



RAMRIDGE PRIMARY SCHOOL

Safeguarding Policy

Date:	June 2013	Review Date:	June 2014
Ratified:			

Ramridge Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and the governing body to share this commitment.

Our Designated Child Protection Officers (DCPO) are:

Mrs Carolyn Doherty – Headteacher

Mrs Kate Glenister – Deputy Headteacher

Ms Kate Mulqueen – Inclusion Team Leader

Our Safeguarding Governor is: **Martin Shorey**

Our Single Central Record Manager is: **Louise Marsden**

Introduction

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2013. The guidance reflects 'Safeguarding Children and Safer Recruitment in Education' DfES Sept 2006, and Luton Safeguarding Children Board LSCB, Child Protection Procedures.

The Governing Body takes seriously its responsibility under section 175 of the Education Act 2012 to safeguard and promote the welfare of children, and to work together with other agencies to ensure adequate arrangements are in place within our school to safeguard pupils in our care.

We follow the definition of 'Safeguarding' adopted by Ofsted and the LA which they summarise as the following:

- Protecting children from maltreatment
- Preventing the impairment of children's health and development
- Ensuring that children are growing up in circumstances that are consistent with the provision of safe and effective care
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

We recognise that all adults, including temporary staff, volunteers, governors and extended service providers, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.

All staff believe that our school should provide a caring, positive, safe & stimulating environment that promotes the social, physical and moral development of the individual child.

Aims

- To ensure that all adults who have contact with children in school have been properly vetted and cleared as suitable to work and support children in our care and that a central record is kept for audit.
- To raise awareness of all staff of Safeguarding procedures and of Safeguarding areas of responsibility
- To ensure that children within our school feel safe at all times
- To ensure that all adults within our school are safe and feel that they are able to put the welfare of the children first without any negative consequence attached to their actions
- To ensure that all adults who have contact with children in school have been trained to undertake their safeguarding responsibilities effectively

Safe School, Safe Staff

The Governing Body will ensure that:

- All members of the governing body understand and fulfil their responsibility to ensure that they, and the school, safeguard and promote the welfare of children through all policies, arrangements, locally agreed inter-agency procedures and activities, raise concerns where recognised, and annually review safeguarding arrangements, including this policy.
- The school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children; and that any panel involved in the recruitment of staff has at least one member who has undertaken the LBC Safer Recruitment Training
- That they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements
- They review their policies and procedures annually and provide information to the LA about them as appropriate
- We have a designated Safeguarding governor who works closely with the school management team regarding Safeguarding and Child Protection issues.
- We have designated senior member of staff who is our DCPO, and have undertaken the Level 2 Safeguarding Training delivered through the LSCB and who undertakes other training as required by the LA, to update their training at least every 2 years.
- All members of staff are provided with safeguarding awareness at induction so that they are aware of procedures and know who to discuss a concern with.
- All members of staff, the governing body and volunteers are provided with Level 1 Safeguarding Training on an annual basis
- An annual report is provided to the governing body detailing any changes to Safeguarding policy and procedures

Our Headteacher will ensure that:

- the policies and procedures adopted by the Governing Body are fully implemented and followed by all staff
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed Whistle Blowing Policies

Our Designated Child Protection Officers will:

- Refer cases of suspected abuse or allegations to the relevant investigating agencies and liaise with other agencies in accordance to our Child Protection Policy.
- act as a source of support, advice and expertise within the educational establishment

Confidentiality

Please refer to the Code of Conduct for further information

- We recognise that all matters relating to Safeguarding suitability checks are confidential.
- The Headteacher will disclose any information about an employee, visitor or contractor for whom checks have been undertaken on a need to know basis only.
- Information must be shared with Social Care or other relevant agencies where the child/young person is or may be at risk of significant harm
- We ensure that pupil's and/or parent's confidentiality must not be breached and that information is shared on a need to know basis.

Pupil Information

Our school will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them. The school requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above)
- Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child is or has been on the Child Protection Register or subject to a care plan
- Name and contact detail of G.P.
- any medical information
- any other factors which may impact on the safety and welfare of the child

The school collects this information when pupils join the school and collects/updates it annually thereafter or when notified at other times. Computerised records are held on the SIMS pupil database and this is password/profile access controlled.

Child Protection Policy

Please refer to full policy

The designated Child Protection Officers are:

- Mrs Carolyn Doherty
- Mrs Kate Glenister
- Ms Kate Mulqueen

If you are concerned about a child record your concern, including all relevant information this must include the child's full name, date and exactly what you are concerned about, including a description. This information should be recorded on the school's 'concern forms' and handed immediately to a DCPO who will then action the concern.

The DCPO may ask staff to monitor particular children, this is to be recorded on our 'weekly emerging needs forms' and handed in to the DCPO each week. ***This is only to be used for 'low level' concerns.***

If a child discloses to you the following must be adhered to:

DO reassure the child

DO accept the information freely

DO tell the child you must pass this information on

Do act immediately

DON'T ask any leading questions

DON'T look shocked or disgusted

DON'T make any judgements

DON'T make promises

Safer Recruitment

Please refer to full policy

The safe recruitment and selection process underpins current government guidelines on safer recruitment and selection and serves to ensure that information provided by the candidate at every stage of the recruitment or volunteer process is scrutinised and addressed. This will help ensure that safer recruitment practices are always followed and established a safe environment in which children can learn and develop in line with the schools Child Protection Policy.

Partnership with Parents

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parent's rights to privacy and confidentiality and will not share sensitive information until we have their consent to share or it is necessary to do so to protect a child.

Ramridge Primary School will share with parents any concerns we may have about their child unless to do so may place the child at risk of harm.

We encourage parents to discuss any concerns they may have and offer a wide range of support and information to help them to achieve the best for their child.

Attendance

Please refer to full policy

Excellent attendance is expected of all children, however when a child is unwell parents are expected to confirm absence by telephone on the first day of their child's absence. If there is no notification the school has a policy of phoning home to ascertain each child's whereabouts or to undertake home visits. The school works very closely with our Education Welfare Officers whenever the child's attendance or punctuality causes concern and are aware of their rights to take legal action if concerns were to continue. Attendance rates are reported to the Local Authority each term and annually to the government. Many positive measures are put into place to encourage attending regularly.

Bullying and Racial Prejudice

Please refer to full policy

The school's response to this is unequivocal.

Senior members of staff are informed immediately and action will take place.

Children are told that silence is the 'bullies best friend' and are encouraged to speak to staff if they feel they are being bullied or facing any prejudice. Although incidents of this nature are very rare the school always acts swiftly with a process of investigation, communication and action.

Bullying and Racial Prejudice will not be tolerated.

Racial Equality and Equal Opportunities Statement

Please refer to full policies

All children have equal access and inclusive rights to the curriculum regardless to their age, gender, race, ethnicity, religion, belief, disability or ability. We plan work that is differentiated for the performance of all groups and individuals. Ramridge Primary School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these and that expand further.

E. Safety

Please refer to full policy, including the staff Internet and email code of conduct

Children are encouraged to use the internet as much as is possible but at all time in a safe way. Parents are asked to give permission for their children to use the internet on entry to the school. Parents, pupils and staff are asked to sign an appropriate usage form to ensure that they understand the risks and sanctions relating to misuse of the system in and beyond the school. If staff know of misuse, either by a staff member, volunteer or pupil the issue must be reported to the Headteacher without delay.

The Headteacher has overall responsibility for internet safety and will have access to all passwords provided. The school follows guidelines set out by the LA.

Behaviour

Please refer to full policy

At Ramridge Primary School we believe that every child has a right to an appropriate education in a calm, respectful and positive atmosphere which is free from disruption and harassment. We believe that it is the responsibility of every member of the school community to strive towards this goal. We are an inclusive, caring community in which every individual is valued and encouraged to grow. Our learning community is built upon the shared belief that the development of each child must be at the heart of everything we do.

We are committed to providing a safe and happy environment in which each individual is encouraged to take responsibility for their own learning and inspired to surpass expectations.

The values and principles which underpin this ethos are as follows:

- Showing respect to each individual, affirming their value and encouraging self-esteem (Acceptance and affirmation)
- Creating a positive atmosphere which is warm, friendly, safe and supportive (Positive and secure)

- Creating a school culture that celebrates achievements, recognising each small step that each individual takes (Recognition, celebration and appreciation)
- Recognising the richness and diversity of our respective cultures, using and celebrating this through the curriculum (Valuing and understanding)
- Understanding and sensitivity to individual needs, recognising that there are times when more support is needed by certain individuals (Empathy and support)
- Communicating openly and honestly with each other whilst recognising the need for confidentiality when an individual's personal circumstances are involved (Trust and respect)

In order for these values and principles to be achieved we believe that we need to model and demonstrate them in our own behaviour and attitudes to each other. Staff at Ramridge understand and accept that through reflection of our own behaviour, body language, tone of voice and attitudes we can make a difference to the behaviour of others.

Physical Intervention

Please refer to full policy

Section 93 of the Education and Inspections Act 2006 enables (and indeed expects) school staff to use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do, any of the following:

- Committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil)
- Causing personal injury to, or damage to the property of, any person (including the pupil him/herself)
- Prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during a teaching session or otherwise

The staff to which this power applies are defined as:

- Any paid member of staff who works at the school
- Any other member of staff (this is at the headteacher discretion)

There is no legal definition of when it is reasonable to use force. That will always depend on the precise circumstances of the individual cases. To be judged lawful, the force used would need to be in proportion to the consequences it is intended to prevent. The degree of force used should be the minimum needed to achieve the desired result. Use of force could not be justified to prevent trivial misbehaviour, although what constitutes 'trivial' is also dependent upon the circumstances. It is always unlawful to use force as a punishment.

Code of Conduct

Please refer to full policy

The adoption of the Employees' code means that standards and expectations of all school employees are transparent and equitable. The Employees' Code constitutes part of the employees' terms and condition of service, and will therefore be monitored and enforced, if necessary through normal procedural arrangements agreed by the Governing Body. This code therefore, is designed to set out standards of conduct and behaviour in order that employees themselves and the school community can be sure of parameters and standards required of employees in such a manner that there will be confidence and trust in the employee working practice.

This code therefore identifies those key areas of conduct and behaviour, setting out standards and guidance for employees. It is supported by all employment procedures, protocols and through staff induction, supervision and appraisals as adopted by the Governing Body. The areas highlighted in this policy are not exhaustive, and employees should endeavour to be seen as setting the highest standard of conduct in a way that does not bring any disrepute on themselves as a school employee, the service they work within, or the school or Luton Borough Council in general.

All employees in the school are undertaking a professional role to support the education of young people. As such they are role models and expected to act accordingly. This includes relationships and communication with colleagues and the school, adhere to the school's dress code, appropriate for the job, and activities in the community outside of the school.

Photography and Videoing of Children

At Ramridge Primary School we have taken a sensible and balanced approach to photography and videoing children. Taking pictures and video images of the children's achievements and activities is a wonderful way of capturing a memory and promoting success. Our policy explains in detail the requirements to obtain parental permission while taking such images and the safeguards in place to ensure anonymity (wherever possible) in their usage. No photography or videoing of children will take place without consent from parents.

Site Security

Ramridge Primary School aims to provide a safe and secure site but acknowledges the site is only as secure as the people who use it. Therefore, all people on the site must adhere to the rules set out by the governing body, headteacher and site agent. It is recognised that laxity can cause potential problems to safeguarding and as such the school ensures:

- Gates are locked except at the start and end of each day
- External doors are closed to prevent intrusion at key times
- Visitors and volunteers only enter through the main entrance and must sign in with the office
- Children are only allowed home with adults with parental responsibility or when confirmed permission has been received in advance.
- Empty classrooms have closed windows
- Children are not allowed to leave the school alone during school hours and if collected by an adult over the age of 16.

- Should a child leave the school premise, staff are not chase but calmly follow, ensuring another member of staff has alerted senior members of staff. Parents and the police are then to be immediately informed of the circumstances.

SEN/Inclusion Opportunities

Please refer to full policies

At Ramridge Primary School our aims and objectives are to provide a skilled, caring and committed staff who will consistently implement the school's SEN policy. We aim to identify barriers to learning and participation and provide appropriate to meet a diversity of needs. To identify and assess those children whose needs are ad or different from that of their peers, and to provide good additional provision to help them overcome barriers to learning. We aim to recognise value and celebrate achievements however small. We will work in partnership with parents in supporting and informing them of their child's needs. We aim to meet the individual needs of all children through early identification and appropriate provision, we will provide, whenever possible, appropriately targeted resources for those children identified as having special educational needs and to support all staff with SEN issues.

Where a child has a recognised disability we will make all reasonable adjustments to accommodate their needs in school. This will include the availability of resources and accessibility of the school building and site. We will make every effort to ensure that children with identified Special or Additional Educational Needs will receive support appropriate to the child.

Health and Safety

Please refer to full policy

The school's health and safety policy is monitored and reviewed on a regular basis through the governing body at appropriate meetings.

The Headteacher, Site Agent and a governor with responsibility for Health and Safety oversees the policy and any concerns that are raised. Staff, volunteers, parents or pupils who have any concerns are to be reported to the Headteacher or the Site Agent who can carry out an immediate assessment of what actions will be needed.

Each half-term a fire drill, which aims to practice efficient evacuation from the building, is carried out. The school conducts an annual fire risk assessment.

There is a critical incident plan that details what staff and parents should do in the case of an emergency.

First Aid and Administering Medication

Please refer to full policies

In the school there are several names people who are trained to oversee First Aid they are:

- Donna Powell
- Morag Troughton
- Karen Dickman
- Michelle Chance

- Maria LaFortune
- Nora Allsopp
- Jackie Cleaver
- Julia Rolfe
- Ellen Clerkson

Key staff are on duty during play and lunchtimes in the KS1 and KS2 medical rooms. When a child is unwell or has suffered an injury in school or on the school ground the following steps are to be taken:

- If able the child is taken to their KS medical room
- If unable, a trained first aider is immediately called to provide assistance and advice
- The incident is logged
- Parents are notified either by telephone or letter

Medication is to be handed into the office and the relevant paperwork is completed. Medication should only be administered if it has been prescribed by the Doctor and is required four times daily. Medication should only be administered by trained first aiders and once the relevant forms have been completed.

Whistle Blowing

Please refer to full policy

Children can be subjected to abuse by those who work with them in any and every setting. All allegations of abuse or maltreatment of children by a professional, staff member, foster carer or volunteer must therefore be taken seriously and treated in accordance with consistent procedures.

Working Together to Safeguard Children (2010) sets out procedures for managing allegations against people who work with children (including adults working in the private, voluntary and independent sector). The procedures also manage concerns about adults where there is an indication they may be unsuitable to work with children.

The procedures are used in all cases in which it is alleged that an adult who works with children has:

- Behaved in a way that has harmed, or may have harmed, a child;
- Possibly committed a criminal offence against, or related to, a child; or
- Behaved towards a child or children in a way that indicates she/he is unsuitable to work with children.

Any concerns or allegations should be reported to the Headteacher, or in her absence the Deputy Headteacher. If the allegation (or concern) meets any of the criteria above the Headteacher should report it to the LADO within one working day.

The role of the Local Authority Designated Officer (LADO)

The LADO works for Children's Services and is responsible for:

- Providing management and oversight of individual cases.
- Liaising with the employer, police and children's services.

- Monitoring the progress of cases ensuring they are dealt with in a fair, consistent and thorough way.

If you need to report an allegation or concern:

If you need to report an allegation or concern about an adult who works with children you should, in the first instance, speak to the Headteacher who is designated to deal with allegations.

The LADO can be contacted on Luton 548069 or via email on paul.james@luton.gcsx.gov.uk

Guidance for Supervision

Purpose of Supervision

- This is an opportunity to review how staff are performing, to monitor their progress and to review the direction of their work.
- Any gaps in skills and training needs can be identified in order to enhance professional development.
- Supervision is a place where a member of staff can be challenged supportively and constructively within mutually agreed and accepted boundaries.
- Issues relating to the workplace and to working practice can be identified and discussed.
- This also an opportunity to show that the member of staff is a valued member of the school. It offers a chance to ensure that their emotional wellbeing is considered and their personal development needs are being met. The member of staff will be able to 'offload' their concerns and these can be discussed in a supportive environment.
- A place for the staff member to review their targets and to set new SMART (small, measurable, achievable, realistic and time related) targets or objectives

Role of the Supervisor

- To ensure that the supervisee is clear and competent about their roles and responsibilities
- To reflect on, analyse and evaluate their practice
- To set, agree and review SMART (small, measurable, achievable, realistic and timely) targets or objectives
- To provide constructive feedback
- To ensure consistency of practice
- To value and appraise supervisee's work
- Promote the health and wellbeing of supervisee
- To help build self-confidence
- To improve team work

Expectation of the session

- The session will be pre-arranged and will last for 30-45mins every four to six weeks
- The location of the session will take place in private and uninterrupted space during the working day

- A record of each session will be kept, indicating any targets and who is responsible for achieving them and clearly state any deadlines. All records should be signed by the supervisor and supervisee.
- All sessions will be confidential unless issues are raised that are conflict with school policy

Conduct for Volunteers

Please refer to the Volunteer policy

We want our school to be open and welcoming to all who would like to support our pupils. We would like to encourage parents, carers and other adults to help the school in variety of ways.

We believe that parents, carers and other adults can add enormous value to every child's learning opportunities.

Our overriding concern is for the safety, security and wellbeing of every child in our care and this policy is to ensure that children benefit from as much support as possible while being guaranteed of the best safety measures possible.

We ask all adults volunteering within our school to adhere to the following:

Volunteer Agreement

Please read, sign and then return this document to confirm your agreement with the following school expectations as a volunteer:

As a school we agree to:

- Explain your tasks/jobs carefully so you are clear about what we would like to do.
- Ensure the children you work with behave and work well.
- Treat you with the highest respect and care.
- Share relevant and appropriate information about the children you are working with.
- Let you know in advance the overall plan for the day and keep you updated of any changes.

We agree not to ask you to:

- Deal with difficult or challenging behaviour.
- Carry out a task you feel unable or unprepared to complete.

As a volunteer I agree to:

- To follow and adhere to all the relevant policies, particularly those included within this pack.
- To treat any information with total confidentiality,
- Inform the school if I am not able to come into school by 8:30am.
- Respect and listen to the guidance of the member of staff I am working with.
- Complete the appropriate CRB checks.
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer at school.

I agree not to:

- Share any information about a child or member of staff with anyone outside of the school staff team.
- Behave in any way that is in conflict with the School's Ethos or any of our Policies.

I have read and understood the following school policies:

1. Safeguarding Policy
2. Child Protection Policy
3. Code of Conduct Policy
4. Behaviour Policy
5. Internet and Social Networking Policy
6. Data Protection
7. Mobile Phones
8. Confidentiality Policy