



## **St Catherine Catholic Primary School and Nursery** **Safeguarding Policy**

### **Definition of safeguarding:**

- 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

### **St Catherine Catholic Primary School Safeguarding Children Statement**

At St Catherine School the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. We therefore have to ensure that this expectation becomes reality, that children are safe and feel safe. In order to do this a wide range of measures are put in place:

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

The school has a health and safety policy, which is monitored regularly by the Governors of the school governors. The Headteacher, the School Business Manager and the Site Manager oversee the policy. Any concerns from staff are reported to any of the above who 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. There is also an emergency plan that details what staff should do in the case of critical incidents.

### **Anti Bullying Policy**

The St Catherine definition of bullying is: "the systematic repeated targeting of one child, by individual or small group deliberate intention of hurting another child, either physically or emotionally"

The school's response to this is unequivocal. Adults must be informed immediately and action will take place. Children are told that silence is the bully's best friend and their main defence is to tell friends, teachers and parents. Although bullying in this school is rare the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated. There is a more detail in the Anti-bullying and Behaviour Policy.

### **Behaviour and Physical handling policy**

Good behaviour is essential in any community if children are to feel safe and at St Catherine's we have high expectations for this. Although the emphasis is always on the positive there are also times when children have to be disciplined in order to maintain the safety and security of all children. Details of rewards and sanctions are available form in the behaviour policy.

Staff are discouraged from handling children, but when they deem it is safest to do so all members of staff are trained in our Physical Handling Policy so that they do not harm either themselves or others.

Exclusions are rare and are reported termly to the governing body.

## **Equal opportunities**

St Catherine's ensures that equal opportunities are available for everyone, regardless of sex, class and ethnic group or ability range.

Children with disabilities must be able to take a full and active part in every lesson and every measure must be taken to ensure this.

Racism is tackled in both the RE and in the PSHE curriculum. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children also. All racist incidents are reported to the Local Authority and Governing Body on an annual basis.

## **First Aid and meeting the needs of pupils with medical conditions**

In school there are always trained members of staff who are responsible for first aid, this would usually be our Welfare Officer. There are a number of first aid kits situated around school yet children usually visit the welfare office if they require care. When a child is poorly, or has suffered an accident in school or on the playground there is a protocol for staff to follow:

- The child is assessed by a trained first aider
- The incident is logged in the accident book
- For head injuries a 'I've bumped my head sticker' is issued and parents are texted if the injury is not serious enough to be sent home.
- If there is any doubt at all a parent is contacted.

School policy is that members of staff will only give medicines when the parent has completed and signed the appropriate form requesting that staff administer medicine; the decision to meet the request is at the discretion of the HeadTeacher. For the majority of medicines, however, a dose before and after school is perfectly adequate. Naturally the parents should consult doctors before giving any form of medication.

If children are diagnosed with medical conditions an individual treatment plan will be created and these children will be brought to the attention of all staff. Dealing with these children is outlined in the supporting children with Medical conditions policy. The majority of staff annually attend epi-pen and asthma training.

## **Intimate Care**

The intimate care policy covers personal hygiene needs of a minority of pupils who occasionally or frequently require assistance.

## **Educational Visits**

Educational visits are encouraged from Reception upwards, Nursery often invite visitors in to our setting. When organising day or residential trips the party leader must seek approval in principle before booking venues/coaches and two weeks before the trip more detailed information, including supervision arrangements must be submitted to the headteacher for final approval. (See Organising a Trip Procedure and risk assessment documents.)

## **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. 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 Designated Safeguarding Lead the Headteacher has overall responsibility for internet safety. The school has stringent filters on the computers available to pupils. All pupils have lessons on internet safety as part of the Computing Curriculum.

## **Family Support Worker and Early Help Assessment**

When available a Family support worker can support families who may be having issues with parenting issues such as behaviour, sleep and discipline.

Where deemed necessary, the school may, with the parents' permission, complete an Early Help Assessment form, to assist families in accessing support they may need.

## **Site security**

St Catherine's provides a secure site, but the site is only as secure as the people who use it. Therefore all people on the site have to adhere to the rules, which govern it. Laxity can cause potential problems to safeguarding. Therefore:

- Gates should be closed at all times except beginning and end of Nursery and school sessions.
- All Exit doors should be closed to prevent intrusion unless an outdoor lesson is taking place in the immediate vicinity of the door or it is playtime.
- Visitors must only enter through the main entrance and after signing in at the office window. They should be given a visitors badge on entry.
- Children will only be allowed home with adults with parental responsibility or confirmed permission to go home alone.
- Children should never be allowed to leave school alone during school hours, and if collected by an adult, signed out.
- Should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the office. A member of senior staff will follow the child at a safe distance if possible. Parents and police will be informed of the circumstances.

## **Photographing and videoing**

Parents consent to school taking photographs and using them on the website. School photographs that are for use outside of school are always anonymous. All photos must be taken on a school camera and not a personal mobile phone.

## **The Curriculum**

The curriculum deals with safeguarding in a number of ways.

- The Life bus visits once a year and deals with drug, alcohol and general body well-being with all year groups
- The NSPCC have presented on keeping safe from sexual exploitation
- Internet safety is a regular part of Computing lessons
- Pedestrian training is undertaken by Years 2 and 3
- Bikeability training is undertaken by Year 6
- Water safety is part of the swimming lessons in Years 4- 6
- Anti-bullying week is recognised annually
- In PE and DT lessons, for example, equipment safety is part of the lessons
- The police visit to discuss stranger danger

## **Attendance and Punctuality**

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone. If there is no notification school has a policy of phoning home to ascertain each child's whereabouts (First Day Contact). The school works closely with the Authority's Participation Team whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LA and Governors and 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.

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

All staff that are appointed to work in school have a DBS check. These are renewed every ten years for long serving members of staff. This search highlights people who have a criminal record or if previous allegations have been made about them. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the Governing Body. The LA is informed directly by the Criminal Records Bureau. The Headteacher and Chair of Governors have undertaken the NCSL training on Safer Recruitment. New staff are inducted into safeguarding practices. Newly appointed staff are assigned a mentor for the induction period. It is the responsibility of the mentors

to familiarise new staff with procedures and policy, which affect the health and safety of all at school but especially the children.

### **Induction of volunteers**

Volunteers must also have Criminal Records Bureau clearance. For a brief activity, such as a school visit, which does not involve the supervision or close contact of children the school may telephone for a 'List 99' check. For extended contact with children, when children may be left alone with an adult, or when an adult visitor may be in and around the school building a full DBS search will be conducted. The office performs this. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

Volunteers will have an induction talk with a senior member of staff and sign a copy of the volunteers code of conduct.

### **Welcoming visitors**

Regular visitors with a professional role in school have been DBS checked by the local authority personnel department. Verification letters from the Music service (peripatetic teachers), clinical services (school nurse) and personnel department (supply teachers) confirm current DBS checks are held by the local authority, copies of the above mentioned letters are held on the Single Central Record.

### **Whistleblowing**

If members of staff ever have any concerns about the behaviour or intentions of any person within the building, school grounds or within proximity of children, 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. The school has a current Whistleblowing Policy.

### **ISA**

If a person ceases to work at this school and there are grounds for believing she/he may be unsuitable to work with children, or may have committed misconduct, from the introduction of this new register, these persons will be reported to the Independent Safeguarding Authority ISA.

### **Child Protection Policy**

The designated adult for Child Protection is the Headteacher, and there is a designated governor. It is the Governing Body's duty to ensure the Child Protection 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. Specific concerns, issues and incidents are recorded over time.

### **Physical Handling**

This school follows DfES guidelines 10/98 which asserts 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. It also asserts that on no occasion should such physical contact be used as a punishment. All staff have received training on our Physical Handling policy.

### **Dealing with allegations of Abuse Against Teachers and Other Staff**

All allegations of abuse by or complaints about a teacher will be dealt with following the Local Safeguarding Board procedures. The allegation should be reported to the Head teacher immediately unless the allegation is about the Head in which case it should be reported to the Chair of governors.

If it is alleged that a teacher or member of staff in school has;

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or,
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children then the headteacher should report it to the LA designated officer the same day.

If the allegation involves a criminal offence then a strategy discussion including the headteacher will take place.

If the allegation does not involve a criminal offence it will be for the headteacher to deal with. In such cases, if the nature of the allegation does not require formal disciplinary action, the Headteacher should institute appropriate action within three working days. If a disciplinary hearing is required it can be held without further investigation, the hearing should be held within 15 working days.

Reviewed February 2017

Date reviewed by Governors \_\_\_\_\_

Signed by Chair \_\_\_\_\_