

## White Laith Primary School Safeguarding Policy

Agreed by governors: November 2017

To be reviewed: November 2018

### **The White Laith Primary School Safeguarding Children Statement**

At White Laith we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at White Laith. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

We also exercise this responsibility by educating our children so that they grow in their understanding of their rights and responsibilities to themselves and others, in safety consciousness, and, in their maturity and abilities to keep themselves and others safe. We perceive this to be part of our role in promoting British values

**Please note: The Child Protection Policy. Keeping Children Safe In Education and Safer Working Practice Policy should be considered also when reading this policy**

### **The Health and Safety Policy**

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

The LEA produces a safety management checklist, which has to be completed on a yearly basis. The Headteacher, the Superintendent, Administrator have shared responsibility for Health and Safety. The school has a named governor for Health and Safety.

The Superintendent makes frequent checks and walks around school and its grounds, plus concerns from staff are reported to any of the above and the superintendent carries out an initial examination, assessing what remedial action needs to take place.

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

The school also supported by Education Leeds critical incidents planning and procedures.

### **First Aid**

During core hours there are always trained members of staff in school. There is a designated first aid station located in the office area. There are a number of first aid kits situated around 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 trained first aider is consulted
- The incident is logged in the accident book
- All injuries receiving medical attention will be reported to parents

- If a child has a head bump they will be given a bumped head sticker
- If there is any doubt at all a parent is contacted.
- Where a serious injury has occurred staff will dial 999 for medical support

Administration of medication is in line with our policy.

Our Intimate care policy is adhered to at all times protecting staff and children.

### **Site security**

White Laith aims to provide a secure site. Access is controlled in line with our procedures this is monitored by the site Superintendent. CCTV is used at the entrance door, rear door and shared area.

School has a visitors to school policy.

Children are not allowed to leave school alone during school hours unless collected by an adult and signed out.

The headteacher and Superintendent have responsibility for school security alongside the Health and Safety governor.

Should a child leave the school premises without permission our Child missing/Child absconding protocols will be implemented.

### **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 school has a policy of phoning home before 9.30 to ascertain each child's whereabouts.

The school works closely with the Local Authority Attendance Team whenever a child's attendance and punctuality causes concern. Attendance rates are collated each term to the LEA, annually to the government and are reported to governors and parents on a termly basis. 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.

Attendance is also included as an aspect within our Assertive Mentoring programme. In this way pupils, teachers and parents are able to 'grade' attendance each half term.

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

The school operates safer recruitment procedures by ensuring that there is at least one person on every recruitment panel that has completed Safer Recruitment training

The Headteacher, Business Manager and a number of Governors have undertaken the NCSL/CWDC training on Safer Recruitment and school has a Safer Recruitment policy in place.

New staff are inducted into safeguarding practices and are required to read the policies relating to safeguarding. All staff have access to the Health and Safety policy and a variety of risk assessments.

## **Induction of volunteers**

For details of procedures for volunteers, work experience students and supply staff please refer to our visitor in school policy.

## **Child Protection Policy**

The designated staff for Child Protection are Mrs Sheerin and Mrs Drinkall and the designated governor is Jenny Horton. School has adopted the Local authority Child Protection Policy and this is supported by the Local area Safeguarding Board guidance.

It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Governors and all staff have had appropriate child protection training, which is updated at least every three years.

Visitors are made aware of the school's child protection team through the visitor's leaflet.

See our Child Protection Policy and our guidance from our:

Educational Visits; Health and Safety; Behaviour (and bullying); Attendance; Inclusion; SEN; Care and Control; E-Safety guidelines; Protocol for dealing with children not collected at the end of the day; children missing education procedures; intimate care policy; safe work practice- guidance for safe working practice and conduct for the protection of children and staff in educational settings.

## **The Design of the Curriculum including Educational Visits**

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as Personal, Social and Health Education 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.

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. At all times there has to be appropriate staffing levels and when the curriculum is taking out of school appropriate and agreed pupil/adult ratios are maintained. The lead adult always assesses visits as to the level of risk and all trips are finally authorised by the Headteacher and/or the Governing Body.

## **Internet Safety**

There is a clear e-safety policy in place.

## **Behaviour policy**

Good behaviour is essential in any community and at White Laith we have high expectations for this. Please refer to our behaviour policy and care and control policies.

## **Photographing and videoing**

White Laith Primary have taken a sensible, balanced approach, which allows parents to photograph and film providing they follow certain 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.
- Parents taking photographs at school events are verbally informed of LEA advice.
- All photographs on our school website do not have children's names attached to them

### **Whistleblowing**

The school follows the Local Education Authority's policy on Whistleblowing.