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## *Safeguarding Children Statement re policies in school*

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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**

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

### **∅ Staying Safe**

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

### **∅ Enjoy & Achieve**

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

### **∅ Making A Positive Contribution**

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

### **∅ Achieve Economic Well Being**

- q Families are supported in maximizing their economic well-being.
- Parents support their children 9 - 19 in preparation for working life

The health and safety of all children at Cambo 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. Cambo therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place:

### The Health and Safety Policy

The school has a health and safety policy, which is monitored annually by the relevant committee of the school governors. A copy of this policy is available in the school office

We have a monitoring checklist, which is completed on a half term basis. The Headteacher, The caretaker and Two Governors are responsible for Health and Safety, they oversee this comprehensive list. Any concerns from staff, parents, visitors are reported to any of the above. An initial examination is carried out by the caretaker, assessing what remedial action needs to take place. [extended work is listed in the school improvement plan]

Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment. We have a fire policy and an educational program re fire safety and children.

### First Aid

In school all staff are trained first aiders with paediatric focus. The appointed person for First Aid is Mrs. Cummings [head teacher]. There are always trained members of staff who volunteer to oversee first aid. There are a number of first aid kits situated around school. [school office, group room, kitchen, pre school room] When a child is poorly, or has suffered an accident in school or on the playground there is a protocol for staff to follow:

### **Accidents**

All accidents must be recorded, signed and dated in the Accident Book and the Class Teacher of the pupil informed.

When an injury occurs which requires First Aid, consult with the First Aider (Mrs. Cummings, Mrs. Patterson, Mrs. Flatman, Mrs. Barron Mrs Chalmers or Ms Freeman) to decide treatment and if necessary, whether a phone call to the parent is justified.

**If the injury is more serious, or if it is an injury to the mouth or head, parents must be informed and a record kept. The parent must decide if they wish to take their child to the doctor or hospital. [contact numbers are kept in the office]**

In the case of injuries causing particular concern e.g. pupil unconscious, obvious broken limbs, a member of staff needs to stay with the pupil and another member of staff contact the ambulance service. Immediately after ringing for the emergency service the parents or emergency contacts must be informed.

L.E.A. procedures must be followed for reporting accidents.

For major injuries the Headteacher or senior teacher will be responsible for contacting the H.S.E. and completing the necessary documentation. Copies are held in the Health and Safety file.

The Cambo policy is that members of staff will only administer medicines prescribed by a doctor. These medicines should be in their original containers, clearly marked with the child's name and dosage. Parents must also complete a form re administering medicine to their child.

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.

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. In rare circumstances the school nurse will be contacted as a matter of utmost urgency before the parent.

### **The use of inhalers in school**

There has been a considerable increase in the number of children suffering from asthma during the last few years and requiring the use of inhalers. After taking advice from the National Asthma Society, we have agreed the following guidelines:

- All inhalers must be clearly named by the parents.
- They will be stored in a bag in the staff room (not in school bags).
- Children must tell an adult when they use their inhaler. However, it is the child's responsibility to administer the correct dosage him/herself.
- No extra capsules should be kept in school, apart from the weekly allocation stored in the inhaler.
- All children with an inhaler must have a plan of use

While we endeavor to ensure a safe environment in school, the above issues are the responsibility of the parent and child, not the classroom teacher. You will appreciate that these guidelines are in place to ensure the safety and health of your child and of other children in school.

### **Site security**

Cambo First School provides 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. Laxity can cause potential problems to safeguarding. Therefore:

Gates should be closed after entry or exit at all times

Doors should be closed to prevent intrusion but to facilitate smooth exits.

Visitors and volunteers must only enter through the main entrance and after signing in at the office window.

Children must not open any of the main doors to adults or children

Parents with children must enter school by the rear exit. Doors will be locked at 9.05.

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.

### **Attendance Policy**

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 will work 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.

### **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 LEA is informed directly by the Criminal Records Bureau. [Please refer to child protection/DBS/Visitors/Volunteer policies for more information]

The Headteacher sits on all appointment panels where the candidates are external applicants. The Headteacher and two other governors have undertaken the NCSL training on Safer Recruitment

We have an appointed person for Child Protection - Mrs P Cummings who has the necessary training for this designation. Training is completed every two years.

New staff are inducted into safeguarding practices. We have a staff handbook for newly appointed staff. It is the responsibility of the head teacher 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**

All volunteers and adults working with our children must have DBS clearance. Regardless of the activity e.g. brief or extended. [see DBS, Visitors policy] The head teacher performs all identity checks at Cambo First School. Forms are available from the school office. Visitors who do not yet have clearance will under no circumstance be allowed to work with the 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 head teacher will endeavour to check this before admittance. [Tony Mays Northumberland LA]

### **Child Protection Policy**

The designated adult for Child Protection is Mrs. Cummings and in the absence of Mrs. Cummings Mrs. Patterson is also trained as a designated person for child protection. The designated governor for child protection is Mrs Isobel Anderson. There is a detailed Child Protection Policy, which is available from the school office. 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 every three 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.

All allegations of abuse by or complaints of a teacher will be dealt with following the LA Child Protection procedures. For any complaints about the Headteacher the Chair of Governors should be contacted directly. [Please refer to Child Protection policy]

### **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 discusses relevant issues with the children. Topics include such themes as Drugs, Sex and Relationships 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 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, artists etc with correct clearance are always welcome into school so that can give/share specialist knowledge with the children.

### **Internet Safety**

We have an E safety policy in school and it is adhered to. No child is allowed to access the internet freely. Rules are set out concerning its use for adults and children on site.

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. The head teacher is CEOP trained and has cascaded training within the staff. Community members have had the opportunity to take part in an E safety workshop. Parents are asked annually 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.

As Child Protection Officer the Headteacher has overall responsibility for internet safety.

### **Equal opportunities**

We have Equal opportunities, DDA, SEN, Community Cohesion, Anti bullying, Behaviour, Racial Equality policies in school. This element is integral to all policies and practice.

Within the school prospectus there is a statement for equal opportunities which asserts:

"At Cambo First School we strive to provide our children with an excellent education through inclusive, creative, broad and balanced learning opportunities. We want all of our pupils to perform to their maximum potential, academically, physically, socially and culturally in an atmosphere where they can grow and acquire appropriate skills, values and attitudes. We positively believe that a strong global relationship with others across the world is necessary to help our children grow and become effective citizens. We have therefore developed effective, real life links with schools and children in Europe and the world. We provide a caring, nurturing environment in which every child feels valued and respected."

At Cambo all children are given equal access to the school and its curriculum and all at Cambo are considered equal in the learning partnership. When children have special needs we make arrangements to inform parents and design specific programmes". We ensure children with disabilities are able to take a full and active part in every lesson. [please refer to DDA, SEN, Inclusion, Community Cohesion policies]

### **Behaviour policy**

Good behaviour is essential in any community and at Cambo we have high expectations for this. Our policy details the rewards and sanctions available to staff. 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
- Marbles for our treat jar
- Certificates

- Cups
- Badges

But the sanctions range from:

- A telling off
- Being removed from the class
- Loss of playtime
- Reporting to the head teacher
- A letter home
- Exclusion as a very last resort. We have never had any exclusions

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.

### **Anti Bullying Policy**

Cambo First School'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 to non-existent the school will always act 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

### **Racial tolerance**

We have Racial Equality/Equalities policies, policy reflected in other policies and every day practice.

At Cambo First School pupils will be prepared for an ethnically diverse society. 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 Cambo even better.

Racism is tackled in both the RE and in the PSHE curricula. The children take part in discussions designed to raise awareness and address prejudices. [please refer to community cohesion plans and policy, cultural awareness, inclusion, racial equality, international policies]

### **Photographing and videoing**

There has been a lot of controversy recently about adults photographing and filming young people. The concerns are genuine, however at Cambo 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 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 LEA advice leaflet.
- Parents will in the future be asked to sign to say that they have read the document prior to using their camera.

[Refer to e safety policy]

### **Whistleblowing Policy**

At Cambo we have a Whistle Blowing Policy it is updated annually.

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 policy on Whistleblowing. A copy of this can be made available from the school office.

Updated annually in the Autumn Term

Signed: *Paula Cummings*

## Appendix 1

### **Parental Request for Medication to be Administered**

*The need for medication to be administered to pupils during school hours must be supported by a parent or guardian's written request. It is only possible to administer medication prescribed by the child's doctor. 'Over the counter' medication cannot be administered by school staff*

*It is also important to keep the administration of medication to a minimum and parents are requested to consider the possibility of administering the daily doses out of school hours. If this is not possible the following consent form must be completed:*

To: Headteacher (name) \_\_\_\_\_

School (name) \_\_\_\_\_

I wish my child (name) \_\_\_\_\_ Class \_\_\_\_\_ to have the following medicine administered by school staff as indicated:

(i) Name of Medication \_\_\_\_\_

(ii) For how long will your child require this medication? \_\_\_\_\_

(iii) Time at which to be given \_\_\_\_\_

(iv) Amount to be given \_\_\_\_\_

(v) Means of administration \_\_\_\_\_

(vi) Special precautions (if any) (Please attach details)

(vii) Procedures to take in case of emergency (please attach details)

I undertake to deliver the medicine personally to you and to replace it whenever necessary. I also undertake to advise you immediately of any change of treatment prescribed by the doctor or hospital.

Signed: \_\_\_\_\_ Relationship to child \_\_\_\_\_

Date: \_\_\_\_\_