

Arthur Bugler Infant School

Safeguarding Policy

“Every Child Matters”

When the government published “Every Child Matters” it raised five key issues that were deemed essential in the complete development of each and every child:

- Must be and stay safe.
- Must be healthy.
- Must be able to enjoy and achieve.
- Must be able to achieve economic well-being.
- Must make 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) and this school has used this and the new Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (DCSF March 2009) in formulating its own safeguarding criteria.

At Arthur Bugler Infants 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. Our school therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place:

The Health and Safety Policy

The school has a health and safety policy which is monitored each term by the relevant committee of the school governors. A copy of this policy is available with 24 hours notice.

Thurrock LEA produces a monitoring checklist, which has to be completed on a yearly basis. The Headteacher and the Governor with responsibility for Health and Safety oversee this comprehensive list. Any concerns from staff are reported to the Headteacher and the Headteacher carries out an initial examination, assessing what remedial action needs to take place.

Each term there is a fire drill that practises efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment.

There is also a critical incidents plan that details what staff and parents should do in the case of emergencies.

In addition to the Health and Safety Policy there are policies regarding Food and Drink and Food and Hygiene. These determine safe practices in school and the Kitchen/Dining Room.

First Aid

In school there are always trained members of staff who volunteer to oversee first aid. There are six members of staff who have first aid certificates and these are updated every three years. All members of the MDA team have first aid certificates also. There are a number of first aid kits situated around the school and we have a medical room. 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 or the illness logged in the sickness book.
- For head injuries a Head Note is issued.
- If there is any doubt at all a parent is contacted.

The Arthur Bugler Infant School policy is that members of staff will not give medicines at all. In the case of a pupil needing medication during the day parents are welcome to come into school to administer correct dosages.

For matters of an intimate nature staff are informed to deal with a child with utmost sensitivity and always to seek guidance from a Senior Manager. Children will always be dealt with by two members of staff. In almost all situations the parents will be asked to come into school immediately so that they are part of the decision making process for such matters.

Site Security

Arthur Bugler Infant School provides a secure site insofar as the physical limitations allow. Staff are made aware of possible 'weak points' and are aware of the extra vigilance needed in those areas. All outside doors are kept locked during the school day but are easily opened from inside to facilitate smooth exits should the need arise.

Members of staff carrying out playground supervision during playtimes and lunchtimes will ensure that the school gate is closed. Adults will station themselves in each part of the playground area ensuring greater supervision of the children.

Visitors, volunteers and students must only enter through the main entrance and after signing in at the office window. Children and parents who arrive after the beginning of the school day must report to the school office. Children will only be allowed home with adults with parental responsibility, adults named on children's information sheets or with an adult where permission has been given by the child's parent or carer. Children should

never be allowed to leave school alone during school hours or at the end of the day.

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. The office staff will immediately contact parents and police. Where possible school staff will observe a child's whereabouts.

Attendance

Excellent attendance is expected of all children but when children are unwell parents and carers are expected to confirm absence by telephone immediately at the beginning of the school day. If there is no notification, school has a policy of phoning home to ascertain each child's whereabouts.

The school works closely with the Local Education Authority's Welfare Officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LEA and annually to the government and to all parents. Positive measures are in place to encourage children to attend regularly and punctually, for example parents are informed of their responsibilities and children are awarded both weekly and termly for excellent attendance. The school is aware of its right to take legal action against parents who do not ensure good attendance and punctuality. The school follows the North East Cluster policy on attendance, working together with other local schools to improve attendance across the area.

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

All staff that are appointed to work in school have a criminal records search (CRB check). If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the Personnel Committee of the Governing Body.

The Headteacher sits on all appointment panels. The Headteacher, Chair of Governors and both Assistant Headteachers have undertaken the NCSL training on Safer Recruitment. (See our Safer Recruitment Policy.)

New staff and work placement students are inducted into safeguarding practices. Newly appointed staff are assigned a mentor for the induction period. It is the responsibility of the mentor to familiarise new staff with procedures and policy which affect the health and safety of all at school but especially the children. New work placement students are also assigned a mentor with responsibility to make procedures and policies known to them.

Volunteers

Volunteers must also have CRB clearance. The school office staff will arrange for this check to be carried out. Visitors who do not yet have clearance will under no circumstances be left alone with a child or group of children.

It is assumed that visitors with a professional role, eg. the School Nurse, music teachers or members of the police already have relevant clearance but the office will endeavour to check this before admittance is granted and a note made of anyone entering without clearance.

The school office staff will keep records of all CRB checks for members of staff and these will be updated every three years. Any supply teachers or sports teachers will also have to provide copies of their CRB checks and checks will be made with Supply Agencies and Premier Sports to further ascertain CRB clearance.

Child Protection Policy

The designated adult for Child Protection is Ms Phillips. Mrs White is the Governor with responsibility for Child Protection and Miss Glandfield is the Deputy Designated Person. There is a detailed Child Protection Policy, which is available from the school office with 24 hours notice. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Certain governors and all staff have had appropriate child protection training, which is updated at least every three years.

All allegations of abuse by or complaints against a teacher or other member of the school staff will be dealt with immediately following the LEA's Child Protection Procedures. A copy of this is available at 24 hours notice from the school office. For any complaints about the Headteacher, the Chair of Governors should be contacted directly.

The school also has a policy on physical restraint (which is available from the school office with 24 hours notice). The school follows DfES guidelines which assert that physical restraint may be used if there is the possibility that a child may be about to cause harm to him/herself or to another. On no occasion should physical contact be used as a punishment. Members of staff have received training on appropriate use of physical intervention and have received certification. Those members of staff are called for on those few occasions when it has been necessary to use physical restraints.

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, the curriculum in subjects such as Personal, Social and Health Education (PSHE) discusses relevant issues with the children. Topics include such themes as drugs, sex and relationships and stranger danger. Children are encouraged to explore and discuss these issues. Also, this school is a SEAL (Social and Emotional Aspects of Learning) school and we consider that by taking this approach we are better preparing our children to know how to deal with the world around them.

Secondly, the curriculum is designed so that safety issues within any subject are discussed and safe practices taught, such as using equipment properly in PE and Design and Technology.

At all times there has to be appropriate staffing levels and when the curriculum is taken out of school, appropriate and agreed pupil/adult ratios are maintained. The lead adult always carries out a risk assessment for all trips are finally authorised by the Headteacher.

Visiting speakers, with correct clearance, are always welcome into school so that they can give specialist knowledge to the children and enhance the children's learning.

Internet Safety

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. Parents are asked each year if they agree to their child using the internet and we hold meetings and training sessions for parents to point out the issues surrounding safety whilst using the internet. In school, pupils must never be left unattended whilst online and teachers and other members of staff should ensure that this does not happen. If any member of staff know of misuse, either by an adult or child the issue should be reported to the Headteacher immediately.

As Child Protection Designated Person, the Headteacher has overall responsibility for internet safety. Mrs Dodd, in her role as ICT technical manager has direct access to all email addresses and passwords within our school ICT system.

Equal Opportunities

This school has a separate Equal Opportunities Policy, produced together with our Junior School and both Governing Bodies. This policy is available with 24 hours notice from the school office. Both Arthur Bugler Infant and Junior schools are committed to equal opportunities for all.

Anti Bullying Policy

Bullying is unacceptable and bullies will not be tolerated at Arthur Bugler Infant School. Although bullying in this school is rare, the school always acts swiftly with a process of investigation, communication and action. This school maintains a log of any incidents of bullying and how they were dealt with. There is a more detailed Anti-Bullying Policy that is available from the school office at 24 hours notice.

Racial Tolerance

Racism is tackled in the RE, PSHE and SEAL curricula. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children also, for example we have invited Indian dancers and African drummers to the school. We also work with St Clere's school who share their Chinese exchange teachers with us. We also celebrate a 'language and culture' week to celebrate diversity and plan a 'Round the World Day' to find out more about the world around us. We also consider it important to raise the awareness of the adults who work at our school and those adults who are part of our wider school community.

The school always responds to incidents of racism and maintains a log of any incidents of racism and how they were dealt with. There is a more detailed school policy which is available from the school office with 24 hours notice.

Behaviour Policy

Good behaviour is essential in any community and at Arthur Bugler Infant School we always have high expectations for this. Our Behaviour Policy is available at 24 hours notice from the school office. Our Behaviour Strategy has a clear system of rewards and sanctions. Although the emphasis is always on the positive there are also times when children have to be disciplined in order to maintain the safety and security of all children and to ensure that all children are able to learn in a safe, secure and happy environment. Class rules are clearly displayed in each classroom and the children are included in the decision making for deciding on what the rules should be so that they have ownership of the rules. The School Council is involved in deciding upon whole school rules.

There are numerous rewards available to children:

- Praise
- Stickers
- Showing another teacher or the Headteacher good work
- Sharing good work or practice in assembly
- Team points
- Certificates for completion of sticker books
- Golden time each week
- An extra Golden Time for the winning team each half term

The sanctions include:

- A 'telling off'
- Removal to another part of the classroom
- Removal from the classroom and sent to another classroom
- Loss of playtime or lunchtime play
- Reporting to a senior member of staff (Assistant Headteachers and then Headteacher).
- A phone call or letter to the parent or carer
- Exclusion

Staff are discouraged from handling children but when they deem it is necessary and safe to do so, guidance and training has been given on safe methods of restraining a child.

Photographing and Videoing

There has been a great deal of controversy about photographing and filming young people. At Arthur Bugler Infant School we have taken a sensible and balanced approach, which allows parents to photograph and take video images providing they follow guidelines:

- Parents consent to school taking photographs by signing a permission slip upon entry to school. School photographs that are for use outside of school are anonymous unless specific permission has been received

from parents. No school photograph for use outside of the school will contain images of those children where parents have not given their permission for photographs of their children to be taken.

- Parents taking photographs do so for personal use only. No photograph or video image taken by a parent must be used publicly.

Whistleblowing

If members of staff ever have any safeguarding concerns about people working, paid or unpaid, they have a professional duty to inform the Headteacher. (For any concerns regarding the Headteacher, the Chair of Governors should be informed.) Any concerns can be made 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 school follows the Thurrock Council's policy on Whistleblowing. A copy of this Policy can be made available at 24 hours notice from the school office.

Arthur Bugler Infant School
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