

GREEN GATES PRIMARY SCHOOL



Safeguarding Policy

Reviewed: September 2018

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Policy Statement

Green Gates Primary School offers a positive, safe learning environment for its community, in which everyone has equal and individual recognition and respect. We celebrate success and are committed to the continuous improvement and fulfilment of potential in every child.

We encourage increasing independence and self-discipline amongst the pupils. Everyone within the school has an important role to play in sharing responsibility for the development of positive behaviour and attitudes.

Introduction

Governors and staff of Green Gates Primary School fully recognise their responsibilities under Section 175 of the Education Act 2002 to safeguard and promote the welfare of our pupils to minimise risks and to work together with external agencies to ensure effective arrangements are in place to identify, assess and support children who are suffering harm.

This policy was written and is to be read and understood by all staff within the school as a mechanism to support safeguarding along with The Child Protection Policy (September 2018) and Keeping Children Safe in Education (September 2018).

Safeguarding

The school's main aim is to provide a safe, secure and stable base for children, helping to protect them from harm. The welfare of the child is of paramount importance to all the adults who work in our school.

To achieve this aim, Green Gates Primary School will:

- Provide an environment where children feel they can learn and develop. One in which they feel safe and encouraged to talk and are listened to.
- Expect all staff to:
 - annually read and sign that they understand the current DfE document Keeping Children Safe in Education 2018 (Part 1)
 - read and sign that they understand the contents of Annex A in Keeping Children Safe in Education
- Local Governing Committee members will be expected to read and sign the complete KCSIE 2018 (Part 1-4)
- Ensure Safer Recruitment and Vetting practices are followed, therefore checking the suitability of staff and volunteers who wish to work with our children.
- Raise awareness of Safeguarding / Child Protection issues to staff, parents and children via regular and effective training provided by the LCSB, the academy trust and NSPCC.
- Ensure there is effective communication between staff on Safeguarding matters via

the weekly Designated Safeguarding Team Meeting and as a stand alone agenda item for each staff meeting.

- Ensure that all staff and governors receive annual safeguarding training to raise awareness, defining their roles and responsibilities in reporting abuse.
- Provide and maintain an environment where children feel safe, are encouraged to talk and are listened to.
- Help equip children with skills needed to keep themselves safe.
- Develop, implement and review policy and procedures in relation to Safeguarding.
- Train and raise awareness of all staff, defining their role and responsibilities in regard to Safeguarding and Child Protection.
- To identify children who are suffering or likely to suffer significant harm and respond appropriately.
- Report cases or suspected cases of abuse to First Contact, Social Care.
- Work in partnership with parents/carers and other professionals to provide coordinated support and help to protect children who are subject to a protection plan, work in partnership with Social Care when undertaking Section 17 & Section 45 assessments.
- Work in partnership with the Virtual Head-teacher with regard to Looked After Children.
- Help children to understand what is and is not acceptable behaviour towards others and themselves.
- Provide a curriculum and ethos which aims to prevent children from being drawn into radicalisation, extreme behaviour or acts of terrorism. School will work in partnership with Channel panel set up by the Local Authority.

Our teaching of personal, social and health education citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our children, and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them (e.g. 'stranger danger' and 'internet safety').

We aim to identify & meet every child's needs. We recognise that abuse and neglect can result in under achievement. We strive to ensure that all our children make good educational progress.

Health and Safety

At Green Gates Primary School, the health and safety of all children is of paramount importance. Parents/ carers send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. We have to ensure that this expectation becomes reality. In order to do this, a wide range of measures is put in place.

- The school has a health and safety policy which is monitored each year by the Local Governing Committee.
- Any health and safety concerns are reported to the Headteacher or the School Business Manager. An initial examination is carried out assessing what, if any, remedial action is needed.
- Every half-term there is a fire drill to rehearse efficient evacuation of the building (See fire evacuation plan).

First Aid

14 staff hold the Paediatric First Aid Qualification within school. 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 first aider is consulted.
- The incident is logged in the Incident Book.
- For head injuries, parents are contacted immediately and an incident slip is sent home.
- If there is any doubt about an injury, a parent is contacted.
- If children go home ill, class teachers are informed by the office staff. The Head Teacher, or in his absence, the deputy head make the final decision with regards to this.
- A Wellworker report may need to be filled in.
- Should a child require medical attention and parents cannot be contacted, a designated member of staff will always accompany a child to hospital.

Medicines

If a parent wishes a child to take a prescribed medicine during school time, they should either arrange with school to come in to administer the medicine themselves or complete the Parental Agreement for the office staff to Administer Medicine. This gives permission for the office staff to administer the medicine, which must be delivered by the parent to the Office.

Please see 'Supporting pupils with medical conditions' policy for more information.

Site Security

Green Gates Primary School provides a secure site.

- Gates are unlocked at 8.45 am and locked again at 9.00am.
- Gates are again unlocked at 3.05pm and relocked at 3.20pm.
- Visitors, volunteers and students must only enter through the main Office and

sign in. They are then given an ID lanyard which they are required to wear at all times and signposted to the safeguarding leaflet in reception.

- Children in KS1 and EYFS will only be allowed home with adults with parental responsibility or confirmed permission. The class teacher must be informed of this.
- Children would never be allowed to leave school alone during school hours. They must be collected by an adult and signed out.
- Children know Green Gates Primary School is a safe school and procedures to follow to keep them safe.
- Children up to the end of Y2 must be brought to school and collected by a responsible adult.

Attendance

Should a child be unwell, parents are expected to confirm absence immediately by telephone. If there is no notification, school has a policy of contacting home to ascertain each child's whereabouts before 9.30 am. School hold a minimum of 2 emergency contact numbers per child so if the first contact cannot be reached, the second contact is telephoned. If school are unable to get in touch with a family, a member of school staff (normally the pastoral coordinator) will visit the family home to ensure the children are safe.

The Headteacher and Pastoral Coordinator discuss individual attendance and punctuality regularly and we are able to offer early help to families and children who might be struggling with attendance issues. The school works closely with the Attendance Welfare Officer whenever a child's attendance and punctuality causes concern. Attendance figures are reported weekly to parents, every term to the Governing Body and annually to the Government.

Positive measures are in place to encourage children to attend school regularly and punctually and the school is aware of its rights to take action against parents who do not ensure good attendance and punctuality.

Appointment of New Staff and Induction Arrangements

The school complies with the requirements of Keeping Children Safe in Education (DfE 2018) and the LSCB by carrying out the required checks and verifying applicants' identity, qualifications and work history. The Trust's recruitment and selection statement policy and procedures set out the process in full and can be found by contacting the Director of Human Resources for the Trust via email: catherine@galileotrust.co.uk

At least one member of each recruitment panel will have attended safer recruitment training.

All relevant members of staff are made aware of their obligations to disclose relevant information to the school that may lead to disqualification under the Childcare Act 2006 and The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. This legislation is applicable to the

following members of staff:

- All staff who work in early years' provision including teachers, support staff and volunteers;
- All staff who work in later years' provision for children who have not attained the age of 8 providing childcare outside of school hours including breakfast clubs and after school care;
- All staff who are directly concerned in the management of such childcare mentioned above, such as the headteacher or other senior staff.

The school obtains written confirmation from supply agencies or third party organisations that agency staff or other individuals who may work in the school have been appropriately checked.

Trainee teachers will be checked either by the school or by the training provider, from whom written confirmation will be obtained.

The school maintains a single central record of recruitment checks undertaken.

New members of staff are inducted into safeguarding practices and are assigned a mentor for the induction period. It is the responsibility of the mentor to familiarise new staff with procedures and policies, which affect the health and safety of all at school, but especially the children.

New staff and governors receive safeguarding and child protection training (which includes online safety) at induction. They are provided with a copy of this policy, Keeping Children Safe in Education Part 1 (DfE, 2018), the school's behaviour policy and the school's staff code of conduct (in the staff handbook) which includes acceptable use of technologies, staff/pupil relationships and communications including the use of social media. Training at induction also includes the role of the DSL (including the identity of the DSL and any deputies) and the school's safeguarding response to children who go missing from education.

Volunteers

Volunteers, including governors, will undergo checks commensurate with their work in the school, their contact with pupils and the supervision provided to them. Mrs Barwell, the school's business manager will complete these checks. Under no circumstances will a volunteer who has not been appropriately checked be left unsupervised or be allowed to work in regulated activity. Volunteers cannot provide personal care on a one-off basis or teach or look after children on an unsupervised basis in school without an enhanced DBS certificate.

Child Protection

The Designated Safeguarding Lead is Mrs Lowe. Mrs Lowe leads a Designated Safeguarding Team including Mrs Stone (SENDco) and Councillor Mary Ovens who is the Designated Safeguarding Governor. All staff and governors are regularly updated on Child Protection procedures and policy. It is the Governing Body's duty to ensure that the policy is reviewed annually and any deficiencies within the policy addressed immediately.

Curriculum Design

It is important that all staff receive appropriate safeguarding and child protection training to enable them to recognise the possible signs of abuse, neglect and exploitation and to know what to do if they have a concern. All staff, including the DSL and governors, receive training that is regularly updated. This includes online safety training for staff. They receive safeguarding and child protection updates via email, e-bulletins, website access and staff meetings throughout the year.

Internet Safety

Children are encouraged to use the internet and as a school we educate the children in how to use it safely. Pupils are taught about how to keep themselves safe online, what information to share and not share, how to deal with text bullying and sexting, as well as other e safety issues.

Anti-Bullying

Green Gates Primary School is committed to providing a caring, friendly and safe environment for all our pupils, so that children can learn in a safe and secure place. Bullying of any kind is unacceptable and will not be tolerated. The Headteacher should be informed immediately of any concerns and the issue will be resolved. Reported incidents of Bullying are logged onto CPOMs.

Children have confidence in the systems in school and know that their safety is of paramount importance. This can be evidenced in family questionnaire responses. Please see the school's Anti-Bullying Policy for more details.

Racial Tolerance

Along with our Equal Opportunities Policy, there is also a policy to promote positive relationships and behaviour. We want our children to be prepared for an ethnically diverse society. The school works hard to promote racial equality and harmony by preventing and challenging racism. Racism is taught in both the RE and PSHE curriculum and across the curriculum where appropriate. The children take part in discussions designed to raise awareness and address prejudices. All racist incidents are logged and reported to the Local Authority and to the Local Governing Committee each term through the Headteacher's report.

Filming and Social Media

At Green Gates Primary School, we take a sensible, balanced approach, which allows parents to photograph and video events, providing they follow this guideline:- Parents consent to school taking photographs by signing a form on entry to school. Parents are reminded not to post images of children other than their own on social media. School photographs, that are for use outside of school, are only allowed if the appropriate form has been signed.

Whistleblowing

If members of staff have any concerns about the behaviour or intentions of any person within the building, school grounds or within the proximity of children, they have a professional duty to inform the Headteacher immediately. Should this concern relate to the Headteacher, the Chair of Governors (Mrs Love) should be informed immediately. The school has adopted the Academy's Whistle Blowing Policy. If an allegation or cause for concern is made against a member of staff the following action should be taken:

1. The Head Teacher should be informed immediately and provided with the associated evidence.
2. If the allegation is against the Head Teacher, then the Chair of Governors should be informed immediately and provided with the associated evidence.
3. The Head Teacher or Chair of Governors of the Academy should seek support and guidance from the local authority (LADO) and follow the **'Procedure for Managing Allegations against Staff, Carers and Volunteers'** provided by Tees Local Safeguarding Children's Board.
4. Immediate support and guidance should be sought from the Local Authority Designated Officer (LADO) – Lorraine Press 01642 771531

Monitoring and Review

This policy will be reviewed in the Autumn term 2019 by the Governing Body.

The Local Governing Committee will ensure that Green Gates Primary School undertakes the following:

- Annually review its Safeguarding & Child Protection
- Has a senior member of staff as Designated Safeguarding Lead
- Monitor and evaluate all safeguarding training undertaken

This policy should be read in conjunction with:

'Working Together to Safeguard Children' (September 2016).

"Keeping Children Safe in Education" (2018) - statutory guidance for Schools and Colleges.

Appendix One

Related Policies

- Staff code of conduct (Staff Handbook)
- Behaviour
- Attendance
- Complaints procedure
- Anti Bullying
- Whistleblowing
- SEN
- Grievance and disciplinary
- Staff/pupil online communication (Staff Handbook)
- Hand held devices (Staff Handbook)

Appendix Two

Terminology

Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment and preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.

Child protection refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

Staff refers to all those working for or on behalf of the school, full time or part time, temporary or permanent, in either a paid or voluntary capacity.

DSL refers to the Designated Safeguarding Lead at the school

Child includes everyone under the age of 18.

Parent refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

Appendix Three

Contacts

The details of the Designated Safeguarding Lead for the school are as follows:

- Katie Lowe
- headteacher@ggates.rac.sch.uk
- 01642485463

The Details of the Deputy Designated Safeguarding Lead for the school are as follows:

- Katie Stone
- kstone@ggates.rac.sch.uk
- 01642485463

The Details of the Local Authority Designated Officer (LADO) are as follows:

Lorraine Press

Seafield House, Kirkleatham Street, Redcar and Cleveland, TS10 1SP

Independent_review@redcar-cleveland.gcsx.gov.uk

01642 771531

The telephone numbers of Redcar and Cleveland Children's services departments are as follows:

Main Referral contact: 01642 771500

Out of Hours/ Emergency Duty Team: 01642 524552

The telephone numbers of relevant Prevent partners are as follows:

Channel Police Practitioner:

Lesley.Clelland@Cleveland.pnn.police.uk

01642 303397

Channel Local Authority Contact:

Sue Beevers

sue.beevers@redcar-cleveland.gov.uk

01642 837752

The following telephone numbers may be useful for pupils/staff:

NSPCC Childline	0800 1111
NSPCC (help@nspcc.org.uk)	0808 800 5000
Ofsted's Whistleblower Hotline	0300 123 3155
NSPCC FGM Direct Line details	0800 028 3550
NSPCC Gangs Help Line details	0808 800 5000
NSPCC Whistleblowing advice line	0800 028 0285
Forced Marriage Unit	020 7008 0151

fmu@fco.gov.uk
Monday to Friday, 9am to 5pm
Out of hours: 020 7008 1500
(ask for the Global Response Centre)

Galileo Academy Trust Head of Safeguarding Details:

Alison Lodge

01642 777870

Email: Alison@galileotrust.co.uk