



**SWARLAND PRIMARY SCHOOL**  
**"The Best That We Can Be"**



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**Swarland Primary School, Safeguarding Children Policy  
And  
Every Child Matters**

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It is the aim of the policy to support, the 5 outcomes of Every Child Matters. It promotes strategies of—

**Being Healthy**

- Ensuring that children are able to be mentally and emotionally healthy.
- Supporting parents in keeping their children healthy.

**Staying Safe**

- Ensuring that children are safe from maltreatment, neglect, violence and sexual exploitation.
- Keeping children safe from accidental injury and death.
- Working with agencies to safeguard children in accordance with current government guidance.

**Enjoy & Achieve**

- Ensuring children are ready for school, attend school regularly, arrive on time and are collected at the appropriate time.
- Encouraging parents to support their children's learning.

**Making A Positive Contribution**

- Parents support their children's social and emotional development.
- Children are supported in managing changes and responding to challenges in their lives.
- Ensuring that children choose to engage in law abiding and positive behaviour.

**Achieve Economic Well Being**

- Families are supported in maximizing their economic well-being.
- The PHSE curriculum introduces aspects of the work environment in preparation for working life.

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## **Safeguarding Children Policy**

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It is the aim of the policy for all teaching and non teaching staff to be aware of the signs and symptoms of abuse and to follow the procedures set out in the Child Protection Policy. See also health and safety policy, preventing radicalization and extremism policy, medication policy, e-safety policy and anti-bullying policy.

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

The school has a health and safety policy, which is monitored by the relevant committee of the school governors. Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment. In addition to the Health and Safety Policy there are policies regarding Food and Drink and Food and Hygiene. These determine safe practices in school and the Kitchen/ Dining Room and the preparation of food in the classroom.

### **First Aid**

In school, most staff have undertaken an emergency first aid course and two members of staff in school have the full First Aid certificate including paediatrics. First Aid kits are situated in the staffroom. 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
- If there is any doubt at all a parent is contacted.

The Swarland School Policy is that members of staff will not give medicines at all, except in extreme need. In the case of a pupil needing medication during the day parents are welcome to come into school to administer correct dosages. 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. When medication does need to be administered such as inhalers, a medication consent form must be signed by parents and a record of medication administered kept by the school. (See administering medicines 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. 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.

### **Premises**

#### **Site security**

Swarland School provides a secure site, but the site is only as secure as the people who use it. Therefore all people on the site are asked to adhere to the rules, which govern it. Laxity can cause potential problems to safeguarding. Therefore:

- Doors will be closed so that they can only be opened from the inside, either remotely by staff in the office, or with a door fob. Only authorised schoolstaff have access to the fobs. This will be the case at all times, both to prevent intrusion but also to facilitate smooth exits. The only exception being from 8:45-8:55am when children are entering school with relatives and at playtimes so children can enter the building to use the facilities and at home time at 3pm. At this time a member of staff will be positioned at the door or in the playground where they would be a visible deterrent to, and have the opportunity to challenge any unknown persons who may try to enter the building.
- After the initial settling in phase at the beginning of the year, the Headteacher will recommend to parents by newsletter, that children wherever possible should be encouraged to enter the school independently. This recommendation highlights the benefits of having fewer adults in school with regard to safeguarding, meaning that any unknown persons would be more easily identifiable, but also state the fact that there will still be the opportunity for parents to liaise with their child's class teacher about minor issues should they require the time. Visitors, volunteers and students must only enter through the main entrance and sign in the Visitor's book after having read the Safeguarding instructions.
- Children will only be allowed home with adults with parental responsibility or another nominated adult with confirmed permission from the parent.
- Children will never be allowed to leave school alone during school hours.
- Parents should collect their children from the playground and not ask them to meet them in the car park. School staff will only allow children to leave with a responsible adult who is made known to the school by the child's parent/carer and informed prior to their collection from school.

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. Then parents and police will be informed of the circumstances. See missing child policy.

### **Chester Bears access**

Parents and visitors to Chester Bears Nursery do use the school car park, school gate and traverse across the playground. When children are using the playground for activities or recreation, staff supervising, are in a position to monitor visitors entering the gates and ensuring children are safe.

### **Fire and Emergency Evacuation Procedures**

Clear instructions for Fire and Emergency evacuation are displayed throughout the school with a map of Exits and Fire extinguishers. The assembly point for evacuation is on the Car Park. The Caretaker does the weekly and monthly checks. School has a series of evacuations throughout the year to train the staff and pupils in what to do in an emergency and these are logged in the Fire Log. Mrs Fletcher is the named officer for these events and in her absence Mrs Suzanne Hall.

### **Attendance**

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone immediately. 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 Authority's Welfare officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the Local Authority, 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 an enhanced criminal records search with barred list information' check. This search highlights people who have a criminal record or if previous allegations have been made against them. The Headteacher sits on all appointment panels. The Headteacher and Chair of Governors has undertaken the 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 the school but especially the children. This model is reflected in our practice for Governors.

#### **Induction of volunteers**

Volunteers must also have criminal record check clearance at the discretion of the Headteacher. For a brief activity, such as a school visit, which does not involve the supervision of children independently without a member of staff overseeing, a volunteer disclosure form should be completed. For extended contact with children, when children may be left alone with an adult, or when an adult visitor may be involved in regulated activity a full Disclosure Barring Service 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 and will be supervised by a member of staff with DBS clearance.

#### **Welcoming visitors**

It is assumed that visitors with a professional role such as the School Nurse or members of the police already have relevant clearance but the office will check this before admittance is granted and a note made of anyone entering without clearance. Official Visitors will be expected to show a badge with photograph or some other paper evidence of who they are and in what professional capacity.(See also Site Security). All visitors into school will have been agreed by the Headteacher and or senior teacher in advance to ensure that they are suitable for the task. Visits should be planned to ensure they run smoothly taking into account the need to safeguard both children, the reputation of the school and the visitor. Where appropriate, risk assessments will be undertaken. Parental visitors are asked to sign a register as they attend events.

#### **Child Protection Policy**

The designated adult for Child Protection is Mrs Fletcher and the designated governor is Mrs Bickerdike. There is a detailed Child Protection Policy in school. It is the Governing

Body's duty to ensure the 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 with updates throughout the year. The child protection policy includes a statement on physical restraint. This school follows DfE guidelines 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 allegations of abuse by or complaints of a teacher will be dealt with following LA procedures. For any complaints about the Headteacher the Chair of Governors should be contacted directly.

**The Design of the Curriculum - see curriculum policy and subject specific policies.**

The curriculum deals with safeguarding in two ways. Firstly, the curriculum subjects such as Personal, Social and Health Education discusses relevant issues with the children. Topics include such themes as Drugs, Sex and Relationships, e-safety and Stranger Danger. Children are encouraged to explore and discuss these issues. 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. The lead adult always assesses visits as to the level of risk and all trips are finally authorised by the Headteacher and by the LA for residential trips. Visiting speakers are always welcome into school so that they can give specialist knowledge to the children, however they do not work with children unsupervised.

**Internet Safety - see e-safety policy**

Children will be encouraged to use the internet when appropriate in a safe way. No child has access to any passwords except their own logins and the internet is managed through the school's County filter system. Parents are asked each year if they agree to their child using the internet. Pupils will 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 will be reported to the Headteacher without delay. As Child Protection Officer the Headteacher has overall responsibility for internet safety. She is also the internet and email manager for school and has direct access to all email addresses and passwords.

**Equal opportunities**

Swarland School makes its Equal Opportunities policy transparent to all through the Policy.

Children with disabilities will be able to take a full and active part in every lesson and every measure will be taken to ensure this. See Equal Opportunities Policy.

**Behaviour policy**

Good behaviour is essential in any community and at Swarland we have high expectations for this. A Behaviour policy is held in school and given to parents with the induction pack. 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
- Showing another teacher good work
- Certificates

But the sanctions range from:

- A verbal reprimand
- Loss of playtime
- Reporting to a senior member of staff
- A letter home
- Exclusion

Staff are discouraged from handling children, but when they deem it is safe to do so guidance has been given on safe methods of restraining a child so that they do not harm either themselves or others.

### **Anti Bullying Policy**

Swarland has an Anti-Bullying policy in school which is known by all staff, parents and pupils. Any action that takes place that is regarded as bullying will result in adults being informed immediately and action taking place. Children are told that silence is the bully's best friend and not to be bystanders. Although bullying in this school is extremely rare the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated.

### **Racial tolerance**

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. Each year we plan for visitors from other traditions and cultures to visit school bringing with them a range of expertise to share with the children.

### **Photographing and videoing**

At Swarland we have taken a sensible, balanced approach to photography and filming of children at school, which allows adults 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.
- Parents taking photographs read the LA advice leaflet.

### **Whistleblowing**


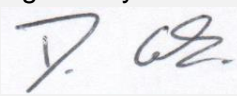
If members of staff ever have any concerns about people working, paid or unpaid, they have a professional duty to inform the management accordingly. This can be done in writing or verbally but staff will be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality. The school follows the Local Authority's draft policy on Whistleblowing.

### Monitoring And Evaluating

This policy will be formulated after consultation with staff and governors on a yearly basis. It will be reviewed at least once a year and a copy placed on our school website for parents to access.

Date/Reviewed March 2020

Date of next review April 2021

Revision Record of Issued Versions			
Author	Creation Date	Version	Status
Louise Fletcher	2.2.13	1.0	Pending Governor consultation
Changed by	Revision Date		
School	<b>6.3.13</b>	2.0	Draft adapted version for consultation with staff and trade unions and Governors. 
School	<b>7.3.13</b>	3.0	Final version for publication
Revision date	<b>2.6.14</b> <b>12.11.15</b>	3.1	Amendments pending Governor consultation in Summer term 2014.
		3.2	Amendments following Governor meeting in Nov 2015.
Published date	<b>9.7.14</b> <b>12.11.15</b>	3.1	Agreed by Governors.
		3.2	
Revision Date	<b>25.4.16</b>	3.2	Minor amendments regarding visitors in school.
	<b>18.5.16</b> <b>12.12.16</b> <b>4/4/17</b>	3.2	Agreed by Governors
		3.3	Nominated safeguarding Governor changed.
		3.4	Amended with Chester Bears access.
School	<b>26.3.18</b>	3.4	Removed reference to Home School Agreement.. Reviewed.

School	16.4.18	3.4	Agreed by Governors.
	1.4.19	3.4	Reviewed no changes.
	30.3.20	3.4	Amended Governor with key safeguarding role, added new door fob and e-safety to the curriculum.