

**SAFEGUARDING POLICY**

**Policy review: October 2019**

**Next Review: October 2020**

**Fens Primary School Safeguarding Policy**

At Fens Primary School the health, safety and wellbeing 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 child can flourish. The school therefore has to ensure that this expectation becomes reality. In order to do this, a wide range of measures are put in place, including:

* Pupil Information
* Security
* Premises Management
* Single Central Record
* Child Protection
* Anti-Bullying
* Anti-Peer on Peer Abuse
* Attendance
* Health and Safety
* First Aid
* Online Safety (E-Safety/Safer Online)
* Behaviour Management
* Safer Recruitment and Selection
* Staff Conduct
* Managing Allegations of Abuse
* Curriculum
* Whistle blowing

The purpose of this policy is to document the systems and procedures in place within Fens Primary School to ensure the safeguarding and welfare of children and to ensure that there is a robust mechanism in place to monitor and review the effectiveness of these.

At Fens Primary School we have a core objective to keep children safe by:

* Providing a safe environment for children and young people to learn in education settings.
* Identifying children and young people who are in need, are suffering or likely to suffer significant harm, taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Achieving this objective requires systems designed to:

* Prevent unsuitable people working with children and young people.
* Promote safe practice and challenge poor and unsafe practice.
* Identify instances in which there are grounds for concern about a child’s welfare, and initiate or take appropriate action to keep them safe.
* Contribute to effective partnership working between all those involved with children and young people.

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

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

**Single Central Register**

The school operates and maintains a Single Central Register in line with the DfE guidance ‘Keeping children safe in education’ (September 2019) which records on one database the details of staff working and volunteering within the school. This is kept in hardcopy and electronic form. The record includes the following details:

* Name
* Address
* Date of Birth
* Qualifications (where required for the role)
* Evidence of identity (an identity check)
* DBS disclosure number
* Date of DBS check
* Full enhanced DBS check (with barred list check)
* Review Date of DBS
* Childcare Disqualification Regulations (2009)
* Teachers Prohibition Check
* Right to work in the UK (if applicable)
* Further checks on people who have lived or worked outside the UK; this would include recording checks for European Economic Area teacher sanctions and restrictions
* For supply staff, the school must also include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS certificate check has been provided in respect of the member of staff

For regular visitors accessing the school site, evidence of identity is checked as well as checks made with their relevant organisations that they meet safer recruitment practices. Written evidence (confirmation) is kept in the visitors file.

In line with ‘Keeping children safe in education’ (September 2019), the school will complete a risk assessment for volunteers to decide whether they need to do an enhanced DBS check or not.

Even if it is decided an enhanced DBS is to be requested, if the volunteer is not in regulated activity, then we are not legally permitted to request barred list information. The school will undertake a risk assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. In doing so we will consider:

• the nature of the work with children;

• what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;

• whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability.

In addition to the above: whether the role is eligible for an enhance DBS check.

**Child Protection Procedures**

The school has a Child Protection Policy which has been approved by Governors. It is the duty of the Governing Body to review this policy annually and address and rectify any issues identified.

All staff receive appropriate safeguarding and child protection training (including online safety), which is regularly updated as required, and at least annually. Copies of the DFE documents ‘Keeping children safe in education (September 2019) Part 1 and Annex A’ and ‘What to do if you think a child is being abused’ (March 2015) have been distributed to staff for their information.

The school Designated Safeguarding Lead and Deputy Designated Safeguarding Lead have completed the relevant training for this role and undertake re-training when necessary (training requires updating every two years). Designated Safeguarding Leads are:

Christopher Connor (Deputy Headteacher)-Designated Safeguarding Lead, and Samantha Pugh (Family Support Officer)-Deputy Designated Safeguarding Lead.

**Anti-Bullying Procedures**

All cases of alleged bullying (and other peer on peer abuse) are taken seriously by the school and are acted upon accordingly. The Anti-Bullying Policy clearly documents the procedures in place for handling allegations of bullying/abuse and these are reviewed by Governors.

**Attendance**

Attendance is scrutinised closely on a daily basis. Children who are absent are identified from the registers and first day response telephone calls are made to parents to establish the reason for absence (school holds more than one emergency contact number for each child). The Family Support Officer liaises with parents of children whose attendance is highlighted as an issue with involvement from the Local Authority attendance service and other agencies where appropriate. Statistics and trends in pupil absence are also monitored and these are reported to governors. The school is committed to ensuring that children attend regularly and thereby receive the best possible education.

**Health and Safety**

The school has a Health and Safety Policy in place and this is monitored and reviewed annually by the staff Health and Safety Lead and approved by the Governing body.

Risk assessments covering all aspects of school operations are in place and have been reviewed by the Local Authority Senior Health and Safety Officer annually. The responsibility for health and safety is that of the Governing Body; however this is delegated to the Headteacher. Teachers are aware of the duty of care and take this responsibility seriously.

Any day to day health and safety issues are reported to the Site Supervisor (Mr Neil Dobson) for remedial action. The site supervisor organises outside contractors, if he cannot undertake the remedial work himself.

Fire evacuation practices are undertaken termly. These are recorded in the Fire Log and reported to Governors via the Headteacher Report.

Fens has adopted the Local Authority Critical Incident Response Plan which details information and actions required in the event of a critical incident.

The school has a designated Family Support Officer (FSO) who is responsible for the promotion of healthy lifestyles as well as supporting other staff in dealing with health related issues.

**First Aid (see also Health and Safety Policy)**

The majority of staff, including dinner supervisors, have Emergency First Aid at Work certificates (several of which include Paediatric). First aid boxes are located in each key stage area and portable kits are available for educational visits (in addition, the school has purchased two Automated External Defibrillators-AEDs). First aid kits are checked regularly and restocked regularly for health care reasons. The checking of jext pens, inhalers etc. (which are kept in school) are also carried out.

**Online Safety (E-Safety/Safer Online)**

All staff accessing the school computer network are required to read and sign the Acceptable Use Policy which details the conditions with which access is granted. Information about audits and violations of use are also featured. Any member of staff who is found to have abused the computing network will have access rescinded and will face disciplinary action.

Staff and Governors complete annual ‘Online Safety Boost’ training, which culminates with a test via the South West Grid for Learning (SWGfl), as well as an annual test on the ‘National Online Safety’ website (relevant to school role). In addition, the Computing Leader, Computing link-governor, and the Designated Safeguarding Lead complete the Child Exploitation Online Protection Centre (CEOP) ‘Keeping Children Safe Online’ online CPD course.

Pupils and their parents are made aware of safer internet use and they understand and agree with school’s role in ensuring their child is safe when using school communications equipment.

Staff sign and adhere to the school ‘Code of Conduct’ which details staff/pupil relationships prohibiting communication via social media.

**Effective Behaviour Management**

Children are expected to behave appropriately both inside and outside of school. However, school recognises that knowing how to behave in this way is part of the learning process and as such has a comprehensive Behaviour Policy in place which documents the procedures for managing behaviour positively.

**Safe Recruitment and Selection**

The school adheres to the requirements detailed in ‘Keeping Children Safe in Education’ (September 2019), ‘Safeguarding Children and Safer Recruitment in Education 2012’ and local Safeguarding Partner policy and guidance.

**Staff Conduct**

The school expects staff to act as positive role models for the children attending the school and therefore expects utmost professional conduct at all times. Staff who act unprofessionally or inappropriately are subject to disciplinary investigation.

**Curriculum**

The curriculum plays an important part in ensuring that children know how to keep themselves safe, including online safety. In addition, outside agencies such as police, fire service etc. all visit school and support our curriculum delivery and support safe practice messages.

**Managing Allegations against Staff**

The school has adopted and adheres to local Safeguarding Partner (Hartlepool and Stockton-on-Tees Safeguarding Children Partnership (HSSCP)) and DFE guidance, procedures and arrangements for managing allegations against people who work with children or those who are in a position of trust.

**Whistle Blowing**

The school, following DFE guidance and advice, has adopted, and staff are aware of, the Local Authority whistle blowing procedure should they wish to report an incident involving safeguarding of children but they feel they cannot report it via the usual means within school. The policy is displayed in public areas of the school.

**Building design and management (including site security)**

Access to the school is restricted via a staff only electronic fob system. Therefore only authorised personnel can access the school environment. The fob system allows entry/exit into/from the school building via the main front entrance and the Key Stage 2 staff carpark, as well as allowing entry to the main staff carpark via the barrier system on Mowbray Road. All staff wear their photograph ID at all times when on the school site. There is a perimeter fence around the school, which not only ensures that children cannot freely egress from the school site but also that unauthorised people cannot easily enter the site. A school crossing patrol is in operation at the main entrance to the school at key times to ensure pupils cross the road safely. Dogs (with the exception of assistance dogs) are prohibited from entering the school site.

Outside play equipment and playgrounds are inspected daily to ensure the site and equipment is safe for the children to use. An annual inspection is also conducted by the Royal Society for the Prevention of Accidents (RoSPA).

**School Visitors**

Any visitors accessing the school site will be required to show evidence of their identity. Regular visitors to the school will already be recorded on the Single Central Record. Ad hoc visitors who do not regularly access the school will be accompanied by a member of staff at all times.

All visitors will be required to sign in and receive a visitor’s badge/lanyard at reception and then sign out accordingly. This process is overseen by the school administrators (Green badge/lanyard = All checks completed. Supervision not required. Amber badge/lanyard = Visitors attending a meeting and will not be moving around school. Such visitors with be escorted by a member of staff to and from their meeting. Red badge/lanyard = Visitors need to be supervised at all times within school.

Anyone who cannot fulfil the above criteria will not be allowed onto the site.

School staff are required to challenge any adult that they see in school who are not authorised and a member of the leadership team will be called upon to deal with the situation.

**Use of Pupil Information**

Pupil information is recorded on the school SIMS system. Access is restricted to key personnel to ensure information is centrally updated and secure. Staff that have access to this sensitive data lock their screens when they are away from their desks to prevent unauthorised access. Computers are logged off at the end of each day.

**Monitor and Review**

This policy will be reviewed annually or earlier if appropriate and will be approved by the Governing Body. Staff and Governors are asked to sign to indicate that they have read and understand this policy and associated policies referred to throughout the document.

**Monitoring and Reviewing**

The policy will be reviewed annually by the SLT Designated Safeguarding Leader in consultation with the Headteacher, the Governors and the Chair of Governors.

It will be updated, modified or amended as necessary.

**Signed:……………………………………………………….. Date:…………………**

**(Designated Safeguarding Lead)**

**Signed:……………………………………………………….. Date:…………………..**

**(Headteacher)**

**Signed:……………………………………………………….. Date:…………………..**

**(Chair of Governors)**