



Bishopston Primary School Ysgol Llandeilo Ferwallt

Safeguarding Policy

Article 3 – Everyone who works with children should always do what is best for each child

Article 29 – You should not be harmed and should be looked after and kept safe

Position	Name	Signature	Date
Chair of Governors	Al Roberts		Jan 19
Head Teacher	John Owen		Jan 19
Date of next review	Jan 2020		

Safeguarding Policy

The Governing Body of Bishopston Primary School believes that there are five key issues in the complete development of each and every child, in that we have a duty to ensure that each child:

- stays safe;
- is healthy;
- is able to enjoy and achieve;
- is able to achieve economic well-being;
- makes a positive contribution.

Bishopston Primary School Safeguarding Children Statement

Article 29 – Children should be looked after and kept safe

Bishopston Primary school provides a safe and secure environment in which children can flourish. In order to do this a wide range of safeguarding measures and policies are put in place:

1. The Health and Safety Policy

The school has a health and safety policy, which is monitored regularly by the ?????? committee of the governing body. The Headteacher and the Governors oversee and agree the policy. Any concerns from staff are reported and assessments regarding any necessary action are made. Termly, there is a fire drill that practises efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment. There is also an Emergency Action Plan, which details what staff and parents should do in the case of fire.

2. First Aid

The school complies with mandatory ratios of first aiders. First aid equipment is stored in the office, and a travel first aid kit is available for off-site activities. When a child is unwell, or has suffered an accident in school or on the playground, staff follow school protocol:

- a trained first aider is consulted;
- the incident is logged in the accident book by the person responsible for the child at the time of the accident;
- all head injuries are reported to parents and logged in the accident book
- if there is any doubt at all a parent is contacted.

School policy is that members of staff will only give medicines when the parent has completed and signed the appropriate form, requesting that staff administer medicine. The decision to meet the request is at the discretion of the Headteacher. For the majority of medicines, however, 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 or Deputy. Parents will be contacted if appropriate.

3. Site security

Bishopston provides a secure and safe environment for all. Therefore, we ensure that the following security measures are in place:

- Gates are closed at playtimes and lunchtimes;

- All exit doors are closed to prevent intrusion (unless a member of staff is supervising from the yard);
- Visitors only enter through the main entrance and after signing in at the office. They should be given a visitors badge on entry.
- Children are only allowed home with adults with parental responsibility or confirmed permission;
- Children are not permitted to leave school alone during school hours;
- Should a child leave the school premises without permission then staff are aware of the **local authority guidelines**. 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;
- Visitors who use the school site do so only with the express permission of the Headteacher; this permission can be withdrawn at any time.
- In the event of needing to evacuate the building the school follows its Escape plan as outlined in the Emergency Action Plan (EAP).
- In the event of needing to keep all the children inside the building because of an external threat the school follows its 'lock-down' procedures as outlined in the Emergency Action Plan (EAP).

4. Attendance

Regular attendance in school is paramount to successful learning outcomes. Parents are required to inform the school on the first day of absence. If no notification is given, the school may contact home. The school works closely with the Local Authority's Education Welfare Officer, **currently Sue Bell**, to monitor attendance and put measures in place to make improvements where required. Attendance rates are reported each term to the LA, 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.

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

All staff that are appointed to work in school will be subject to a Disclosure and Baring Service check (DBS). If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the Governing Body. The LA is informed directly by the DBS agency.

The Headteacher sits on all appointment panels, where the candidates are external applicants. New staff members are inducted into safeguarding practices. Newly appointed staff members are assigned a mentor for the induction period. It is the responsibility of the mentor to help familiarise new staff with procedures and policies which affect the health and safety of all in the school environment.

6. Induction of volunteers

Volunteers who work unsupervised with children are required to have DBS clearance, as outlined within our Volunteer Policy. For a brief activity - such as a school visit or occasional helping out in class, which does not involve the supervision or close contact of children, a DBS check is not

required. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

7. 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 verify clearance before admittance is granted and inform staff and make a record in the case of exceptions.

8. Child Protection Policy

The designated staff member for Child Protection is John Owen, Headteacher and the designated governor is Al Roberts. It is the Governing Body's duty to ensure the Child Protection Policy is reviewed annually and that any necessary amendments are made. All governors and staff have had appropriate child protection training, which is updated at least every three years. Child Protection matters are reported to the Governing Body every term.

This school follows guidelines which state 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. All staff have received guidance regarding physical restraint, and all staff within the STF have received training in MAPA which is updated annually. All allegations of abuse by, or complaints about, a teacher will be dealt with following the Local Safeguarding Board procedures. For any complaints about the Headteacher, the Chair of Governors should be contacted directly.

9. The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, through the delivery of the curriculum, in subjects such as Personal and Social Education, where children are given opportunities to discuss their own personal safety, and other sensitive issues. Topics include such themes as Drugs, Sex and Relationships and Stranger Danger – which may be delivered by qualified external specialists. 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. All schemes of work have been audited to ensure sufficient consideration of safeguarding and 'keeping safe'.

Adult: child ratios are adhered to at all times inside the school context and when on residential visits and school trips. Risk assessments, as deemed necessary are completed in advance and authorised by the EVO (Educational Visit Officer).

10. Internet Safety

Children use the internet to enhance learning across the curriculum and are educated about safe practices when doing so. Pupils are made aware of how to stay safe online and measures are in place to ensure that the use of technology is not abused. In line with DCF recommendations, internet safety is explicitly taught, and children are educated about limiting screen time. Children are not permitted to access the internet without adult permission and there are security measures in place to ensure their safety whilst browsing. Any inappropriate conduct, either by a staff member or a child is reported to the Headteacher immediately. As Child Protection Officer the Headteacher has overall responsibility for internet safety.

11. Equal opportunities

Bishopston promotes equal opportunities for all. Children with additional needs are able to play a full and active role in the life of the school through the school's inclusive ethos, effective differentiation and support.

12. Behaviour policy

Good behaviour is conducive to an effective learning environment, and is something the school prides itself on. We promote positive behaviour through effective praise and clear boundaries. Of course, although behaviour is consistently good, sanctions need to be in place to address and rectify any inappropriate behaviour. There is a more detail within the Behaviour and Anti-Bullying Policy.

13. Anti-Bullying Policy

At Bishopston the definition of bullying is: *"bullying involves an individual or a group of people, regularly or often, treating another individual or group without proper regard or respect"*. The school's response to this is unequivocal. Adults must be informed immediately and action will take place. Although bullying in this school is rare the school always acts swiftly with a process of investigation, communication and action, and always in partnership with parents. Bullies will not be tolerated. There is a more detail within the Behaviour and Anti-Bullying Policy.

14. Race Equality

We want our children to be ethical, informed citizens who are equipped to play an active role in an ethnically diverse society. The school fosters an ethos of respect and celebrates differences and promotes cultural awareness. Intolerance of others because of their race or ethnicity is always taken seriously. Race and Cultural education is covered in detail through the Humanities and Health and Well-being Areas of Learning and Experience and reinforced incidentally through cross-curricular themes and immersion weeks. Necessary protocol is adhered to when reporting incidences linked to racism.

15. Photographing and videoing

Safeguarding our children is our first priority. Parents are required to complete a detailed consent form, which outlines permissions for the posting of photographs and videos of their children on websites and social media sites used by the school. Parents reserve the right to refuse permission and the school ensures that children who are not permitted to appear on these digital sites are withdrawn from activities or hidden from view. On occasions where parents attend events to support their children, it is made explicit that whilst photographs and video footage may be taken – these are not to be shared on social media to ensure the effective safeguarding of all.

16. Whistleblowing

Staff have a professional duty to ensure the appropriate conduct of colleagues and visitors. Should there be cause for concern, staff follow protocol outlined in the school's Whistleblowing Policy.

This policy was last reviewed by Teaching Staff and Governors: January 2019