



ST MICHAEL'S R.C. PRIMARY

Safeguarding policy

Mission Statement

Our School Will:

- Grow closer to Jesus by loving, valuing and respecting each other.
- Celebrate and develop our God given talents.
- Welcome support from friends in our wider community and reach out to those we can help.
- Be a happy school, creating friendships and wonderful memories.

What is Safeguarding?

A useful definition is that used in the Children Act 2004, and in the government's guidance document *Working together to safeguard children*. This definition is also used by Ofsted and can be summarised as follows;

- 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.

Safeguarding is, therefore, wider than just protecting children from deliberate harm. It includes numerous issues for schools such as:

- pupils' health and safety
- bullying
- racist abuse
- harassment and discrimination
- use of physical intervention
- meeting the needs of pupils with medical conditions
- providing first aid
- drug and substance misuse
- educational visits
- intimate care
- internet safety
- school security.

Every Child Matters

The government policy "Every Child Matters" raises 5 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

These are goals for children that all sections of society have a responsibility to deliver. Schools in particular have a key role to ensure the 5 outcomes. We will work together to achieve these ends, through reviewing our policy and practice, through teaching and learning, and through our dealings, relationships and discussions with children.

St Michael's Primary School Safeguarding Children Statement

At St Michael's the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that we provide a secure environment in which their children can develop and flourish. In order to deliver this expectation there are a number of important areas we must give careful consideration to and provide for.

Staff Appointments; Single Central Register

All staff appointed to work in school are subject to recruitment and vetting checks, particularly identity and qualification checks, the Children's List (formally list 99) and, where relevant, Disclosure and Barring Service checks and right to work in England checks. The governing body is responsible for ensuring that safe recruitment checks are carried out before staff begin work. This search highlights people who have a criminal record or if previous allegations have been made against them. Very careful consideration would be given by the Headteacher and governing body to employing someone who appears on the Disclosure and Barring Service list.

The Headteacher, as a member of the personnel committee of the governing body, sits on all appointment panels, where the candidates are both internal and external applicants. The Headteacher has completed the NCSL training on Safer Recruitment in October 2014.

The status of the Disclosure and Barring Service check was heightened from 12 October 2009: '...It is now a criminal offence:

- for employers to take on an individual in Independent Safeguarding Authority *regulated* activity (for example front-line services such as schools) if they fail to check that person's status
- for employers to not refer serious staff safeguarding concerns to the Independent Safeguarding Authority...' (Briefing for section 5 inspectors on Safeguarding Children, October 2009)

Ofsted now requires schools to keep and maintain a single central register, recording staff, helpers, volunteers and visitors details appropriate to when they took up post. This record is held electronically.

Volunteers

We have a number of volunteers in school. They carry out a range of work on our behalf and they have differing degrees of contact with children. It is our school policy that volunteers have Disclosure and Barring Service.

Welcoming visitors

It is assumed that visitors entering school in a professional capacity (School Nurse, road safety officer, college tutors) 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 Health and Safety Policy

The school has a health and safety policy, which is updated each year. The governing body monitor health and safety through its committee structure. The senior management team of the school will act as a Health and Safety Committee dealing with general H and S issues. The Health and Safety Committee will call upon expertise (Health and Safety Executive, LA, medical and emergency services, etc.) when needed.

The Headteacher and the caretaker are responsible for day to day matters. Any concerns from staff are reported and the caretaker carries out an initial examination, assessing what remedial action needs to take place. A H and S school group meets each term.

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

Bullying

At St Michael's we define bullying as: "A systematic and extended victimisation of a person or group, by another or group of others."

Children have to be safe and have to feel safe. The school's response to bullying is simple and immediate.

Adults must be informed immediately and action will take place.

Children are told that silence is the bully's best friend. Although incidents of bullying in our school are rare, we always act swiftly with a process of investigation, communication and action. Bullies will not be tolerated. A school bullying policy describes how we approach this issue.

Racist abuse, harassment and discrimination

We are a Catholic school, representing a relatively narrow band of society. A high majority of our pupils are described as 'white British'. There are a small proportion of ethnic minority pupils at our school. Our clear policy, consistent with our school mission statement, is one of total acceptance and welcome; we seek to promote racial equality and harmony by preventing and challenging racism.

Expectations in relation to minority groups are expressed in our school Racial Equality, Racial Harassment and Equal Opportunities policies.

First Aid

In school there are trained members of staff who volunteer to oversee first aid. Mrs Gray is our named first aider. There are first aid kits in the junior, infant and foundation areas. 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
- For head injuries parents are notified
- If there is any doubt at all a parent is contacted.

In the case of a pupil needing medication during the day parents are welcome to come into school to administer correct dosages. For the majority of medicines a dose before and after school is perfectly adequate. Naturally the parents should consult doctors before giving any form of medication.

Occasionally pupils need to take medication such as to finish a course of antibiotics. To minimise the time spent away from school it may be necessary to continue such treatment after the child returns to school. **In this situation it is advisable that the dose frequency is 3 times per day rather than 4 times per day so that the pupil does not need to take medication at school.** This policy is endorsed by health professionals.

- Staff do not administer medicines. Parents are welcome to come to school to administer medicine to their child.
- If parents are not able to come to school, medicines are normally brought to the office and administered by the Headteacher / secretary. Mrs Gray will give out medicines to pupils in the nursery and reception class.
- Administration of medication in school needs written permission from parents. It is important that sufficient information is known about the medical condition and if necessary a health care plan should be drawn up.
- Dosage and times of administration should be stated.
- Supervise children using inhalers.
- See Headteacher for advice if unsure.

For matters of an intimate nature staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Headteacher or Assistant heads. In almost all situations the parents will be asked to come into school to discuss such matters. In rare circumstances the school nurse will be contacted as a matter of utmost urgency before the parent.

Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone immediately and to send a note confirming the reason for absence. The school has a system to request absence information and to discourage holidays in term time. This position has been strengthened by amendments to the 2006 regulations; from September 2013 parents do not have any entitlement to take their child on holiday in term time; any application for leave can only be granted in exceptional circumstances. This removes both the previous references to family holidays and statutory threshold of ten days annual leave.

The school works closely with the Local Authority's Welfare officer whenever a child's attendance and punctuality causes concern. From autumn 2013 as well as the standard support we receive from the welfare service, we have bought into an agreement whereby the service provides an officer to undertake defined casework for us. Positive measures are in place to encourage children to attend regularly and punctually. The school has both a right and responsibility to take legal action against parents who do not ensure good attendance and punctuality.

Child Protection Policy and Safeguarding Procedures

The designated adult for Child Protection is Mr Duffin and the designated governor is Mr Harland (term of office ends Spring 2015). There is a governing body Child Protection Policy which describes what should happen if there are child protection concerns. This is supported by a document called 'Procedures for Safeguarding Children' which is the Bury LA procedure. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies

within the policy addressed immediately. All staff and our safeguarding governor have attended level 1 safeguarding training; this is updated every three years.

Educational visits

Part of the educational experience we offer to children is educational visits. These take place off-site and can present a risk to pupil safety. They include part day or whole day visits but also include an annual weekly visit to an outdoor activity centre. At all times there has to be appropriate staffing levels and when teaching and learning takes place out of school appropriate and agreed pupil/adult ratios are maintained. Risk assessment is undertaken using the LA Evolve process; teachers complete the risk assessment and send it electronically to the head for authorisation. This is then sent to the local authority.

Safeguarding and the Curriculum

The curriculum deals with safeguarding in different ways. Firstly, the curriculum in subjects such as Personal, Social and Health Education, discusses and teaches relevant safeguarding issues with the children. Topics include such themes as Drug and substance misuse, keeping healthy and Crucial Crew. Secondly, 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 Design and Technology. Also, as part of the curriculum, we invite visiting speakers into school, such as road safety officers, where specialist knowledge may be given to the children.

Internet Safety

The internet is a valuable source of information for teaching and learning materials. As such, children should have access to the internet, but at all times in a safe way. Pupils must never be left unattended whilst online and teachers should ensure that this does not happen. If teachers know of misuse, either by a teacher or child the issue should be reported to the Headteacher without delay. As Child Protection Officer the Headteacher has overall responsibility for internet safety. The Internet Access policy explains how this resource must be used, what level of supervision is a reasonable minimum and what children agree to in using the internet. There is also a letter which is sent to parents from time to time, explaining school internet access.

Behaviour policy

Behaviour at St Michael's is based on our school mission statement, Gospel values and on our system of Golden Rules. The emphasis is on creating positive relationships, encouraging and rewarding good behaviour. Our pupils are well behaved. The few occasions where behaviour is not acceptable are dealt with in an appropriate informal manner and on the rare occasions where there are serious behaviour problems our school behaviour policy describes the range of sanctions to be followed.

Photographing and videoing

This has been a major safeguarding concern in recent years and with good reason. At St Michael's we have taken the view that all members of our community will take photos and record events (plays, sports days, etc) for all the 'right' reasons and they are free to make these records but parents have the right to request that any adult recording an event does not take a picture / film of their child.

Whistleblowing

If members of staff ever have any concerns about people working, paid or unpaid, they have a professional duty to inform the leadership team 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.

Site security

St Michael's provides a secure site, but the site is only as secure as the people who use it. All adults on the site have a responsibility for keeping our school safe:

- The gate to the infant yard should be closed except at the start and end of each day.
- All external doors must be closed and in the latch position.
- Visitors, volunteers and students must only enter through the main entrance and after signing in.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Empty classrooms should have closed windows.
- Children should never be allowed to leave school alone during school hours, and if collected by an adult they must be signed out.
- There must always be supervision of children as they move through the building or outside in the school grounds.

There is a number of policies referred to above, associated with safeguarding. A copy of any of these policies is available with 24 hours notice.

Further information will be found on the Bury Safeguarding Children Board website at:
www.safeguardingburychildren.org