



Broomhaugh C of E First 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.

Every child must:

- be and stay safe
- be healthy
- be able to enjoy and achieve
- be able to achieve economic well-being
- 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 statutory guidance "Working Together to Safeguard Children" 2015 and this school has used this in formulating its own safeguarding statement.

The School Leadership Team, working with the Governing Body, has the responsibility of ensuring that the school does its best to deliver each of the five key issues.

Broomhaugh Church of England First School Safeguarding Children Statement

"At Broomhaugh the welfare and 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. Broomhaugh therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place."



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The Health and Safety Policy

The school has a health and safety policy, which is monitored each term by the relevant committee of the school governors. A copy of this policy is available with 24 hours notice and on the school's website.

The Headteacher and the teacher with responsibility for Health and Safety, along with the caretaker and the Governor with responsibility for Health and Safety, oversee this policy. Any concerns from staff are reported to any of the above and the Headteacher or caretaker 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 a critical incidents plan that details what staff and parents should do in the case of emergencies.

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.

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 and a note is sent home to parents
- If there is any doubt at all a parent is contacted.

Broomhaugh policy is that members of staff will not give medicines unless necessary and prescribed by a doctor. If needed, the Headteacher or



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secretary will administer medicines, but only after the appropriate form (available from the office) has been completed by the parent.

For matters of an intimate nature, staff will deal with a child with utmost sensitivity and always 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. In rare circumstances the school nurse will be contacted as a matter of utmost urgency before the parent.

Site Security

Broomhaugh endeavours to provide 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. Therefore:

- Gates should be shut and locked 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 and after signing in at the office. They must wear a school visitor badge at all times during their visit.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Empty classrooms should have closed windows.
- Children should never be allowed to leave school alone during school hours
- 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.



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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).

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 Locality Attendance Officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the governors, 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.

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

All staff 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 Criminal Records Bureau.

The Headteacher and chair of Governors are on all appointment panels where the candidates are external applicants. Both have undertaken 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



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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 DBS clearance. The office administers the applications for DBS clearance. Visitors who do not have clearance will under no circumstance be left alone with a child or group of children.

Child Protection Policy

The designated adult for Child Protection is Ms Jen Stephenson, Mrs Ruth Houghton as SENCO, and the designated governor is Mrs Anna Kershaw. There is a detailed Child Protection Policy, which is available from the school office with 24 hours notice or on the school's website. 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 three years.

The child protection policy includes a statement on physical restraint. This school follows DCFS 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 allegations of abuse by or complaints of a teacher will be dealt with following the Area Child Protection Committee procedures. A copy of this is available at 24 hours notice. For any complaints about the Headteacher the Chair of Governors should be contacted directly.

(See also the section on Reporting Concerns at Work, 'Whistle-blowing')

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as Personal, Social and Health Education



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discusses relevant issues with the children. Topics include such themes as safe use of drugs 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 taking children out of school appropriate and agreed pupil/adult ratios are maintained.

Educational Visits Co-ordination

There is a clear policy on the running of educational trips/visits. The lead adult for the trip always assesses visits as to the level of risk and all trips are finally authorised by the Headteacher.

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. 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 should be reported to the Headteacher without delay.

The school's ICT systems are heavily protected and all Internet use is screened, with potentially unsuitable sites being barred. The list of barred sites is constantly updated by County.

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 provided by the SIMS system.

Mobile telephones should not be used in front of children and must be kept, during the school day in staffroom.



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Equal opportunities

The school has an Equal Opportunities policy in line with L.E.A guidance.

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 Broomhaugh 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. Copies of the Behaviour Policy are available on the school website or available from the school office.

There are numerous rewards available to children:

- Stickers
- Showing another teacher good work
- Showing work to the Headteacher

But the sanctions range from:

- Name put on board with sad face.
- Being removed from the class
- Loss of playtime
- Reporting to a senior member of staff
- A letter home
- Exclusion

The school does not have a 'no touch' policy and staff will comfort and touch children appropriately as deemed necessary, e.g. holding their hand or putting an arm around them when upset.

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



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Anti Bullying Policy

The Broomhaugh 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.

Bullying will not be tolerated.

There is a more detailed Anti-bullying Policy that is available from the school office at 24 hours notice, or on the school's website.

School holds a themed week every three years to address any bullying issues called 'All Friends Together'

Racial Equality

There is a school Racial Equality policy in line with LEA guidelines.

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 and stereotypes.

Photographing and Videoing

There has been a lot of controversy recently about adults photographing and filming young people. The concerns are genuine, however at Broomhaugh we 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 at Parents' Evening or upon entry to school and in the safety letter . School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.



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Reporting Concerns at Work- 'Whistle-blowing '

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 Authority's policy on Whistle-blowing. A copy of this can be made available at 24 hours notice.

Date Reviewed: July 2018

Next Reviewed: July 2019 or when required