

Ysgol Yr Hendy

Safeguarding Children Policy



'Gyda'n gilydd cymaint mwy'

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National government

The Welsh Government has been quoted as seeing children as rights bearers:

"Children and young people should be seen as young citizens, with rights and opinions to be taken into account now. They are not a species apart, to be alternately demonised and sentimentalised, nor trainee adults who do not yet have a full place in society". (Rights to Action)

In 2004, the Welsh Government issued Rights to Action, a policy document adopting 7 Core Aims for Children, which are presented as a direct translation of the UNCRC's articles into the following broad policy aims:

- A flying start in life
- A comprehensive range of education and learning opportunities:
- Enjoy the best possible health and freedom from abuse, victimisation and exploitation:
- Access to play, leisure, sporting and cultural activities:
- Be listened to, treated with respect and have their race and cultural identity recognised:
- Have a safe home and community which supports physical and emotional well-being:
- Are not disadvantaged by poverty

The Health and Safety Policy

The school has a health and safety policy. A copy of this policy is available with 24 hours notice.

The LEA produces a monitoring checklist, which has to be completed on a yearly basis. The Headteacher, the Caretaker and the Governor with responsibility for Health and Safety 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. The school conducts an annual Fire Risk Assessment.

First Aid

In school there are always trained members of staff who volunteer to oversee first aid. All staff are level 2 trained in 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:

- The incident is logged in the accident book
- If there is any doubt at all a parent is contacted.

Ysgol Yr Hendy's policy is that the Headteacher or designated member of staff can administer medicine, provided that a consent form has been signed by the parents. 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

Ysgol Yr Hendy provides a secure site, which is controlled by precise management directives, 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:

- ❖ Members of staff are responsible for opening and closing the school gates on arrival for the safety of the children attending breakfast club. Mr Phil Thomas (School patrol officer) ensures that the main gates allowing vehicle access are closed at 8.45 am and remain closed until the end of school clubs. The crossing patrol officer closes the walk through gate when he finishes his morning session.
- ❖ Gates are closed except at the start and end of each day and an intercom system facilitates access for other times
- ❖ Doors should be closed to prevent intrusion but to facilitate smooth exits.

- ❖ Visitors, volunteers and students must only enter through the main entrance and sign the Visitor Book.
- ❖ Children will only be allowed home with adults with parental responsibility or confirmed permission. Parents/carers collecting children early will be asked to sign out the children in the Visitors Book
- ❖ Empty classrooms should have closed windows.
- ❖ Children should never be allowed to leave school alone during school hours, and only if collected by an adult.

Should a child leave the school premises without permission then staff have been informed never to chase after a child, but to phone 999 and to report immediately to the Headteacher. Then parents will be informed of the circumstances.

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 Authority's Education Welfare Service whenever a child's attendance and punctuality causes concern. 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.

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 Disclosure Barring (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.

The Headteacher sits on all appointment panels where the candidates are external applicants. New staff are inducted into safeguarding practices. Newly appointed staff as well as teaching students 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

All Volunteers must have a DBS Disclosure Barring clearance (formerly known as Criminal Records Bureau clearance). Visitors who do not yet have clearance will not be allowed to volunteer in the school.

Welcoming visitors

All visitors must sign the Visitors Book and wear a visitors badge. 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).

Child Protection Policy

The designated senior person for Child Protection is Mrs Rhian Kenny (Headteacher). In her absence Mr Nicholas Davies (Deputy Head teacher) the designated governor is P.C.S.O. Lloyd. There is a detailed Child Protection Policy, which is available from the school office with 24 hours notice. 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 two 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.

For any complaints about the Headteacher the Chair of Governors - Mr. Gareth Beynon Thomas should be contacted directly.

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as Personal and Social 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. Our Local Community Police Officer (PC Lloyd) visits the school termly to speak to the children about local safeguarding awareness i.e. safety whilst outdoors.

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. In addition, EVOLVE procedures and Risk Assessments are followed rigorously preceding each out-of-school visit.

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. Parents are asked each year 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. The school has a detailed 'E' safety policy included in the ICT policies. All concerns relating to 'E' Safety are logged in the E Safety log and kept in the Safeguarding File.

The Headteacher has overall responsibility for internet safety. She is also the internet and email manager for school.

Equal opportunities

At Ysgol Yr Hendy we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at the school are considered equal in the learning partnership. When children have special needs we make arrangements to inform parents and design specific programmes.

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 Ysgol Yr Hendy 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.

There are numerous rewards available to children:

- Stickers
- Showing another teacher good work
- Pasta in a jar
- Golden Table (every Friday)
- Having the opportunity to captain various school teams.
- A letter home

But the sanctions range from:

- Discussion of the incident
- Being removed from the class
- Loss of playtime
- Reporting to a senior member of staff
- A letter home
- Exclusion

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

Ysgol Yr Hendy'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 the school always acts 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 at 24 hours notice

Racial tolerance

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 Ysgol Yr Hendy an even better school."

Racism is tackled in both the RE and in the PSE curricula.

Photographing and videoing

Ysgol Yr Hendy 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.

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. The school follows the Local Education Authority's draft policy on Whistleblowing. A copy of this can be made available at 24 hours notice.

