

# **Hunton & Arrathorne Community Primary School**

## **Safeguarding Policy**



<b>Date:</b> <b>July 2022</b>	<b>Headteacher: Mr S Donaldson</b>
<b>Review Date:</b> <b>July 2023</b>	<b>Chair of Governors: Mr P Barber</b>

The government has published two key documents providing guidance for schools: 'Working together to safeguard children 2019' (Ref: DFE-00195-2021) and 'Keeping children safe in education - Statutory guidance for schools and colleges' (Ref: DfE00129-2021). Our school has used these in formulating its own safeguarding statement.

The safety and welfare of all children is at the forefront of all we do at Hunton & Arrathorne Community Primary School. All schools in North Yorkshire, including ours, follow the North Yorkshire Safeguarding Children Board (NYSCB) procedures. The school will, in most circumstances, aim to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents.

A wide range of measures are in place at our schools, including:

- Child Protection Policy updated annually
- Safeguarding guide for school visitors and volunteers
- Central record of recruitment and vetting checks (including single central record and well managed staff files)
- PSHCE Curriculum on school website
- SEN information report - updated annually on the school website
- Safeguarding statement on school website

School policies related to ongoing safeguarding of our children include:

- Child Protection Policy
- Absence, Attendance & Lateness Policy
- Behaviour policy
- Anti-bullying policy
- Complaints policy
- Educational Visits Policy
- Lockdown Procedures
- Equality Information & Objectives
- Administering Medicines policy
- Health & Safety Policy
- E-Safety Policy
- Management of allegations against staff policy
- Relationships and Sex Education Policy
- Whistleblowing Policy
- Peer on Peer Abuse Policy
- Staff Code of Conduct

Key Roles in Safeguarding

Designated Safeguarding Lead	Mr. Samuel Donaldson
Deputy Designated Safeguarding Lead	Mr. Gavin Cope
Named Governor for Safeguarding	Mrs. Louise Wyatt
Chair of Governing Body	Mr. Patrick Barber

Child Protection Policy

There is a detailed School Child Protection Policy, which is available on the school website or from the school office. This policy was written by North Yorkshire Education Child Protection and Safeguarding Managers and applies to all adults, including volunteers, working in or on behalf of, the school. It is the Governing Body's duty to ensure that the policy is reviewed annually and any deficiencies within the policy addressed immediately. All staff have had appropriate child protection training, which is updated at least every three years. All allegations of abuse by or complaints regarding a teacher will be dealt with following North Yorkshire Safeguarding Children Board procedures. A copy of this is available at request. For any complaints about the Headteacher, the Chair of Governors should be contacted directly.

## Recruitment

Our school pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the federation who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. As well as following traditional safer recruitment practices such as performing DBS checks and verifying identity and qualification status, our school also complies with current government requirements and keeps an up to date, accessible single central record of all staff and adults who come in to regular contact with children in our school. As part of their induction, staff are given comprehensive Safeguarding training.

## Recruitment of Volunteers

Volunteers must also have 'Disclosure and Barring Service' clearance. For a single or "one-off" activity, such as an educational visit, which does not involve volunteers having unsupervised access or close contact with children, the school may utilise volunteers who are not DBS cleared as long as the group leader is aware of this and exercises caution. For extended contact with children, when children may be left alone with an adult, or when an adult visitor may be in and around our school buildings, enhanced DBS clearance will be sought. The office performs this. Visitors who do not yet have clearance cannot be left unsupervised with pupils.

## Visitors

We have been assured by the NYCC's Director of Children's Services that any employee who attends school with a county council identification badge has completed an enhanced DBS check and does not need to be placed on the school's single central record. It is assumed that visitors with a professional role e.g. the School Nurse or members of the police already have relevant clearance but the office will endeavour to check this before admittance is granted. A note will also be made of anyone entering with the Head teacher / Lead Teacher's permission but without clearance. See also the NYCC's Authorisation to Work scheme for further checking procedures for contractors working on the school site.

In order to keep everyone safe on site

- Staff will wear a blue 'staff' lanyard.
- Visitors who have evidence of a DBS check will wear a blue 'visitor' lanyard.
- Visitors who have not produced a DBS check and therefore should not be left unsupervised with pupils, will wear a red 'visitor' lanyard.

### Site Security

The main gates outside of the school building will remain locked at all times during hours pupils are on site. Doors into the main building and Robin Class building should remain closed when an adult is not outside in a supervisory role. The senior member of staff on 'Gate Duty' should check doors and gates once all children have arrived on a morning.

### Health & Safety

Our school has a Health and Safety policy, which is monitored each term. The Health and Safety Policy undergoes full review every year and all staff are required to read and sign the policy. Any concerns from staff are reported to the Head teacher or Health and Safety Governor in the first instance. There is a standing item on each staff meeting to deal with these concerns. An initial examination is then carried out, assessing what remedial or preventative action needs to take place. Each term there is a fire drill that practices efficient evacuation from the buildings. Each school conducts an annual Fire Risk Assessment.

The Health and Safety governor conducts regular audits of all accidents, incidents and adverse events. This ensures that any trends in nature of accident, place, activity or person are identified. These audit results are discussed with the Headteacher and appropriate remedial action is taken where necessary. The results are also included in a termly report to the full governing body by the Health and Safety governor.

### First Aid

In school there are trained members of staff who volunteer to oversee first aid. 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.

Parents are notified by note or telephone depending on the nature of the incident. This includes a head injury form where appropriate. If there is any doubt at all about the immediate health and safety of a child, their parents/carers and emergency services are contacted immediately.

### Administration of Medicines

The school has a 'Medication Policy' to make it clear to parents in what circumstances we are prepared to administer medicines to children at school, and what parental consent is required when we do so.

## Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone immediately. If there is no notification the school has a policy of phoning home to ascertain each child's whereabouts by 9.30am each day.

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 LA, 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.

## E-Safety

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 if they agree to their child using the internet and all pupils must sign an Acceptable Use Policy. 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 Senior Designated Person for Child Protection, the Headteacher has overall responsibility for internet safety. Children are told of their schools' high expectations and the consequences of inappropriate use. The ICT Curriculum ensures that all Key Stage 2 children are taught a unit of work that focuses on the effects of cyber-bullying.

## Anti-Bullying

At our school, we have a zero-tolerance approach to bullying. We strive to work closely with pupils, parents and families to ensure that where bullying does occur action is taken quickly. Further information is available on the Anti-Bullying Policy on our school website.

In order to ensure the wellbeing of all our children, we prioritise wellbeing throughout the school day. This includes 'Care Boxes' in school and frequent adult monitoring of these.

## Photographing and Videoing

There has been a lot of controversy recently about adults photographing and filming young people. At our school, we have taken a sensible, balanced approach, which allows parents to photograph their children at school events (e.g. sports day, school plays) providing that they follow certain guidelines:

- \* The images and/or footage can only be used personally by the child's close family.
- \* The images/footage must not be used in any publication, internet/social/networking site without the consent of all parties involved
- \* The photographs or video should only be of their own child.

### Whistleblowing

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