

At Levens CE School we all have a statutory duty to safeguard and promote the welfare of children. This means we should be able to safeguard our children from maltreatment; from impairment of their health or development; ensure that they are growing up in circumstances consistent with the provision of safe and effective care; and take action to enable all children to have the best outcomes. (*Working Together to Safeguard Children, DfE 2018*)

This policy aims to encompass the main points around the issues of Safeguarding and specifically procedures and practice related to child protection. It should be considered alongside other key policies to ensure we meet the five outcomes of Every Child Matters as well as others such as Child Protection Policy, Health & Safety, Equality, Anti-bullying, Whole School Behaviour Policy, Safer Recruitment etc.

Safeguarding includes all aspects of pupils' health, safety and well-being including:

- The rigour with which absences are followed up;
- Adopting appropriate arrangements to ensure the security of school premises;
- Ensuring freedom from bullying, including any form of abuse, harassment and discrimination;
- Implementing appropriate procedures to manage any complex or challenging behaviour, including the use of physical intervention to safeguard pupils and staff;
- Providing effective guidance to pupils on risky behaviours and having robust procedures for dealing with them, including drug and substance misuse and internet safety;
- Having robust procedures to ensure pupils' safety when engaged in learning beyond the classroom, such as educational visits or work experience;
- Meeting the needs of pupils with medical conditions, including the provision of intimate care;
- Ensuring that safe working practices are adopted by all staff;
- Providing first aid;
- Dealing with any issues which may be specific to a local area or population known as contextual safeguarding.

### **'EVERY CHILD MATTERS'**

When the government published 'Every Child Matters' (Children's Act 2004) it raised 5 key issues that were deemed essential in the complete development of each and every child, in that we have a duty to ensure that each child is:

- Safe and can stay safe;
- Healthy;
- Able to enjoy and achieve;
- Able to achieve economic well-being;
- Able to make a positive contribution.

There was a clearly stated need that, while each area of society has an important part to play in child development; schools must embrace the document both individually and collaboratively. The DfE publication 'Keeping Children Safe in Education' September 2018 underpins many aspects of this policy.

### **Culture and Policy Monitoring**

A safeguarding culture begins and ends with the pupils.

**Pupils** demonstrate the effectiveness of any procedures through their behaviour across the school day. Our school will ensure that there are regular, planned opportunities within the curriculum for aspects of safeguarding to be explored with pupils, at an age appropriate level.

**Parents** must be genuine partners in ensuring that agreed procedures are implemented. Some procedures may be 'inconvenient' for some parents. However, pupils' safety cannot be compromised, so school will, wherever possible, seek to involve parents regularly in formulating and agreeing any improvements to procedures.

**Staff** are the most important factor in implementing procedures around safeguarding, so we will ensure that they are given regular training as required and high quality, transparent information supports them in carrying out these important duties effectively and consistently. Records are maintained detailing how and when staff receive training. The headteacher, also DSL and H+S lead, is in charge of informing or reminding staff of any aspects of safeguarding that may need more attention during a particular day or week. Ultimately the headteacher, in partnership with the governing body, are accountable for the effectiveness of safeguarding procedures in school. Safeguarding is a regular agenda item at staff meetings and is a standing item at governing body meetings through the Head teachers' Report.

### **Safeguarding Children Statement**

At our 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. In order to do this a wide range of measures are put in place; as summarised in this statement.

### **The Health & Safety Policy**

The school has a health and safety policy, which is monitored regularly by the Headteacher and the Governing Body. School leaders are also advised by Kim Allan Health and Safety Consultants. Any concerns from staff are reported to any of the above who carry out an initial examination; assessing what remedial action needs to take place. Each half term there is a fire drill to ensure efficient evacuation from the building and the school also rehearses lockdown procedures with children and staff. The school conducts an annual Fire Risk Assessment. Regular safety checks of the school building, premises and equipment and monitoring of fire equipment, asbestos, fire doors, emergency lighting and water temperatures are carried out and documented on the Health and Safety Management Plan. All the school health and safety systems and paperwork are fully checked and assessed during CCC health and safety audits (Feb. 2018). There is also an Emergency Action Plan that details what staff and parents should do in the case of emergencies.

### **First Aid**

In school basic first aid training has been undertaken by all staff and Paediatric First Aid qualifications have been attained by three members of staff; including the EY teacher. There are first aid kits located in all areas across school including: all classrooms as well as the office area; and the mid-day supervisors have first aid kits with them on the playground. When a child is poorly, or has suffered an accident in school or on the playground, there is a protocol for staff to follow:

- Only a trained first aider assists pupils, staff, visitors requiring medical attention;
- The incident is logged in the accident book;
- For head injuries a Head Form and head injury sticker is issued;

- For injuries requiring significant first aid and/or those sustained to our youngest pupils (EYFS+KS1) first aid letters and stickers inform parents of information in relation to incident and first aid is administered;
- Information regarding incident, first aid etc. is communicated to parents via telephone calls, letters, face-to-face conversations at the end of the day or immediately following incident if an emergency.

School policy is that members of staff may only administer prescribed medication that is in its original box, is within date, and states the child's name and dosage information. For the majority of cases, administering medicine before and after school is more than sufficient and parents are encouraged to do this whenever possible. For further information please refer to our 'Supporting Pupils with Medical Conditions Policy'.

For matters of an intimate nature, staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Headteacher or Senior Teacher. In almost all situations the parents will be asked to come into school immediately so that they are part of the decision making process for such matters. For children in our EYFS class requiring intimate care in toileting; staff follow School's Intimate Care and Toileting Policy and complete register of procedures; as well as informing parents via a letter.

In rare circumstances of a serious accident or health issue, staff will call an ambulance to take the child to hospital. Parents will be informed immediately (*see Health and Safety Policy*).

### **Site Security**

Levens CE School provides a secure site but the site is only as secure as the people who use it. Therefore all people on a site have a duty to follow the rules, which govern it. Laxity can cause potential problems to safeguarding. Therefore:

- All gates are closed once school is in session until departure time at the end of the school day;
- All exit doors are closed to prevent intrusion;
- Visitors must only enter through the main entrance and sign in at the office. All visitors will be issued with a visitor's badge (unless they have their own appropriate identification badge);
- Children will only be allowed home with adults with parental responsibility or confirmed permission;
- Children are never allowed to leave school alone during school hours and if collected by an adult, are signed out at the office;
- Pupils are not allowed out onto the playground/other grounds areas (apart from secure EYFS outdoor area) without staff supervision;
- Children should never be allowed to leave school alone during school hours, and if collected by an adult, they are to be signed out in the book kept for this purpose in the entrance. Should a child leave the school premises without permission, staff should report this immediately to the office and or the headteacher. The parents/carers and police will be informed of the circumstances as soon as possible.

### **Attendance**

Excellent attendance is expected of all children; but when children are unwell parents are expected to confirm absence by telephone by 9am. If there is no notification, school will phone home to ascertain a child's whereabouts (First Day Response). If nobody can be contacted via the home number or mobile a message / messages will be left to encourage parents / carers to notify school and we will keep trying to make contact during the day, when possible. The headteacher regularly reviews attendance and acts efficiently

whenever a child's attendance and punctuality causes concern, which may include working with CCC Educational Welfare Officer. Attendance rates are recorded and maintained by the office manager and attendance trends are reported to governors on a regular basis. Information regarding pupil attendance is reported to parents in different ways during the school year and formally reported in end of year school reports. Positive measures are in place to encourage good (98%+) attendance and punctuality.

Parents are reminded to take holidays in school holiday periods and if possible to try and make dental, doctor appointments etc. after school hours or in school holidays (see *Attendance Policy*).

### **Child Protection Policy**

There is a Child Protection Policy for the school which is reviewed annually. This is made available to parents on the school's website and in school's entrance hall.

The Designated Safeguarding Lead (DSL) is Mrs Farraday (headteacher) and the Deputy Designated Safeguarding Lead is Mrs Wadey. It is the headteacher's duty to ensure the Child Protection Policy is reviewed annually and any deficiencies within the policy addressed immediately. All the staff and governors have appropriate child protection training, which is updated at least every two years; and at least annual updates through CPD in school delivered by Headteacher.

Any concerns relating to child protection issues about our children or families should be made to the headteacher/DSL who will follow these up in accordance with our Child Protection Policy.

All allegations of abuse by or complaints of a teacher or other member of staff will be dealt with following the Local Safeguarding Board and Levens School procedures. All staff are aware of Child Protection and Whistleblowing Policy and procedures in school via updates and staff noticeboard located in staffroom.

### **Specific Safeguarding Issues**

It is the responsibility of the governors to ensure that the DSL keeps all staff informed about current issues or concerns as they occur locally or nationally. Training, staff meetings and other professional development time will be allocated to ensuring a thorough understanding and a consistent approach regarding the following:

- Children missing from education;
- Children at risk from sexual exploitation;
- Children 'looked after' by the LA;
- Female Genital Mutilation (FGM) and other honour based violence;
- Peer to Peer Abuse including cyberbullying and 'sexting';
- Preventing children from the risks of extremism and radicalisation.

### **Appointment of Staff and Induction of Newly Appointed Staff and Work Placements**

All staff that are appointed to work in school are subject to an enhanced DBS clearance and two references. The LA is informed directly by the Disclosure and Barring Service. The headteacher and a governor have undertaken appropriate training in Safer Recruitment. New staff, volunteers and students are inducted into safeguarding practice and informed of procedures and policies in school which affect the health and safety of all at school but especially the children. Staff appointments will not be confirmed unless the school is completely confident that the applicant can be safely entrusted with children.

## **Induction of Volunteers**

All volunteers that work in school once per week or more or on 4 or more days in a 30-day period, accompany residential visits or transport children for school related activities, will also have Disclosure and Barring Service clearance. Visitors who do not yet have clearance will under no circumstances be left alone with a child or group of children.

## **Risk Assessment**

Through rigorous risk assessment procedures, the school works to assess risks in all contexts and limit it as far as possible. Risk assessments are reviewed, amended and shared with staff and governors regularly.

Visits off-site are subject to particular scrutiny and the school's Educational Visits Co-ordinator (Mrs Coker) who has received appropriate training, is available to assist staff in the preparation and planning for such visits. Since September 2011 all visits have been planned and recorded through the LA 'EVOLVE' system (*see Policy for Educational Visits*).

## **The Design of the Curriculum**

The curriculum deals with safeguarding in several ways. Firstly, through teaching about our core values, we promote mutual respect and responsibility across our school community, which includes caring and taking responsibility for our own and others' safety. In the curriculum, in subjects such as Personal, Social and Health Education, relevant issues are explored on themes such as Drugs, Sex and Relationships and online safety. Children are encouraged to explore and discuss these issues. Safe use of ICT, including the internet and social media are taught through our Computing curriculum; we have adopted an 'Acceptable Use Agreement' and pupils are taught to be digitally confident. Children are involved in assessing risks for themselves in different environments. They are taught to do potentially dangerous things safely, e.g. making fires in forest schools, enjoying the climbing frames, cycling, aspects of visiting a city on residential. Their Citizenship Training (Y6) and our Kidsafe Programme support our belief that they should learn about keeping themselves safe in a range of contexts.

The curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as road safety, using equipment properly in PE, Science 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. The lead adult always assesses visits as to the level of risk and all trips are finally authorised by the Headteacher. Visiting speakers, with appropriate clearance are always welcome into school so that they can give specialist knowledge to the children.

## **Internet Safety**

Children are encouraged to use the internet as much as possible, but at all times, in a safe way. Every year, all children are reminded of the safe use of the internet and school uses a range of resources such as those created by CEOPs to support this. Pupils must never be left unattended whilst online and teachers should ensure that this does not happen. If teachers know of misuse, either by an adult a teacher or child, the issue should be reported to the headteacher without delay. The Designated Safeguarding Lead has overall responsibility for internet safety. (*See Online Policy*).

School has adequate, but does not over-block, internet filters monitored by governors, staff and the headteacher.

## **Equal Opportunities**

Our school is committed to providing equality of opportunity and anti-discriminatory practice for all children and families.

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 (*see Single Equality Plan; Accessibility Plan and Policy for Special Educational Needs*).

### **Whole School Behaviour Policy**

Good behaviour is essential in any community and we have high expectations for this. The Core Christian Values form the basis of our behaviour management strategy in school. Although the emphasis is always on the positive, there are also times when children should reflect on their conduct and receive consequences in order to maintain the safety and security of all children. There are numerous rewards and sanctions outlined in our Whole School Behaviour Policy.

### **Anti-Bullying Policy**

Levens CE School's definition of bullying is: "deliberate behaviour that is likely to hurt or upset an individual done either on a repeated or regular basis by one or more children towards another". This can be racial stereotyping, abuse about family, nationality, work/achievement, disability or gender issues. The abuse can be physical, verbal, sexual, emotional and cyber bullying. Bullying of any kind will not and is not tolerated. Through PSHCE, circle times and work on our values, children learn how to manage friendships, what to do when these break down and how to deal with different forms of bullying, including in situations outside school and via social media. Although bullying in our school is rare, we will always act swiftly with a process of investigation, communication and action in order to keep our pupils safe.

### **Prevent Duty**

The Prevent duty requires school staff to be able to identify children who are vulnerable to radicalisation and to know how to respond to this. As part of this we will:

- Assess the risk of children being drawn into terrorism;
- Demonstrate a general understanding of the risks affecting children and young people in the area, as well as how to identify individual children at risk of radicalisation;
- Be alert to changes in children's behaviours, and staff will use their professional judgement to identify children at risk of radicalisation, and act proportionately to these risks;
- Review our procedures to protect children at risk of radicalisation, including action where behaviour causes concern.

The Prevent duty builds on existing local partnerships. Local Safeguarding Children Boards are responsible for coordinating local agencies for the purpose of safeguarding and promoting the welfare of children in their local area. We will aim to engage effectively with parents/the family of at-risk children. Staff are equipped with the skills to identify children at risk of being drawn into terrorism and extremist ideologies and have completed the on-line basic Prevent training. We concentrate on building children's resilience:

- A safe environment for debating controversial issues is a good way to help develop children's resistance to radicalisation. This helps children to understand how they can influence and participate in decision-making;
- Our school promotes fundamental British values, alongside pupils' spiritual, moral, social and cultural development;
- Pupils are given time to explore sensitive and controversial issues;
- Pupils are taught the knowledge and skills to understand and manage potentially difficult situations, recognise risk, make safe choices and recognise where pressure from others threaten their personal safety and wellbeing;
- We equip pupils to explore political and social issues critically, weigh evidence, debate, and make reasoned arguments;

- Pupils learn about how democracy, government and law making/enforcement occurs; Pupils learn about respect and understanding for the diverse national, regional, religious and ethnic identities of the UK.

### **Use of Images**

School implements a sensible, balanced approach to photography and filming pupils which allows parents to photograph and film providing they do not share the photographs on social media. We have procedures in school to secure consent for the use of images in and out of school; including our school website. A record is kept centrally and shared with all staff. Reminders are given about parents not sharing photographs online at the beginning of every event. See 'Parental use of social networking and Internet'.

### **Disclosure of Malpractice**

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 and understand their professional responsibility to inform school leaders accordingly. This can be done in writing or verbally but staff should be prepared to discuss issues in the confidence that any such matters will be dealt with sensitively and with the necessary degree of confidentiality. Further information about whistleblowing procedures can be found on the staff noticeboard in the staffroom; these include the Whistleblowing Policy and NSPCC whistleblowing phone line.

### **Disqualification 'by Association'**

Since February 2015, members of staff who work outside of the school day (i.e. YoYo Club) have all been asked to complete a disclosure form linked to themselves and other adults in their household. This is to meet the new ruling linked to the Children's Act 2006.

### **Further Information**

The following key policies, documents and procedures should be read and referred to if more specific information on safeguarding in school is required. All documents listed below are available either via the school website or on request directly from the school office: Health and Safety Policy; Risk Assessments; Attendance Policy; Child Protection Policy; Drugs & Alcohol Policy; Behaviour Policy; Online Policy; Acceptable Use Policy Agreements; Equality & Accessibility Statement; SEND Policy & School Offer; Whistleblowing Policy; Relationships and Sex Education Policy; Emergency Action Plan.

Signed R Gillard                      Date 21.03.2019  
On behalf of the Governing Body