

Carterhatch



Infant School

Carterhatch Infant School

Safeguarding Policy

NON STATUTORY

Headteacher: Sarah Clements

Updated: December 2023

Next Review: December 2024

Safeguarding Policy

Parents send their children to school each day with the expectation that we provide a secure environment in which their children are safe and happy. At Carterhatch the health and safety of our children is of paramount importance and a wide range of measures are put in place in order to achieve this.

The Health and Safety Policy

The school has a Health and Safety policy, which is reviewed annually. A copy of this policy is available on the school website.

As part of our policy, our School Business Manager and Health and Safety Governor, conduct monthly Health and Safety Inspections. They undertake the inspections assessing any remedial actions, which need to take place. The actions are then addressed by the appropriate parties. Any concerns from staff are reported to any of the above and an initial assessment takes place. After the Health & Safety inspection an action plan is developed with a time line on when any issues identified should be addressed.

Fire Drills

There are regular fire drills (at least termly) so that efficient evacuation from the buildings can be practised. The Fire Alarm is regularly monitored and maintained. Staff are aware of the procedure in the event of the need to evacuate the site and our buddy school (Suffolk's Primary School) are aware of the process.

All staff complete on-line health and safety training in particular areas e.g. Fire Safety. This is done via our on-line management system – Citation, Health and Safety, Safety Cloud.

First Aid

Everyone in the school has a responsibility for the children's pastoral and welfare needs. Minor first aid, such as grazes and bumps will be administered by learning assistants. Basic first aid training is provided for all support staff every three years. We also have staff who are paediatric first aid trained (posters of staff are displayed in each classroom, the main office and in the staffroom).

Procedures are also in place to ensure all injuries are recorded in the first aid books and then transferred on to the school management system. There are a number of first aid kits situated in classrooms and year group corridors. Each learning assistant has a basic first aid bag with them all through the children's breaks.

Procedures in place for dealing with injuries include;

- Consulting a trained first aider.
- Logging all incidents in the first aid books.
- All head injuries are issued with a 'bumped head' note **given** to parents. **If the parent does not collect their child, then a phone call home will be made to inform parents about their child's bumped head.**
- Contacting parents or emergency services if the injury is a concern.

Our Welfare Policy provides more details about our procedures.

Medication

In the case of a child needing medication during the school day parents are asked to speak to office staff about completing our 'Consent to Administer Medication' form. The office staff will then give the consent form to one of our Senior Leadership Team (SLT) to check and sign. Medication will only be given to children if it has been prescribed and staff will always follow the dosage instructions on the medication. If the medication has not been prescribed then parents/carers will need to speak to SLT about their child's condition and a health care plan

may need to be put in place. For example, if a child has allergies and they need piriton to prevent a reaction from becoming more serious.

Our **Medical Needs Policy** provides more details about administering medication.

Site Security

Carterhatch provides a secure site. In order to maintain security there are rules and procedures that staff, parents, children and visitors should adhere to:

- Internal gates and main entrances should be closed except at the start and end of the school day and at the beginning and end of Nursery times.
- Gates are operated electronically during the school day and access granted by Office Staff and/or Site Manager, including vehicle gates. Parents, children and visitors should gain access to the building through the main school entrance only (except in exceptional circumstances with permission) and sign in and out at the School Office.
- Staff have access via the vehicle and main gate using a fob and sign in and out at the School Office.
- Vehicle access is restricted to staff, visitors and contractors. Parents are asked not to drive into school unless special permission has been given.
- All staff (including supply staff) are required to wear ID badges.
- Visitors/Contractors should visibly wear the ID provided.
- Office staff provide safeguarding information to all visitor/contractors and inform them if there are any planned fire drills.
- Doors should be closed unless supervised.
- Empty classrooms should have closed windows and doors.
- If children are collected by an adult during the school day, they should be signed out at the school office.
- Children will only be allowed home with adults with parental responsibility or others who they have given specific written/verbal permission to collect.

Attendance

The school has an **Attendance Policy**, which is regularly reviewed. 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 we have a policy of same day calling in order to ascertain each child's whereabouts. If we have not heard from parents/carers then we will attempt to contact them and other family and friends on the child's contact list.

The school works closely with the Local Education Authority Welfare Officer. If a child's attendance and punctuality causes concern, contact will initially be made with the parent, thereafter a referral may be made to the Education Welfare Officer.

Attendance rates are reported each term to the Local Authority and Governors. All parents receive an attendance percentage with their child's annual report. Positive measures and rewards are in place to encourage all children to have good attendance and punctuality. However, 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 Disclosure and Barring check undertaken. This search highlights people who have a criminal record or have had previous allegations made against them. If staff are found to have a criminal record the appointment is reconsidered by the Co-Heads and Safeguarding Governor. The LA is informed directly by the Disclosure and Barring Service.

A member of the Senior Leadership Team sits on all appointment panels where the candidates are external applicants. The Co-Heads, Business Manager and the Safeguarding Governor have undertaken training on safer recruitment.

New staff are inducted into safeguarding practices. Newly appointed staff are assigned a mentor for the induction period. The induction process ensures all new staff are familiarised with all safeguarding procedures and policies. All staff are required to complete the school's 'Keeping Children Safe in Education' declaration and a DBS declaration to declare any changes to their criminal record. The school 'Induction Pack' is issued to staff on or before arrival in school. It contains statutory policies which new staff are asked to read and follow.

Induction of Volunteers

Volunteers are required to have an informal interview with the Family Support Worker who will liaise with the Business Manager and Co-Heads. All volunteers must have DBS clearance which they are required to finance. Parents are allowed to support a brief activity, such as a school visit, which does not involve the supervision or close contact of children. 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. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

Welcoming Visitors

The Local Authority has confirmed that visitors with a professional role, such as the School Nurse or Education Psychologist have relevant clearance and they are asked to wear identification whilst on site. The Office will endeavour to check clearance before admittance is granted, but where there may be doubt, the visitor will be supervised and not left alone with children.

Child Protection

Our **Child Protection Policy** is regularly reviewed. A copy of this policy is available from the school website.

Internet Safety

Please refer to the Staff Code of Conduct for details on the safe use of the School Computer System. Our Online Safety Policy, which carries further information, can be found on the school's website.

Children should be encouraged to use the internet to support their learning, but at all times in a safe way. Children are closely monitored when they are on-line, and the firewall provided by the London Grid for Learning ensures pupils are not exposed to inappropriate material. Websites are monitored and some are blocked.

If teachers know of misuse, either by a child or an adult, the issue should be reported to the Co-Heads without delay. Children are taught how to use the Internet safely. In PSHE lessons, 'Mindfulness Monday' sessions and theme weeks, such as Friendships Week, Internet Safety Week. Our school newsletters and website also have an on-line section to support parents. Staff remind children about internet safety as often as possible and not just in isolated lessons/sessions about on-line safety. Staff refer to our on-line robot displays as a visual reminder for children.

Equal Opportunities

The Public Sector Equality Duty 2011 has three aims under the general duty for Schools, Academies and Settings:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act. By removing or minimising disadvantages suffered by people due to their protected characteristics
2. Advance equality of opportunity between people who share a protected characteristic and those who do not. By taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
3. Foster good relations between people who share a protected characteristic and those who do not. By encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low

The school has **Race Equality Policy** in place which can be found on the school's website.

At Carterhatch Infant School, we try to ensure that everyone is treated fairly at all times.

All children are given equal access to the school and its curriculum and all at Carterhatch are considered equal in the learning partnership. When children have special needs, we make arrangements to work collaboratively with parents and where possible, we provide specific programmes and interventions to support children and families. Children with disabilities must be able to take a full and active part in school life and every reasonable measure is taken to ensure this.

Outstanding Behaviour

We have a **Behaviour Policy** and guidelines, which are regularly reviewed. This can be found on our school website.

At Carterhatch Infant School we expect all of our children to come to school with positive attitudes and high expectations. We believe that every child and every adult at our school has the right to feel happy, to feel valued and to be treated with respect. Positive and desirable behaviour is a responsibility of everyone involved in our school. Behaviour for learning is as important as positive playground behaviour.

Anti-Bullying

Please refer to our **Anti-Bullying Policy** copies of which are available from the school website. At Carterhatch Infant School our aim is to develop a school ethos in which bullying is regarded as unacceptable. We work together to ensure that our school is a safe and secure environment where all our learners can succeed, be happy and feel safe. In our school we encourage children to take responsibility and to make decisions

We work to ensure that all children in our school become independent learners and are able to share their concerns with any member of the school staff. Children are encouraged to share their views and feelings through 'Mindfulness Monday' weekly sessions, PSHCE curriculum and everyday discussions with staff.

Photographing and Videoing

At Carterhatch Infant School we have an agreed approach and parents are asked to consent to photographs and videos of their child being used around school, in school literature and on the school website. Images used on our website will only have forenames used. Parental permission is sought before using any photographs outside the school. We give parents' permission to film their child at school events e.g. singing celebrations, sports day. However, before every event we ask that parents/carers do not put it on social media and that it has to be for their personal use only.

Whistleblowing

Please refer to the Whistleblowing Policy available from the school office. All staff are regularly given a copy which they sign to say they have received.

If members of staff ever have any concerns about any people in the workplace, 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.

We have a number of other documents as part of our safeguarding procedures. These are listed within the school's safeguarding policy file:

Attendance & Punctuality Policy
Child Protection Policy
Behaviour Policy
Anti-Bullying Policy
Gentle Handling Policy
On-line Safety Policy
Safer Recruitment Policy
Medical Policy and Managing Medicines
Welfare Policy
Race Equality
Data Protection Policy
Designated teacher for LAC and previously LAC Policy
School Exclusion Policy
First Aid in Schools Policy
Accessibility Policy
Freedom of Information Policy
Gender Equality Policy
Photography Policy
Whistleblowing Policy