

Millbrook Community Primary School Safeguarding Policy

Introduction

At Millbrook, 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. Millbrook therefore has a duty to ensure that this expectation becomes reality.

OFSTED Guidance (Safeguarding in Schools: best practice. March) **defines safeguarding** in the following way:

- protecting children and young people from maltreatment
- preventing impairment of children and young people's health or development
- ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care
- undertaking that role so as to enable those children and young people to have optimum life chances and to enter adulthood successfully

In addition, OFSTED (Inspecting safeguarding in early years, education and skills settings: September 2019) summarises the **three key inspection issues as school providing a culture of safeguarding that supports effective arrangements to:**

- identify learners who may need early help or who are at risk of neglect, abuse, grooming or exploitation
- help learners reduce their risk of harm by securing the support they need, or referring in a timely way to those who have the expertise to help
- manage safe recruitment and allegations about adults who may be a risk to learners and vulnerable adults.

It is with this guidance in mind that Millbrook updated its ***Safeguarding Policy***

Policy Structure

Safeguarding and its principles are embedded within many school policies. This document therefore, whilst a discreet policy, is an amalgam of new initiatives and several established policies.

Employees, Visiting Professionals, Governors and Volunteers

All personnel who work with, or supervise, children will undergo a DBS check. Clearance will be notified to the school office and a comprehensive list will be maintained. Personnel who have not been cleared directly by the school will be required to inform the school of their clearance details and their name and certificate number will be added to the list. On rare occasions, and when direct work with children is not required, a risk assessment may suffice at the discretion of the Head or Deputy Headteacher.

Health and Safety

The school has a health and safety policy, which is monitored by the relevant committee of the school governors. A copy of this policy is available on request. Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment. There is an agreed Lockdown Procedure in the event of pupils and staff safety

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being compromised. There is also an emergency and business continuity 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 several staff qualified in Paediatric First Aid. There are a number of first aid kits situated around school. When a child is taken ill, or has suffered an accident in school there is a protocol for staff to follow:

- A trained first aider is consulted
- The incident is logged in the accident file
- Where necessary, a parent/guardian is contacted
- Serious injuries are notified to the LA
- If required, a Health and Safety check is instigated

The school has a defibrillator which is situated in the photocopying room.

Site security

Millbrook School provides a secure site, which is controlled by precise management directives but the site is only as secure as the people who use it. Therefore:

- Gates are closed at the start and end of each day
- Doors must be closed to prevent intrusion but should facilitate smooth exits
- Visitors, volunteers and students must only enter through the main entrance and after signing in at the office window
- All visitors to the school should provide identification. Failure to do this may result in entry to school being refused
- Children will only be allowed home in the company of adults with parental responsibility or with others for whom permission has been granted
- Empty classrooms should have closed windows

Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to inform the school immediately. If there is no notification, school will phone home to ascertain each child's whereabouts.

The school works closely with the Local Authority's Attendance Service whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LA and annually to the government and to all parents. 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.

Child Protection

There is a detailed Child Protection Policy, which is available from the school office on request. It is the Governing Body's duty to ensure the policy is reviewed annually and any issues within the policy addressed immediately. Nominated governors and all staff have had appropriate child protection training, which is updated at least every three years.

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All allegations of abuse will be dealt with swiftly and thoroughly.

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, encourages children to discuss a wide range of safeguarding issues such as smoking, healthy diet and bullying. The school enjoys a good partnership with other agencies who share their expertise in aspects such as drug and substance misuse and gang membership. Secondly, the curriculum is designed so that safety issues within subject areas are discussed and safe practices taught, such as using equipment properly in PE and Design and Technology.

Educational Visits

Educational visits enrich the curriculum and the school is committed to this enrichment. Before any visit, the planning will involve a risk assessment which will be recorded on a proforma available from the Headteacher's office. All adults who accompany such visits and have unsupervised access to pupils will have DBS clearance. Any adult who volunteers and has not had a DBS check will be permitted supervised access only. The school will maintain a list of volunteers who have been DBS checked.

Internet Safety

Children are taught to use the internet safely. Parental permission is sought and children are reminded of the written protocols on a regular basis. Internet sites are monitored rigorously. Internet safety is dealt with in detail within the IT Policy.

Equal opportunities

All children will have differentiated access to a broad and balanced curriculum. Children with barriers to learning will be supported via the relevant professional e.g. SEND coordinator, EAL Service, Speech and Language Service etc. Discrimination and/or harassment of children will not be tolerated and will be dealt with immediately. Racism is tackled in both the RE and in the PSHE curricula. The children take part in discussions designed to raise awareness and address prejudices.

Bullying/Racism, Homophobia, Gender Discrimination

The school operates a zero tolerance attitude to bullying, racism, homophobia and gender discrimination, which is enshrined in our Anti Bullying Policy. When a bullying event is identified, protocols are followed whereby details are recorded on CPOM's.

Pupil Voice

Within its distributive leadership ethos, Millbrook is committed to encouraging pupils to lead in many aspects of safeguarding. School Council, facilitated by the Learning Mentor, are encouraged to collect ideas from their peers. Each year they are encouraged to survey their peers to ascertain pupils' perceived safety in school in terms of both physical and emotional aspects. Their contribution to healthy living is expected on an ongoing basis and School Council meet regularly with the Deputy Headteacher in order to discuss new and emerging initiatives.

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Learning Mentor

The Learning Mentor's role is central to the children being and feeling safe. The LM's role includes management of the School Council, organizing school clubs and supporting and counselling children with social and emotional barriers to learning.

Sex and Relationships

Sex and relationships are discussed within the broader context of PSHE and the Human Biology aspect of the Science curriculum. There is a discreet Sex Education Policy available on request. Aspects of personal hygiene and intimate care are addressed within this area.

PASS Survey

The Pupil Attitude to School and Self survey assists the school to identify vulnerable pupils. Results from the annual survey are analysed on a traffic light system with children who are at risk given additional support either from the class teacher, the learning mentor or the teaching assistant.

Parent /Staff Association

Parents and guardians are the children's primary carers. The parent forum has been developed in order that the school and home can work together most effectively in order to ensure children's educational progress and maximise their emotional and physical welfare.

Extended Services

The remit and contribution of the extended school services have been identified through the School Improvement Planning Framework. Extended services play a vital role in term of pupils' actual and perceived safety. Services such as school clubs and Rainbow Child Care provide safe activities and emotional security.

Behaviour

Excellent behaviour is expected of all children at Millbrook. Rewards and sanctions are listed in the Behaviour Policy.

Medical Conditions and Intimate Care

Medical conditions and intimate care procedures are followed using the Managing Medicines in Schools Guidelines. Pupils with broken limbs or other serious medical conditions have a health care plan and are regularly reviewed. If necessary, intervention is requested from a supporting agency.

Physical Intervention

As far as possible, adults are advised to keep handling of children to a minimum but, in cases of emergency, the school follows the legal guidelines on positive handling.

Photographing and videoing

At Millbrook we have taken a sensible, balanced approach, which allows parents to photograph events providing they follow certain guidelines:

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- 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.

Mobile Phones

It is respected that members of staff may bring their mobile phones to work for personal and recreational use in the privacy of the staffroom. All phones must be stored in staff bags or out of reach of children and turned off during lesson time. School staff are not permitted to use their mobile phones during lesson time. Staff should use the school office phone to be contacted in an emergency. Personal calls can only be taken during staff breaks and out of sight of children. All parents should be discouraged from using mobile phones in school.

Whistleblowing

If members of staff ever have any concerns about colleagues or volunteers, paid or unpaid, they have a professional duty to inform the leadership team accordingly. The school follows the Local Education Authority's policy on Whistle blowing. A copy of this can be made available at 24 hours notice.

Safer Recruitment

Millbrook is committed to employing only the highest quality staff in terms of occupational expertise, personal development and qualifications. With this in mind, the school has embraced the principles of safer recruitment and has adopted the LA policy. A copy of the safer recruitment policy can be requested from the school administrator.