Reviewed January 2022

Whinney Banks Primary School
Pupil Safeguarding and Well-Being
Summary Policy (Reviewed 2022)

INTRODUCTION

Our school fully recognises the contribution it can make to protecting children from harm and supporting and promoting the welfare of all children who are registered pupils at our school.

The purpose of Whinney Banks Primary School's Safeguarding Summary Policy is to outline the main polices that relate to managing safeguarding concerns.

Copies of policies are available to staff on the school network and from the school office. Many will be found on the school web site.

PROCEDURES

When staff join our school, they will be informed of the safeguarding arrangements in place. They will be given a copy of this policy and told who the key members of staff are.

The induction programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and who to pass the information to.

All regular visitors and volunteers to our school will be given access to a set of safeguarding procedures and will be told who our Senior Designated staff member is.

Parents will have access to key safeguarding documents through the school web site and school office.

TRAINING

Every member of staff and, where appropriate, volunteers will be expected to undertake training in child protection every three years; this may be more frequent if there are changes to legislation or to local requirements. A central record of CP training is kept.

The Head Teacher and the Senior Designated Person will have up to date information and should be the first point of contact for concerns and queries regarding any safeguarding concern.

Training on other aspects of safeguarding and pupil well being will be provided as part of staff induction, as policies and practises change and, beyond this, as appropriate.

CHILD PROTECTION POLICY

The Senior Designated Person for Child Protection is **Mrs Thorpe**. The deputy Senior Designated Person for child protection is **Mrs Wales** and the Designated Governors for Child Protection are **Mrs Green & Mrs Jones**.

There is a detailed Child Protection Policy operating within the school. The Governing Body will ensure the policy is reviewed annually.

All allegations of abuse by or complaints about a teacher, other member of staff or volunteer, will be managed in accordance with the Local Authority Procedures. A copy of these procedures is available from the school and on the school network. The Chair of Governors should be contacted directly where there are allegations / complaints against the Head Teacher.

The Local Authority Designated Officer for Child Protection oversees all allegations made against those who work with children and can be contacted at anytime for advice.

CONFIDENTIALITY POLICY

Staff, pupils and parents / carers should be aware that teachers are unable to offer pupils or their parents / carers unconditional confidentiality. If information is received regarding behaviour that is likely to cause harm either to the young person or others, school staff must follow the school's child protection procedures.

SAFER RECRUITMENT AND SELECTION OF STAFF

The school pays full regard to current DFE guidance "Keeping Children Safe in Education" (2020). We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult, including volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capability for the job. It also includes undertaking interviews and where appropriate, prohibition from teaching checks, Disclosure and Barring Service (formerly Criminal Records Bureau) checks and providing honest and accurate references when individuals move on.

In line with statutory changes, underpinned by regulations, the following will apply:

- a DBS Enhanced Disclosure will be obtained for all new appointments to our school workplace (including volunteers, where appropriate).
- **Prevent Duty** - all schools are subject to a duty under the Counter Terrorism and Security Act 2015. Preventing children form the risk of radicalisation and extremism – no single way of identifying this – all staff to be alert to children's behaviours and act in accordance with safeguarding responsibilities.
- **Channel** – a programme which provides a mechanism for schools to make a referral if they have concerns about a child being vulnerable to radicalisation
- the school keeps an up to date single central record detailing a range of checks carried out on our staff, volunteers and governors.
- all new appointments to our school workforce from overseas or who have lived outside the UK will be subject to additional checks as appropriate.
- our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy.
- identity checks will be carried out on all appointments to our school workforce before the appointment is made, in partnership with the Local Authority.
- Full details of practices followed in school are summarised in the Safer Recruitment Policy.

- The following staff have undertaken and completed the national Safer Recruitment training and one of these staff members will be in attendance at interview for all appointments:
    - S Thorpe - Head Teacher
    - S Farrow – Assistant Head Teacher
    - N Watson – Assistant Head Teacher
    - V Wales – Assistant Head Teacher
    - M Cuthbertson – Assistant Head Teacher
    - L Green – Chair of Governors
    - P Jones – Vice Chair of Governors

SITE SECURITY

Whinney Banks Primary School aims to provide a secure school site. Therefore, all people on the site have to adhere to the rules which govern it. It is recognised that laxity can cause potential problems to safeguarding. Therefore, the school seeks to ensure that:

- Doors are kept closed to prevent intrusion.
- Visitors and volunteers only enter through the main entrance and must sign in at the main Reception desk.
- Safeguarding checks are made of all visitors.
- Children are only allowed home with adults / carers who have parental responsibility or have confirmed permission to care for the child.
- Children are not normally allowed to leave school alone during school working hours and, when leaving, are signed out.
- Only children in Years 5 and 6 should be allowed to walk home unaccompanied at the end of the school day. It is parents' responsibility to ensure that children younger than this are collected by an adult.
- Should a child leave the school premises without permission then school policy is not to chase after a child, but rather to report immediately to the Reception desk or senior leadership team. Parents and, if appropriate, Police will then be informed of the circumstances.

Gates are not locked during the day to allow parents and visitors access to the school. It has also proved impossible to prevent access to the site either over, or through, the long perimeter fence. Children are regularly reminded not to speak to strangers and to alert staff to anyone on the site who approaches them. Staff are trained to be aware of anyone on site and to take appropriate action if there are any concerns.

WELCOMING OTHER PROFESSIONALS

Visitors with a professional role, such as the school nurse, LA personnel or members of the Police should have been vetted to work with children through their own organisation. When there is a planned visit to the school, the Head Teacher will ensure that DBS information is recorded and that photographic identification is provided.

When other individuals make ad hoc or unplanned visits to the school, they will be accompanied by a staff member at all times and will not be allowed to have unsupervised access to the children until confirmation of their vetting status has been confirmed. No examination / medical treatment of any child will be allowed

unless the professional has suitable clearance prior to their visit.

It is recognised that in emergency situations it may not always be possible to confirm a person's identity before access to the school site is allowed. The Head Teacher will use their professional judgement to effectively manage these situations.

USE OF OUTSIDE PROVIDERS

The school sometimes uses outside providers to organise various enrichment and extended schools activities. In doing so the school follows the Local Authority advice, "Safeguarding pupils on learning provision (either off-site or within the school) commissioned from external providers."

HEALTH & SAFETY

The school has a comprehensive Health and Safety Policy, which is available to all staff, along with detailed guidance on H&S in areas such as P.E. and School Visits.
Any concerns from staff, volunteers, governors or pupils are reported to the Head teacher and either she or the site supervisor carries out an initial examination, assessing what remedial action needs to take place.
Staff are trained every year in fire safety and each term there is a fire drill that practices efficient evacuation from the buildings.
Risk assessments are required and retained for all school visits.
Risk and COSHH assessments are carried out as required and updated annually.

FIRST AID

In school all teaching assistants have been trained in Emergency First Aid at Work.
The following members of staff are also trained in Paediatric First Aid:

- Miss Allan (Paediatric training in May 2020)
- Mrs Lamb (Paediatric training in June 2018)
- Mrs Fox (Paediatric training in April 2018)
- Mrs Hamari (Paediatric training in October 2019)
- Mr Codd (Paediatric training in October 2019)
- Miss Biggs (Paediatric training in May 2020)
- Miss Cowling (Paediatric training in May 2020)
- Mrs Olone (Paediatric training in May 2020)
- Mrs Colegate (Paediatric training in May 2020)
- Miss Verrill (Paediatric training in May 2020)

Basic First aid kits are situated in each classroom with full kits in the main Reception.

ILLNESS

When a child is unwell or has suffered an accident in school or on the school

grounds, the following steps are followed:

- The child is taken to the main Reception desk or, if necessary, a trained first aider is called, for assistance and advice.
- Where appropriate the parent is notified of the illness / accident.
- Where appropriate The Local Authority Health and Safety Team and/or the Health and Safety Executive are notified of the incident/accident.

SPREAD OF INFECTION

Whinney Banks Primary School has a duty of care to ensure that all persons are provided with a high level of protection during the hours of the school's operation. We aim to provide a healthy environment in which children can grow and learn. Our Hygiene and Infection Control Policy outlines the systems in place to prevent the spread of infections.

ADMINISTRATION OF MEDICINES / SERIOUS MEDICAL CONDITIONS

We have detailed guidance and procedures for the administration of prescription and non-prescription medicines. Parents are required to provide full written details of any medicine required and a log is kept of all medicines administered.
Where a child has a serious medical condition (e.g. diabetes, epilepsy) a medical protocol is agreed with parents and health professionals and appropriate training provided for all relevant staff.
Full details can be found in the Administration of Medicines Policy and the Procedures for Serious Medical Conditions document.

ATTENDANCE

We place a high value on good attendance and punctuality and celebrate good and improved attendance in various ways. The school is committed to providing a full and efficient education for all pupils and this is made difficult if the children arrive late or are often absent. We, therefore, do all we can to ensure that children achieve maximum possible attendance and arrive at school on time each day. Further details are available in the Attendance Policy.

THE DESIGN OF THE CURRICULUM

The curriculum deals with safeguarding in two ways. Firstly, in subjects such as Personal, Social and Health Education relevant discussions around related issues take place with the children. Topics include such themes as Drug & Substance abuse, Sex and Relationships, Stranger Danger, and e-safety issues. Children are encouraged to explore and discuss these issues.
Secondly, the curriculum is designed so that safety issues within a subject are discussed and safe practices explained, such as using equipment properly in PE and Design and Technology. Appropriate staffing levels will be maintained at all times when the curriculum is being delivered outside of the school site. Appropriate pupil / adult ratios are always maintained. The lead adult always risk assesses visits and trips to ensure children are safeguarded and protected from harm before the event is finally authorised by the Head Teacher.
Visiting speakers, with correct clearance and / or constant supervision are always welcome into school so that they can give specialist knowledge to the children.

INTERNET / E-SAFETY

Children are encouraged to use the internet as much as is possible but at all

times in a safe way. Parents have the opportunity to raise concerns about access to the internet when their child joins the school. Pupils and staff must sign an appropriate usage form to ensure that they understand the risks and sanctions relating to misuse of the system in and beyond the school. If staff know of misuse, either by a teacher, staff member, volunteer or child, the issue must be reported to the Head Teacher without delay.

The Head Teacher has overall responsibility for internet safety and will have access to all email addresses and passwords provided. The school follows guidelines for Internet use / E-safety laid down by the North East Grid for Learning and the Local Authority.
Details of all related procedures and requirements are set out in the:

- Acceptable Use Policy
- ICT Security Policy
- Internet Access Policy

The school will ensure that:

- software is in place to minimise access to, and to highlight any person accessing, inappropriate sites or information.
- pupils are encouraged to discuss openly their use of technology and anything which makes them feel uncomfortable.
- every effort is made to encourage pupils not to give out their personal details, phone numbers, school, home addresses, computer passwords etc.
- training is provided to pupils, staff and parents on e-safety matters where necessary.

PHOTOGRAPHING & RECORDING OF CHILDREN

We aim to take a sensible and balanced approach to photographing and recording children on the school site. This is outlined in our Taking and Use of Photographs and Recording Policy.
Taking pictures and recording images of children's achievements and activities is a wonderful way of capturing a memory and promoting successes. The policy document explains the school's requirement to obtain parental permission when taking such images and the safeguards in place to ensure anonymity (wherever possible) in their usage.

INCLUSION

We welcome all children. Where a child has a recognised disability we will make all reasonable adjustments to accommodate their needs in school. This will include the availability of resources and accessibility of the school building and site. We will make every effort to ensure that children with Special Educational Needs Disabilities maintain their entitlement when they enter the school.
Full details of our policies around inclusion can be found in our Special Educational Needs Policy, Equalities Policy, Intimate Care and Continence Policy and our Disability Equality Scheme.

LOOKED AFTER CHILDREN

We recognise that there is considerable educational underachievement of looked

after children, when compared with their peers, and are committed to implementing the principles and practice, outlined in various government documents, to promote their educational achievements and to ensure that they are able to “achieve and reach their full potential”.

BEHAVIOUR POLICY

Good behaviour is essential for the well being of the members of any community and we have high expectation in this area. The school Behaviour Policy underpins the settled and purposeful atmosphere which exists across the school. Key aspects of this policy are shared with parents and are available on the school website and from the school office. Although the emphasis is always on the positive, there are also times when sanctions are required to help maintain the safety and security of all children.

POSITIVE HANDLING POLICY

The staff in Whinney Banks Primary School recognise that the use of reasonable force is only one of the strategies available to secure pupil safety / well-being and also to maintain good order and discipline. We also recognise that it will only be required in a very small minority of cases. Where these are foreseeable a protocol will be drawn up in consultation with parents but in a very small number of cases incidents may be unforeseen.

To help address these rare incidents a named member of the Senior Leadership Team is trained in Team Teach de-escalation strategies and physical intervention strategies. Under normal circumstances the named member of staff will lead on physical interventions where de-escalation has not been possible.

The Positive Handling Policy sets out our approach to this area in more detail.

ANTI-BULLYING POLICY

We understand bullying as involving planned or deliberate behaviour intended to harm or cause distress to another person. It can be a one-off incident or a persistent pattern but while the latter is often more damaging, both should be treated seriously.

Although bullying in school is not common, the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated.

EQUALITIES AND RACIAL TOLERANCE

The school has a single Equalities & Community Cohesion Policy that has a section on racial tolerance. This includes information about what the school, through education, challenge and discussion, will do to ensure incidents do not happen.

Racism is tackled in particular in both the RE and in the PSHE curriculum. The children will take part in discussions designed to raise awareness and address prejudices.

WHISTLE BLOWING

If members of staff, volunteers or governors have any concerns about people

working in a paid or unpaid capacity with children, they have a duty of care (and in some cases a professional duty) to inform senior leaders, the governors or the Local Authority accordingly. This can be done in writing or verbally and such issues will be managed with sensitivity and the necessary degree of confidence.
The School Whistle Blowing Policy follows the Local Authority's policy.