child protection are identified and receive appropriate on-going training. This responsibility is shared with the Deputy Designated Safeguarding lead to create opportunities for support as required.
- Sufficient time and resources are made available to enable the designated member of staff to discharge their responsibilities, including attending inter-agency meetings, contributing to the assessment of children and young people, supporting colleagues and delivering training as appropriate.
- All staff and volunteers receive appropriate training which is regularly updated.
- All temporary staff and volunteers are made aware of the school's safeguarding policy and arrangements through a detailed induction meeting.
- All staff and volunteers feel safe about raising concerns about poor or unsafe practice in regard to the safeguarding and welfare of the children and young people and such concerns will be addressed sensitively and effectively.
- Parents/carers are aware of and have an understanding of the school's responsibilities to promote the safety and welfare of its pupils by making its obligations clear on the school's website on the dedicated safeguarding page.
- Ensure that the Safeguarding and Child Protection policy is available on the school's website.

- Ensure that the school is pro-active and co-operates with appropriate agencies and risk based approaches to ensure young people are safeguarded against any potential grooming activities which may attempt to draw them into harmful activities eg CSE and radicalization and extremism.
- Ensure that any referrals are actively followed up; and that the procedures for escalating a concern are followed if and where the Designated Persons feel it necessary, in consultation with each other.

The Governing Body of the school will ensure that:

- A member of the Governing Body is identified as the designated governor for Safeguarding and receives appropriate training.
- The identified governor will provide the governing body with appropriate information about safeguarding and will liaise with the designated member of staff.
- The identified governor will establish the level of understanding of safeguarding duties for Governors and the Headteacher to inform future necessary actions.
- Senior members within school are designated to take lead responsibility for safeguarding within the school.
- The school's safeguarding policy is regularly reviewed and updated and the school complies with local safeguarding procedures.
- The school operates safe recruitment and selection practices including appropriate use of references and checks on new staff and volunteers.
- Procedures are in place for dealing with allegations of abuse against members of staff and volunteers and these are in line with DfE 'Keeping Children Safe in Education' and Local Authority procedures.
- All staff, including temporary staff, and volunteers who have regular contact with children and young people receive appropriate training and information about the school's safeguarding processes as part of induction.
- Ensure that the school co-operates with appropriate agencies and risk based approaches to ensure young people are safeguarded against any potential grooming activities which may attempt to draw them into harmful activities eg CSE and radicalization and extremism.

The Designated Senior Members of Staff for Child Protection are Bethany Stanley and Alison Watson and they have a specific responsibility for championing the importance of safeguarding and promoting the welfare of children and young people registered in the school. The Governor with responsibility for Child Protection and Safeguarding is Susan Richardson. The Designated Persons will:

- Act as the first point of contact with regards to all safeguarding matters.
- Attend up-dated training every two years.
- Provide relevant information to the LA on how the school carries out its safeguarding duties.

- Provide support and training for staff and volunteers.
- Ensure that the schools actions are in line with the NYCSB Safeguarding Inter-Agency Procedures.
- Support staff to make effective referrals to the Children and Families Services and any other agencies where there are concerns about the welfare of a child.
- Keep copies of all referrals to Children and Families Services and any other agencies related to safeguarding children.
- Ensure that all staff and volunteers receive information on safeguarding policies and procedures from the point of induction.
- Ensure that any staff with specific responsibility for safeguarding children receive the appropriate training to undertake this role.
- Manage and keep secure the school's safeguarding records use of CPOMS.
- Ensure that all staff and volunteers understand and are aware of the school's reporting and recording procedures and are clear about what to do if they have a concern about a child or an adult; including that they pass all concerns on via CPOMS (or the DSL if about a staff member), for consideration of patterns and themes. Ensure all staff are able to use CPOMS.
- Liaise with the Headteacher about any safeguarding issues.
- Ensure that the Safeguarding Policy is regularly reviewed and updated.
- Keep up to date with changes in local policy and procedures and are aware of any guidance issued by the DfE concerning Safeguarding.
- Send a pupil's child protection or safeguarding file separately from the main file to a new establishment if a pupil leaves the school in a timely manner (within 5 days).

Safe Recruitment And Selection Of Staff

The school's recruitment and selection policies and processes adhere to the DfE guidance "Keeping Children Safe in Education".

The following members of staff/Governors have completed Safer Recruitment in Education Training:

- Bethany Stanley
- Susan Richardson
- Vicki Booth
- Michelle Dearlove
- Lynne Athey
- Linda Du Toit

Working With Other Agencies

Aiskew, Leeming Bar CE Primary School has developed effective links with other relevant agencies, for example, the Local Authority, the local PCSOs, Children's Social

Care, NHS, Early Help and co-operates as required with any enquiries regarding child protection issues. The school will notify the appropriate agency if:

- A child subject to a child protection plan is about to be permanently excluded.
- There is an unexplained absence of a pupil who is subject to a child protection of more than two days from school.
- It has been agreed as part of any child protection plan or core group plan.

Confidentiality And Information Sharing

Staff ensure that confidentiality protocols are followed and information is shared appropriately. The Headteacher discloses any information about a pupil to other members of staff on a need to know basis only.

All staff and volunteers must understand that they have a professional responsibility to share information with other agencies in order to safeguard children. All staff and volunteers must be clear with children that they cannot promise to keep secrets.

Training For Staff And Volunteers

All staff should be made aware of the school's safeguarding systems as part of their induction. All staff should receive appropriate child protection training which includes the following:

- basic safeguarding information about the school's policies and procedures
- signs and symptoms of abuse (emotional and physical)
- indicators of vulnerability to radicalisation
- how to manage a disclosure from a child as well as when and how to record a concern about the welfare of a child

In accordance with "Keeping children safe in education" – all staff will receive training at induction.

The Designated Persons for Safeguarding will receive refresher training every two years.

All staff will receive appropriate child protection training which is regularly updated.

All staff will be supported to recognise warning signs and symptoms in relation to specific safeguarding issues and will receive training or briefings on for example, Forced Marriage, Female Genital Mutilation, Domestic Abuse, Child Sexual Exploitation and Preventing Violent Extremism through the Prevent programme.

Recording And Reporting Concerns

All staff, volunteers and visitors have a responsibility to report any concerns about the welfare and safety of a child and all such concerns must be taken seriously. If a concern arises all staff, volunteers and visitors must:

- Speak to the Designated Persons
- Agree with this person what action should be taken, by whom and when it will be reviewed

- Record the concern using the school's safeguarding recording system

Informing Parents/Carers

Our approach to working with parents/carers is one of transparency and honesty and our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/ carers. In most cases parents and carers will be informed when concerns are raised about the safety and welfare of their child. Parents and carers should be given the opportunity to address any concerns raised.

Parents and carers will usually be informed if a referral is to be made to the Children's Social Care Service or any other agency. Parents/carers will not be informed if it is believed that by doing so would put the child at risk. In such cases the Designated Persons will seek advice from Children's Social Care.

Domestic Abuse

The school is aware that children and young people's development, as well as their social and emotional resilience, is affected by many factors including exposure to domestic abuse within the family situation and is a safeguarding issue. Children and young people react to domestic abuse in similar ways to other types of abuse and trauma. Information about Domestic Abuse and its effect upon children and young people will be incorporated into staff Safeguarding and Child Protection training and

briefings and the school's Safeguarding and Child Protection's Policies and Procedures will be used to protect children and young people exposed to, and at risk from, domestic abuse.

Any child or young person thought to be at immediate risk will be reported without delay to the police service as a 999 emergency and the Duty Social Worker will be contacted as soon as possible.

The DSL has received Encompass training and liaises as necessary with the police.

Forced Marriage

Forced Marriage became a criminal offence in June 2014. It is a form of child, adult and domestic abuse and, in line with statutory guidance, is treated as such by this school. The school is sensitive to differing family patterns and lifestyles and child-rearing patterns that vary across different racial, ethnic and cultural groups. Child abuse cannot be condoned for religious or cultural reasons. Information about Forced Marriage will be incorporated into staff Safeguarding and Child Protection training and briefings and the school's Safeguarding and Child Protection Policies will be used to protect a victim or potential victim of forced marriage.

If a case of forced marriage is suspected it will be viewed as a safeguarding concern, parents and carers will not be approached or involved about a referral to any other agencies.

Female Genital Mutilation

Female Genital Mutilation (FGM) is an illegal in the United Kingdom and is a violation of human rights of girls and women. Information on FGM will be incorporated into staff Safeguarding and Child Protection training and briefings.

Any concerns that a young person may be at risk of FGM will be referred to the appropriate safeguarding agencies.

Preventing Radicalisation And Violent Extremism

Aiskew, Leeming Bar CE Primary School values the fundamental rights of freedom of speech, expression of beliefs and ideology and tolerance of others which are the core values of our democratic society. However, all rights come with responsibilities and free speech or beliefs designed to manipulate the vulnerable or which advocate harm or hatred towards others will not be tolerated. Aiskew, Leeming Bar CE Primary School seeks to protect its students and staff from all messages and forms of violent extremism and ideologies including those linked to, but not restricted, to the following: Far Right/ Neo Nazi, White Supremacist ideology, extremist Islamic ideology, Irish Nationalist and Loyalist paramilitary groups and extremist Animal Rights groups. 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.

Aiskew, Leeming Bar CE Primary School is clear that exploitation and radicalisation will be viewed as a safeguarding concern and will be referred to the appropriate safeguarding agencies.

All staff have received Prevent online training course 1. Bethany Stanley and Alison Watson have also completed course 2 – referrals. All staff have also completed the ACT training.

Aiskew, Leeming Bar CE Primary School has an E-Safety Policy which recognises that E-safety is a safeguarding issue not an ICT issue and includes safety at home as well as in school. The purpose of internet use in school is to help raise educational standards, promote pupil achievement, and support the professional work of staff as well as enhance the school's management information and business administration. The internet is an essential element in 21st century life for education, business and social interaction and Aiskew, Leeming Bar CE Primary School has a duty to provide children and young people with quality access as part of their learning experience.

It is the duty of Aiskew, Leeming Bar CE Primary School to ensure that every child and young person in its care is safe and this applies equally to the 'virtual' or digital world. Aiskew, Leeming Bar CE Primary School will ensure that appropriate filtering methods are in place to ensure that pupils are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

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 staff should ensure that this does not happen. If staff know of misuse, either by a staff member 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.

Child Protection Conferences And Core Group Meetings

Members of staff are likely to be asked to attend a child protection conference or other relevant core group meetings about an individual pupil and will need to have as much relevant updated information about the child as possible. One of Aiskew, Leeming Bar CE Primary School's DSLs will attend Child protection conferences held for a child/children who are suffering or at risk of significant harm. All reports for a child protection conference should be prepared in advance of the meeting and will include information about the child's physical, emotional, intellectual development and well-being as well as relevant family related issues. This information will be shared with the parents/ carers.

Managing Allegations and Concerns Against Staff and Volunteers

The school follows the government guidance 'Keeping children safe in education' as well as the NYSCB 'Managing Allegations Against Staff' when dealing with allegations made against staff and volunteers. All allegations made against a member of staff and volunteers, including contractors or security staff working on site, will be dealt with quickly and fairly and in a way that provides effective protection for the child while at the same time providing support for the person against whom the allegation is made.

Complaints or Concerns by Pupils, Staff or Volunteers

Any concern or expression of disquiet made by a child will be listened to seriously and acted upon as quickly as possible to safeguard his or her welfare. We will make sure that the child or adult who has expressed the concern or made the complaint will be informed not only about the action to be taken but also where possible about the length of time required to resolve the complaint. We will endeavour to keep the child or adult informed about the progress of the complaint/expression of concern.

Serious Case Reviews

The North Yorkshire Safeguarding Children Board will always undertake a serious case review when a child or young person dies (including death by suicide) and abuse or neglect is known or suspected to be a factor in their death. The purpose of the serious case review is to:

- Find out if there are any lessons to be learnt from the case about how local professionals and agencies work together to safeguard and promote the welfare of children and young people.

- Identify what those lessons are, how they will be acted on and what is expected to change as a result of the serious case review.
- Improve inter-agency working to better safeguard and promote the welfare of children and young people.

If required Aiskew, Leeming Bar CE Primary School will provide an individual management report for a serious case review and will cooperate fully with implementing outcomes of the review including reviewing policy, practice and procedures as required.

Visitors

All visitors, including visiting speakers, are subject to the school's safeguarding protocols while on site and will be supervised at all times.

First Aid

In school there are trained members of staff who volunteer to oversee first aid. Only trained first aiders are able to treat those injured and non-first-aid trained staff must seek help from trained colleagues if they find themselves with an injured person. 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.

Parents 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 Jen Degnan, Mr James Hodgson and Mrs Jade McAlle

First aid at Work: Mrs Jen Degnan and Mrs Jade McAlle

Emergency First Aid: Mrs Bethany Stanley and Mrs Alison Watson

Administration of Medicines

We have an 'Administration of Medicines' policy to make it clear to parents in what circumstances we are prepared to administer medicines to children at school, and what parental consent is required when we do so. This policy can be viewed via the school website. Medication is regularly checked in order to ensure expiry dates are within date. This is undertaken by Mrs Vicki Booth and a log of checks is maintained, along with the checking of first-aid kits. Children's health care plans are reviewed annually (or more frequently if required) 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 shut and locked except at the start and end of each day.

Doors should be closed to prevent intrusion but to facilitate smooth exits. The double wooden doors at the front entrance will automatically close and lock.

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. When parents/carers give permission for other adults to collect their child, this information is stored on Scholar Pack so that all staff have easy access to this information.

Empty classrooms should have closed windows.

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 immediately to the office. Then parents 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.

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 regularly in the curriculum (e.g. in PSHE., Anti-bullying week and Collective Worship). The Anti-bullying Policy is available to view on the school website.

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 in the staff room.

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

Our school follows procedures outlined in our Child Protection Policy and Manual 2023. 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 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.

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 NYC'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 NYC'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. They are also to be made aware of the Health and Safety information provided on the front page of this book.

All visitors are required to wear an identification badge provided by the office. This is in the form of a red lanyard.

All visitors are asked to turn off their phones if possible and not have them accessible other than in the office or to ask permission to make a phone call outside the building. It is recognised that some professionals need to take photos of school on their phones e.g. health and safety adviser. 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 asked to read our Health and Safety front page to the visitors' record book and by signing the tear out sheet, is signing that they agree to adhere to what is outlined. They 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 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 NYC Hand\$ 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.

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.

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.

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.

This policy was reviewed March 24

This policy will next be reviewed March 25.