



## **Safeguarding Children Policy**

**Leavesden Green JMI School and Nursery**

**Spring 2018**

## **Safeguarding children**

At Leavesden Green JMI School and Nursery (hereafter 'Leavesden Green') the health, safety and well being 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 be safe, happy and flourish. Leavesden Green therefore has to ensure that this expectation becomes reality. In order to do this a wide range of policies are put in place:

- Health and Safety
- First Aid (inc. the administration of medication)
- Site security
- Attendance
- Safer recruitment
- Use of Volunteers
- Visitors
- Child Protection Policy
- Curriculum
- Equality
- Behaving well together
- Anti bullying policy
- Racial equality
- Use of Images
- Whistle blowing
- Prevent

## **The Health and Safety Policy**

Leavesden Green has a Health and Safety policy, which is monitored each term by the relevant committee of the Leavesden Green Governing Board. A copy of this policy is available on the school website.

The Local Authority (Hertfordshire County Council) produces a monitoring checklist, which has to be completed on a termly basis. The Staff H&S trained Governor and the Site Supervisor oversee this comprehensive list. Any concerns from staff are reported to any of the above and the site supervisor 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.

There is also a Critical Incident Plan that details what staff and parents should do in the case of emergencies which can be obtained from the School Office.

## **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
- For head injuries a Head Note is issued
- If there is any doubt at all a parent is contacted.

The Leavesden Green general policy is that members of staff will not give medicines, unless it is for long standing situations eg diabetes or cystic fibrosis. 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.

## **Site security**

Leavesden Green 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:

- Pedestrian gates and playground gates should be locked except at the start and end of each day.
- Doors should be kept 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 window. All visitors are required to wear ID badges.
- 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, and if collected by an adult, signed out.

## **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 Education Authority's Attendance Improvement Officer whenever a child's attendance and punctuality causes concern. 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. For extreme cases where this is not having the impact of improving attendance then the school has a fixed fine penalty system which is explained in the attendance policy

### **Appointments of staff and induction of newly appointed staff**

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 Finance and Resources committee of the Governing Body.

The Headteacher sits on all appointment panels where the candidates are external applicants. The Headteacher has successfully completed 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 school but especially the children.

### **Induction of volunteers**

Volunteers must also have DBS clearance. 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. The school office performs this. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

### **Welcoming visitors**

All supply teachers are expected to provide proof of that they have a clear DBS check and a photocopy will be held on record.

All visitors to school working on behalf of agencies must provide evidence of their DBS check and this will be checked against the Single Central Record (SCR). All LA representative details should have been already sent to school and should be held on the SCR.

All visitors to the school will receive a copy of the Visitors to Leavesden leaflet outlining safeguarding policies.

## **Child Protection Policy**

The designated senior person for Child Protection is **Victoria Lyon**. The deputy designated senior person for Child Protection is **Anna Seidler, Max Dalton, Vicky DeBono**. The designated governor is **Lee Janaway**. There is a detailed Child Protection Policy, which is available on the school website. 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.

In order to safeguard and promote the welfare of children, the school will act in accordance with the following legislation and guidance:

- The Children Act 1989
- The Children Act 2004
- Education Act 2002 (Section 175/157)  
*Outlines that Local Authorities and School Governing Bodies have a responsibility to “ensure that their functions relating to the conduct of school are exercised with a view to safeguarding and promoting the welfare of children who are its pupils”.*
- Hertfordshire Safeguarding Children Board Inter-agency Child Protection and Safeguarding Children Procedures (Electronic)
- Keeping Children Safe in Education (DfE, September 2016)
- Keeping Children Safe in Education: Part One- information for all school and college staff (DfE, September 2016) – APPENDIX 1
- Working Together to Safeguard Children (DfE 2015)
- The Education (Pupil Information) (England) Regulations 2005
- Sexual Offences Act (2003)
- Section 26, The Counter Terrorism and Security Act 2015 (PREVENT duty)
- Female Genital Mutilation Act 2003 (Section 74 ,Serious Crime Act 2015)

Working Together to Safeguard Children (DfE 2015) requires each school to follow the procedures for protecting children from abuse which are established by the Hertfordshire Safeguarding Children Board.

Schools are also expected to ensure that they have appropriate procedures in place for responding to situations in which:

- (a) a child may have been abused or neglected or is at risk of abuse or neglect
- (b) a member of staff has behaved in a way that has, or may have harmed a child or that indicates they would pose a risk of harm.

We also have a policy on physical restraint. This school follows DfE guidelines which should be read in conjunction with the policy. It states clearly that physical restraint may only 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 24hours notice. For any complaints about the Headteacher the Chair of Governors should be contacted directly.

### **Safeguarding Pupils/Students who are Vulnerable to Extremism**

Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

We value freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning our society's British values. Both pupils and teachers have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. We are clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

We seek to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Extremist Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology, paramilitary groups of Irish Nationalists or Loyalists, and extremist Animal Rights movements.

## **Risk reduction**

Leavesden Green Governors and the Head Teacher will assess the level of risk within the school and put actions in place to reduce that risk. Risk assessment may include consideration of the school's RE curriculum, SEND policy, assembly policy, the use of school premises by external agencies, integration of pupils by gender and SEN, anti-bullying policy and other issues specific to the school's profile, community and philosophy.

This risk assessment will be reviewed as part of the annual section report that is monitored by the local authority and the local safeguarding children board.

Our school, like all others, is required to identify a Prevent Single Point of Contact (SPOC) who will be the lead within Leavesden Green for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism: The SPOC for Leavesden Green is Maxine Dalton.

When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak with the SPOC, Maxine Dalton. Numerous factors can contribute to and influence the range of behaviours that are defined as violent extremism, but most young people do not become involved in extremist action. For this reason the appropriate interventions in any particular case may not have any specific connection to the threat of radicalisation, for example they may address mental health, relationship or drug/alcohol issues.

## **Safeguarding Pupils who are vulnerable to exploitation, forced marriage, female genital mutilation, or trafficking**

Our safeguarding policy along with the school's values, ethos and behaviour policies provide the basic platform to ensure our children are given the support to respect themselves and others, stand up for themselves and protect each other.

Our school keeps itself up to date on the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation.

Our staff are supported to recognise warning signs and symptoms in relation to specific issues, include such issues in an age appropriate way in their curriculum.

Our school works with and engages our families and communities to talk about such issues.

Our staff are supported to talk to families about sensitive concerns in relation to their children and to find ways to address them together wherever possible.

Our Designated Safeguarding Lead knows where to seek and get advice as necessary.

Our school brings in experts and uses specialist material to support the work we do.

### **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 taken out of school on visits appropriate and agreed pupil/adult ratios are maintained. The school strictly follow the county off sites visits policy and procedures. The lead adult 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.

### **Equality**

At Leavesden Green we are committed to ensuring equality of education and opportunity for all children, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life. The achievement of children will be monitored by race, gender and disability and we will use this data to support pupils, raise standards and ensure inclusive teaching. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. At Leavesden Green we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

### **Behaviour and Anti Bullying Policy**

Bullying is the repeated or continuous action taken by one or more children with the deliberate intention of hurting another child.

We consider the three main types of bullying are:

- Physical - hitting, kicking, taking belongings
- Verbal - name calling, taunting, racist remarks
- Indirect - spreading unkind stories, unwanted harassment, excluding someone from social groups



Our school ethos is based on mutual respect, trust, caring and consideration for others. Such an ethos encourages co-operative, caring behaviour and bullying of any kind is totally unacceptable in our school and will never be ignored.

*Please see anti-bullying policy on the school website for full details*

### **Racial tolerance**

The school supports a policy of equal opportunities for the whole school community regardless of sex, race or colour and actively supports policies of equal opportunities for all in our curriculum. This includes support for the guidelines for schools of the Commission of Racial Equality and work positively to eliminate racial discrimination, to promote equality of opportunity, and to promote good relations between people of different racial groups.

Children take part in discussions designed to raise awareness and address prejudices through RE and PSHE. From time to time visitors work with the children.

The school follows all county procedures for reporting and dealing with any racist incidents. Racist incidents are treated seriously, parents are always informed and incidents are reported to Governors in the termly Headteacher's report.

### **Use of images**

On entry all parents are requested to sign an agreement that informs the school whether their child may be used on photographs in school or in the newspapers. This also includes video and use on the internet. It is the parents' responsibility to inform us if there is a change in this situation. All staff are given an annual list identifying relevant children.

At the beginning of school shows or assemblies it is stated clearly that photographs and videos may be taken for personal use within the family only and that images should not be sent via internet or used on social networking sites.

Video and photographs are used by the children and teachers within school to capture the children's learning for assessment, display and self evaluation purposes.

*Please see ESafety policy which can be found on the school website for full details*

### **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 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.

*Please see Whistleblowing policy which can be found on the school website for full details*

*The website carries all policies for Leavesden Green and can be found at: [leavesden.education](http://leavesden.education).*

### **Mobile Phones**

Mobile phones are not to be used within the school building by staff, visitors or children unless in a designated space (staffroom, PPA room).