

## **Safeguarding Children at Ings Farm Primary School**

### **How we keep our pupils safe 2016/2017**

At Ings Farm Primary School the health, safety and wellbeing of all of our children is our highest priority. Parents and families send their children to our school each day, trusting us to provide a secure and nurturing environment in which their children will grow and achieve. We do everything we can to ensure that this expectation is a reality in our school.

This policy is all about safeguarding our children - keeping them safe in every way within our community, and helping them to learn about how they can keep themselves safe. We have a wide range of measures in place to ensure the safety of our pupils.

Where necessary, the school would make a referral to Children's Services if it suspected a child was being neglected or abused.

#### **Child Protection/Safeguarding**

The designated adults for Child Protection/Safeguarding are Mr T Bethell and Mrs K Allinson, the designated governor is Mrs S Gills.

Our rigorous and clear procedures are detailed in the school's Safeguarding & Child Protection Policy. The SDL, deputy SDL and Safeguarding Governor have had appropriate child protection training to Level 3, which is updated regularly. The Schools SEND coordinator Mrs J Senior will receive CP training during 2017.

All allegations of abuse by or complaints of a teacher will be dealt with following clear procedures, initially by the Head Teacher. For any complaints about the Head Teacher, the LADO (The Local Authority Designated Officer) Lorraine Press should be contacted directly on 01642 771531 or/and the Chair of Governors Mrs Sandra Brunton.

\*Physical restraint: This school follows advice that physical restraint may be used if there is the possibility that a child may be about to cause harm to him/ herself or to another. On no occasion will any form of physical contact be used as a punishment.

#### **Whistleblowing**

If members of staff ever have any concerns about people working within the school, paid or unpaid, they have a professional duty to inform the Head teacher or governing body 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 highest appropriate level of confidentiality. The Local Authority Whistle Blowing Policy is available in the staff room on the notice board, also attached is the LA 'Employee Concerns Policy', which covers: grievance, harassment and bullying. The NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failure internally. Staff can call 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

#### **Preventing Radicalisation and Extremism**

In line with the DfE's Prevent Duty advice (June 2015), we are committed to actively promoting the fundamental British Values of Democracy, the Rule of Law, Individual Liberty and Mutual Respect and Tolerance of those with different Faiths and Beliefs. Our school community

embraces and celebrates diversity. We place a strong emphasis on the common values that all communities share such as self-respect, tolerance and the sanctity of life.

We work hard to broaden our children's experiences, to prepare them for life and work in contemporary Britain. We teach them to respect and value the diversity around them as well as understanding how to make safe, well-considered decisions.

We recognise that we have a responsibility to protect children from all forms of extremism and this forms an integral part of our Safeguarding and Child Protection Policy. This includes the use of internet filtering systems in school, to ensure children are safe from extremist material when using the internet. If you have any concerns regarding radicalisation and extremism please contact one of our Designated Safeguarding Leads (Mr T Bethell, Mrs K Allinson - safeguarding or Miss A McHardy computing coordinator). Prevent leaflets are available if required.

### **Early Help Assessments (EHA)**

If the school or parents identify a child may need some additional support academically or emotionally an Early Help Assessment (EHA) maybe opened. An EHA is a document, written in consultation with the child, family and key members of staff and documents a child's strengths and areas of need. Within the EHA, key actions regarding the child's provision and care are recorded and the support and advice of other services maybe requested to ensure that the family and school are in the best possible position to safeguard the child's well-being. As part of the Early Help process, key members of staff will meet regularly with parents/carers to monitor the impact of the planned support package along with the child's progress towards set targets. At these meetings, support arrangements will be reviewed and revised accordingly. Mrs J Senior can be contacted directly at school.

### **Health and Safety**

The school has a health and safety policy, which is monitored each term by the relevant members of the school governing body.

The Local Authority provide an annual inspection service and we use a monitoring checklist to ensure we are compliant with all Health and Safety responsibilities. The Head teacher, the teacher with H&S responsibility, Caretaker and Governors, with responsibility for Health and Safety, oversee this comprehensive list.

Any concerns from staff are reported to any of the above key personnel and an initial examination takes place immediately, assessing what remedial action needs to take place.

There is also a critical incident plan that details what staff and parents should do in the case of emergencies.

In addition to the Health and Safety Policy, we determine safe practices in school and the kitchen/ dining room.

### **Site Security**

The school was built with security of pupils and staff in mind including:

- Perimeter fencing and gates
- Fenced Foundation Stage outdoor provision for our youngest pupils
- A sophisticated intruder alarm
- A modern effective fire alarm system
- Dual door entry system and a signing in/out procedure for all visitors and staff

Although we want to have an open door policy we must balance this against the safety of pupils and staff and we request that parents / carers respect this. There are proformas for adults to complete regarding: pupils who arrive late at school and pupils who leave school during school hours.

Ings Farm Primary School is a secure site with door access control and monitoring systems. We have clear routines and procedures in place and the whole school community has a responsibility to help us maintain security. Our children and parents are crucial to this process and we encourage you to report any concerns to the school office. We take great care to maintain a secure site around the perimeter of the school and all children are supervised at all times.

### **Appointment and induction of staff and work placements**

All staff appointed to work in school have a criminal records search called a DBS check before they begin work at the school. This search highlights people who have a criminal record or if previous allegations have been made against them. If any member of staff is found to have a criminal record, the appointment is reconsidered by the Head teacher and the Staffing committee of the Governing Body. The LA is informed directly by the Disclosure and Barring Service. The Head teacher, Deputy Head Teacher and the teacher with responsibility for H&S have undertaken the LA training on Safer Recruitment. This ensures all members of staff involved in the recruitment process at the school have a clear understanding of the safe recruitment practice. Newly appointed staff are briefed on the school's Safeguarding and Child Protection Policy and Procedures on or prior to their first day of work. New members of staff are assigned a mentor for their induction period.

### **Induction of volunteers/Supply staff**

All Supply teachers, students on placement and volunteers must also have DBS clearance before working in the school. Supply teachers, students and volunteers are also briefed on the school's Safeguarding and Child Protection Policy and Procedures before beginning work in the school and complete the Redcar & Cleveland Volunteer Policy paperwork. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

Any volunteers/students/supply staff to the school must sign in and out as a visitor at the main office. Our staff are trained to challenge anyone not following this practice.

### **Welcoming Visitors**

We confirm that all visitors with a professional role - e.g. supply teachers, the School Nurse or members of the police - have relevant clearance. Students who are on placement within our school community also have their DBS clearance confirmed. Anyone who spends time in school without this confirmation will be accompanied at all times and will not be allowed to work independently with pupils. Any visitor to the school must sign in and out at the main office. Our staff are trained to challenge anyone not following this practice.

### **Fire Safety**

Our fire bells are tested weekly and on at least a half-termly basis by qualified personnel. There is a regular fire drill to practice efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment which is audited yearly by the Local Authority.

At least once a year the school welcomes representatives from the local Fire Brigade who come to talk to KS1 and KS2 children about Fire Safety.

### **First Aid**

All Teaching Assistants, Office staff and Mid-day Supervisors are trained and certificated for Emergency First Aid at Work. This certificate is renewed every three years through the School Improvement Plan (SIP). Each Year Group have their own First Aid box and extra First Aid supplies are in the First Aid room.

Where there is any cause for concern, staff deal with children with the utmost sensitivity and always seek guidance from peers. Wherever necessary, parents will be contacted or asked to come into school immediately so that they are part of the decision making process for such matters.

In the case of an emergency, the school will call for emergency treatment first before contacting the parent. All known allergies and medical conditions are discussed with parents prior to pupils starting school and the school Cook is included in these ongoing discussions.

### **Medicines**

Please advise the school if there are any changes to your child's health which the school should know about. Each Year Group TA has been trained to administer medication by the School Nurse and as part of their First Aid training. Prescribed medication cannot be administered by school staff without prior agreement, please visit the school office to discuss this. If a child is receiving ongoing prescribed medication, and you wish the school to administer this, we will ask you to fill in an Administration of Medication form held at the school office. Medicine and tablets must never be given to a child to be brought into school. The school works in partnership with the School Nurse and the Asthmatic, Diabetic and Epilepsy teams at James Cook University Hospital.

### **Attendance**

Excellent attendance is expected of all children. However, in the event that a child is unwell, parents are asked to report absence by 8.30 am on the day using our school office number- 01642 485369 (option 1). As part of our safeguarding procedures, if we have not been informed of the reason for your child's absence, we will contact you to ascertain why they are not in school.

On the rare occasions where a child's attendance and punctuality causes concern, the school will work closely with families and our Parent Liaison Officer to bring about improvements. Attendance rates are reported annually to the government, and to all parents in the child's School Report. Positive systems are in place to encourage children to attend regularly and punctually, and the school is aware of its right to issue fixed penalties to parents who do not ensure good attendance and punctuality.

In exceptional circumstances, leave of absence may be requested in writing by submitting a request form at the school office, explaining in detail what the exceptional circumstances are. These requests are considered by the Head Teacher

### **Positive Behaviour**

Good behaviour is essential in any community and we have high expectations for this. Our Positive Behaviour and Discipline Policy shows our strong emphasis on positive approaches, but also our clear boundaries in responding to behaviour choices that threaten the learning, wellbeing or safety of others. A Home / School Agreement is provided to all new starters at Ings Farm Primary School.

### **Anti-Bullying**

It is the responsibility of the whole school to ensure that school is a bully-free zone. We are proactive in promoting a caring and positive ethos between all members of the school community. We have an Anti-Bullying Policy and a Peer on Peer Policy with very clear procedures in place in the event of an incident involving bullying. We follow a PSHCE curriculum that has a whole school

understanding on what bullying behaviour is through circle time, discussion groups and school assemblies. Every year we focus on revisiting this theme during the National Anti-Bullying Week. The school's response to accusations of bullying is unequivocal. We do not tolerate bullying in our school community, and as soon as we are aware of an issue we act promptly and effectively. Adults must be informed immediately and action will be taken.

Our children know that we pride ourselves on being a 'listening school'. If any child tells us that they feel they are being bullied or have a personal issue, they know that we will support them and deal with the problem very quickly. Although accusations of bullying in this school are rare, the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated. School has in place a Peer on Peer policy and procedure.

### **The Design of the Curriculum**

The curriculum deals with safeguarding in two key ways:-

Firstly, the curriculum, through cross-curricular topics and planning around Personal, Social and Health Education, discusses relevant issues with the children. Specific topics include such themes as Healthy Diet, Healthy Relationships, Healthy Lifestyle Choices and Stranger Danger. Children are encouraged to explore and discuss these issues together and with their teachers and teaching assistants. We also discuss a wide range of issues around safety and wellbeing on a very regular basis in assemblies and encourage our pupils to actively participate in P4C lessons.

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 taken out of school, appropriate and agreed pupil/adult ratios are maintained.

### **Risk Assessments and School Trips**

All school trips involve the undertaking of a Risk Assessment (RA) and completion of the EVAP process. If the RA highlights the issue our children can wear high visibility tabards on educational trips. Additional Risk Assessments are conducted for all activities beyond the school grounds, and these are read by, agreed to. These relate to Duty of Care and Transporting Pupils. These documents are signed yearly and are available in the Staff room and on the Learning Platform. The EVC will complete any EVAP documentation and compile RA's for the activities. These are monitored yearly as part of the Schools Annual Health & Safety Audit. For out of area and residential visits, paperwork is completed and sent to the LA Evap Panel for approval.

### **Disability Equality Scheme and Equal Opportunities**

At Ings Farm Primary we work to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all are considered equal in the learning partnership. When children have special needs we make arrangements to inform parents and design specific programmes. We ensure that the outcomes for all groups of children allow them to reach their full potential. Children with physical needs and disabilities must be able to take a full and active part in every lesson and activity, and every measure is taken to ensure this. Our Deputy Head, Mrs J Senior, is our SEND Coordinator.

### **Online-Safety**

Online-Safety is taught alongside computer skills throughout a child's time here at Ings Farm. We take 'cyber safety' very seriously. The school has clear rules for responsible Internet use, which are displayed in classrooms and the Computing zones. Each year, during Safer Internet Week, children watch videos and discuss safe internet behaviour using materials provided by the Police CEOP. As part of our induction process for all new pupils, parents/carers and child sign our safe

internet use agreement declaration as part of the Home School Agreement. Children are encouraged to use the internet and taught to use the internet at all times in a safe way. Pupils are never left unattended whilst online and teachers ensure that this does not happen. If any adult or child suspects misuse, either by a child or teacher, the issue must be reported to the Head teacher without delay.

We have monitoring and filtering systems in place to prevent children at school accessing websites considered to be unsafe or inappropriate, and encourage parents and carers to be aware of the online material and websites that their children could be accessing at home through online safety workshops and information provided on our website. If we become aware of issues relating to specific children, we inform parents/carers.

### **Safety in the playground**

#### **Before and after school**

We hope to have at least 2 if not 3 members of staff available on the playground and/or the school gate, prior to the start of the day to discuss any concerns. Parents/carers are responsible for children in the playground before the bell rings unless the child attended breakfast club and then the breakfast club staff ensure pupils are seen to their class teacher.

We do not allow children to ride bikes or scooters once in the school grounds at the beginning or end of the school day.

We do not allow children to play on the playground equipment, the wood can be slippery especially with morning dew prior to the school day commencing.

Dogs and smoking are prohibited on the school grounds at all times, including E cigarettes.

#### **During school hours**

We have very clear rules about behaviour and use of play equipment in the playground. Supervising adults are outside with the children every playtime and lunchtime. All Midday supervisors are Emergency First Aid at Work trained.

### **Swimming**

Pupils from Year 2 to Year 6 go swimming for a block of 5 lessons. The children are accompanied by members of staff who remain poolside during the lesson and closely supervise the children in the changing rooms. The children are taught how to swim by fully trained instructors and a Swimming RA and generic transport RA are completed. Please note - Transport is provided by the Local Authority, it is not provided by school.

### **Police/Community Officers**

We have excellent relations with our local police and community officers who regularly attend our school events and are they are invited in to school to talk about a variety of topics throughout the year.

### **Road Safety**

We ask parents / carers to support us and ease traffic congestion by walking your child to school, or by encouraging them to scoot or cycle; this provides an ideal opportunity to teach your child about road safety and traffic awareness.

Road Safety Officers visit the school regularly to enforce road safety protocols.

### **Jewellery**

Jewellery is not allowed in to school, there are no exceptions to this rule.

### **Image Consent**

Ings Farm Primary School uses images of children, both on our website and in press releases. However, parents are given the option to refuse use of their child's image. Parents can change their preferences at any time by requesting a consent form from the office. The computing coordinator stores all image related paperwork.

### **No Smoking Area**

Our school building and grounds are a designated **No Smoking** area, please extinguishing cigarettes before entering the site, including E Cigarettes.

### **Mentoring**

Ings Farm believe that having a positive mind will be a firm foundation for a positive future. We work with our pupils to reduce their emotional distress by providing individualised support in 1-1 meetings on a regular basis. These regular support discussions provide the intervention needed to prevent the escalation of a more serious issue. School has formed firm relationships with 'The Link' and school works closely with parents if a referral is required.

### **Operation Encompass**

The purpose of Operation Encompass is to safeguard and support children and young people who have been involved in, or witness to, a domestic abuse incident. Domestic abuse impacts on children in a number of ways. Children are at increased risk of physical injury during an incident, either by accident or because they attempt to intervene. Even when not directly injured, children are greatly distressed by witnessing the physical and emotional suffering of a parent.

Operation Encompass has been created to address this situation. It is the implementation of key partnership working between the police and schools. The aim of sharing information with local schools is to allow 'Key Adults' the opportunity of engaging with the child and to provide access to support that allows them to remain in a safe but secure familiar environment.

Following the report of an incident of domestic abuse, by 9.00am on the next school day the school's Key Adults will be informed that the child or young person has been involved in a domestic incident. This knowledge, given to schools through Operation Encompass, allows the provision of immediate early intervention through silent or overt support dependent upon the needs and wishes of the child.

### **Parent Liaison**

Working in partnership with parents is essential for a child to grow and flourish. At Ings Farm we are available daily for the dissemination of information. We can meet in school, at a designated office or if appropriate, in the home setting. Confidentiality is always assured.

