

**Ysgol Gynradd Gymunedol
Swiss Valley
Community Primary School**

**Safeguarding and Child
Protection Policy**



Policy Revision Information

This is the official document for Swiss Valley C.P. School.

Renewal Period (years)	1
Date Adopted by Governing Body	
Signed - Chair of Governors	
Signed - Headteacher	
Next review date	

Safeguarding children

Swiss Valley Community Primary School Safeguarding Policy

"Every Child Matters"

When the government published "Every Child Matters" it raised 5 key issues that were deemed essential in the complete development of each and every child:

- Must be and stay safe
- Must be healthy
- Must be able to enjoy and achieve
- Must be able to achieve economic well-being
- Must 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 government has published a policy "Safeguarding Children" (DfES/027/2004) and this school has used this in formulating its own safeguarding statement.

The Health and Safety Policy

The school has a health and safety policy. A copy of this policy is available with 24 hours notice.

The LA produces a monitoring checklist, which has to be completed on a yearly basis. The Headteacher, the Deputy Head with responsibility for Health and Safety, the Site Supervisor and the Governors with responsibility for Health and Safety oversee this comprehensive list. Any concerns from staff are reported to any of the above and the site supervisor 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.

First Aid

In school there are always trained members of staff who volunteer to oversee first aid. 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
- A slip is sent home to the parent/carer explaining what has happened
- If there is any doubt at all a parent is contacted by phone (this applies to all head injuries where a mark or lump can be seen).

Swiss Valley's policy is that a designated member of staff can administer medicine, provided that a consent form has been signed by the parents. For the majority of medicines a dose before and after school is perfectly adequate. Naturally the parents should consult doctors before giving any form of medication.

Site security

Swiss Valley provides a secure site, which is controlled by precise management directives, 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:

- ❖ Members of staff are responsible for opening and closing the school gates on arrival for the safety of the children attending breakfast club.
- ❖ Gates should be closed except at the start and end of each day.
- ❖ Doors should be closed to prevent intrusion but to facilitate smooth exits.
- ❖ Visitors, volunteers and students must only enter through the main entrance.
- ❖ Children will only be allowed home with adults with parental responsibility or confirmed permission. Parents will need to sign

their child/children out before taking them off the school premises.

- ❖ Empty classrooms should have closed windows.
- ❖ Children should never be allowed to leave school alone during school hours, unless collected by an adult(see above).
- ❖ All staff are actively encouraged to challenge any visitors on school property.

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 Headteacher. Then parents and police will be informed of the circumstances.

Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone immediately. (By 9.10 am) If there is no notification school has a policy of phoning home to ascertain each child's whereabouts.

The school works closely with the Local Education Authority's Welfare officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LEA, 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. E.g. certificates, letters home, awards etc.

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

All staff that are appointed to work in school have a criminal records search called a DBS check. This search highlights people who have a criminal record or if previous allegations have been made them. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the Personnel committee of the Governing Body. The LA is informed directly by the Data Barring Service.

The Headteacher or Chair of Governors sits on all appointment panels where the candidates are external applicants. New staff are inducted into safeguarding practices. Newly appointed staff as well as teaching students 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 a Disclosure Barring clearance (formerly known as 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 "99" check (0845 6431145). 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.

Welcoming visitors

It is assumed that visitors with a professional role i.e. the School Nurse or members of the police already have relevant clearance but the office will endeavour to check this before admittance is granted and a note made of anyone entering without clearance. (See also Site Security).NB all school staff should challenge anyone, not known to them, who enters the school grounds.

Child Protection Policy

The designated adult for Child Protection is Mr Ceri Morris (Headteacher) and the designated governor is Mrs. Anna Bird. There is a detailed Child Protection Policy, which is available from the school office with 24 hours notice. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Certain governors and all staff have had appropriate child protection training, which is updated at least every two years.

The child protection policy includes a statement on physical restraint. 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.

For any complaints about the Headteacher the Chair of Governors - Mrs. Anna Bird should be contacted directly.

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in areas of learning such as Personal and Social Education discusses relevant issues with the children. Topics include such themes as Drugs, Sex and Relationships, Anti-Social Behaviour and Stranger Danger. Children are encouraged to explore and discuss these issues. Our Liaison Police Constable (PC Ruth Courtney) visits the school termly to speak to each class about local safeguarding awareness i.e. safety whilst outdoors.

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, Science 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. In addition, EVOLVE procedures are followed rigorously preceding each out-of-school visit.

Visiting speakers, with correct clearance are always welcome into school so that can give specialist knowledge to the children.

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 each year 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. The school has a detailed 'E' safety policy included in the ICT policies.

As Child Protection Officer the Headteacher has overall responsibility for internet safety. She is also the internet and email manager for school.

Equal opportunities

At Swiss Valley we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at the school are considered equal in the learning partnership. When

children have special needs we make arrangements to inform parents and design specific programmes.

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.

Behaviour policy

Good behaviour is essential in any community and at Swiss Valley 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.

There are numerous rewards available to children:

- Stickers
- Merit Awards
- Student of the Month Awards
- Showing another teacher good work
- Dojos (pilot currently in Years 1 and 2)
- Golden Time (every Friday)
- Ambassadors/Senior Ambassadors
- Having the opportunity to captain various school teams.

But the sanctions range from:

- Discussion of the incident
- Being removed from the class
- Loss of playtime (in instalments, 2 mins, 5 mins, 10 mins, whole play)
- Reporting to a senior member of staff
- Isolation from friends
- A phone call home (this may lead to a meeting)
- A warning letter home
- Temporary Fixed Period Exclusion
- Permanent Exclusion

It is the policy of the school not to use physical restraint unless it is in the best interests of the child – to prevent harm from themselves or others. (See Discipline Policy for more details).

Anti Bullying Policy

Swiss Valley's definition of bullying is: "A systematic and extended victimisation of a person or group, by another or group of others."
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. 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 detailed Anti-bullying Policy that is available from the school office at 24 hours notice.

Racial tolerance

The school will work hard to promote racial equality and harmony by preventing and challenging racism.

If anyone ever feels unjustly treated then the school welcomes and values a response. It is in working together that we will make Swiss Valley an even better school."

Racism is tackled in both the RE and in the PSE curricula.

Photographing and videoing

Swiss Valley 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.

Whistleblowing

If members of staff ever have any concerns about people working, paid or unpaid, 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 follows the Local Education Authority's draft policy on Whistleblowing. A copy of this can be made available at 24 hours notice.