

# *Policy Document for: Safeguarding*



## **Respect Achievement – Achieve Respect**

Agreed	Head Teacher	Chair of Governors	Review

## **YSGOL OWEN JONES Safeguarding Policy**

### **YSGOL OWEN JONES SAFEGUARDING CHILDREN STATEMENT**

At Ysgol Owen Jones the health and safety of all children is of paramount importance. Parents and carers send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. Ysgol Owen Jones therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place.

#### **Administering Medicines Policy**

In the case of a pupil needing medication during the day parents are welcome to come into school to administer correct dosages or sign a consent form for staff to administer. 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. Any controlled drugs must be administered as part of a care plan and are kept in a safe place. Children who need to have creams etc, applied will have this in the first instance applied by a parent or designated person. If this is not possible the school will administer with signed permission of the parent/guardian, as part of our administration of medicine records.

#### **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 Inclusion Welfare Officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LA and annually to all parents. Positive measures are in place to encourage children to attend regularly.

#### **Anti Bullying Policy/Anti-Cyber bullying**

We regard bullying as any behaviour, whether physical or verbal, which intimidates or seeks to intimidate over a period of time, for whatever reason. It can range from ostracizing, name-calling, teasing, threats and extortion, through to physical and or sexual assault on persons and/or their property. We recognize that bullying can be done through use of internet and mobile phones and these forms of "cyber bullying" will also be dealt with in line with this policy. Bullying can be an unresolved single frightening incident which casts a shadow over a child's life, or a series of such incidents.

The school's response to this is unequivocal. Adults must be informed immediately and action will take place. Children are encouraged to speak to an adult should they feel they are victims of bullying. Although bullying in this school is rare the school always acts swiftly with a process of investigation, communication and action. Bullying will not be tolerated.

#### **Child Gone Missing On Site**

Should a child not be locatable on the school premises it should be reported immediately to the office. Parents and/or police will be informed of the circumstances.

#### **Child Gone Missing Off Site**

As part of our Educational Visits Coordinator policy, risk assessments must be carried out when taking children off-site including procedures if a child goes missing, which will depend on the nature of the visit. If a child goes missing on an off-site activity, the police, then school must be informed immediately, who will then inform the parents.

#### **Child Protection Policy**

The designated adult for Child Protection is Mr G. Caughter or Mrs L Jones in his absence and the designated governor is Rev R Hainsworth and Mrs L Deane in his absence. 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 at least every three years.

All allegations of abuse by or complaints of a teacher will be dealt with following the Complaints Procedure. For any complaints about the Headteacher, the Chair of Governors should be contacted directly.

### **Confidentiality**

All staff are required to keep school matters confidential and will be dealt with under disciplinary procedures. A copy of what constitutes misconduct and gross misconduct is found in the staff handbook.

### **Curriculum**

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as Personal, Social and Health Education and ICT discusses relevant issues with the children. Topics include such themes as Drugs, Sex and Relationships and Stranger Danger. Children are encouraged to 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, the forest and Design and Technology activities.

At all times there has to be appropriate staffing levels and where the curriculum is taken 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 (EVC co-ordinator). Visiting speakers, with correct clearance, are always welcome into school so that they can give specialist knowledge to the children.

### **Disciplinary Procedure**

As stated above what constitutes misconduct and gross misconduct is found in the staff handbook. The school has adopted the LA disciplinary procedures.

### **Disclosure to police**

If the police require information regarding any allegations against staff, advice from the legal department is advised before interviews are to take place.

### **E-Safety**

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. To ensure the pupils are using the internet safely and correctly they must always be supervised by an adult whilst online. 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. All staff have agreed and signed the Acceptable Use of the Internet Policy. Children are part of the E-Cadets scheme that enables them to complete a number of challenges aimed at raising whole school awareness on E-Safety. The school is an E-Cadet ambassador school.

Children and young people can be exploited and at risk of radicalisation through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimise the risks to our children and young people. Ysgol Owen Jones will ensure that we have in place appropriate measures such as security filtering, and an acceptable use policy linked to our e-safety policy.

### **Equal opportunities**

Within the Equal Opportunities Policy there is a statement for equal opportunities which asserts: "We believe that equality lies at the heart of quality education and we will teach and support others in pursuit of this aim".

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.

### **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

If there is any doubt at all a parent/carer is contacted.

### **Head injury policy.**

All attempt is made to avoid injuries on school premises. When a head injury is sustained, the following procedures are followed. The first aiders in school are notified and check for evidence of concussion. Ice packs are applied by the child, if possible. As a matter of course the parents/guardians of the pupil will be contacted by phone to inform them of the injury. The head injury book will also be signed and a head injury slip is given that warns of potential symptoms of concussion. Any other head injury which is deemed serious enough, an ambulance will be called.

### **Health and Safety**

The school has a health and safety policy, which is monitored annually by the relevant committee of the school governors.

The LA produces a monitoring checklist, which has to be completed on a yearly basis. The Headteacher, who is responsible for Health and Safety, the Site Supervisor and the Governors 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.

### **Hygiene Policy**

Our school promotes high standards of health and hygiene procedures. To support personal hygiene the school encourages, for example, hand washing, nose blowing and provides sanitary wear and facilities for girls if necessary. The school follows LA toileting policy for younger children when the need arises.

### **Intimate care procedures**

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 Senior Teacher. 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.

### **Induction of volunteers/parental involvement**

Volunteers must also have Disclosure and Barring Service clearance and have links with the school. For a brief activity, such as a school visit, which does not involve the supervision or close contact of children it is not necessary for a full DBS check. 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 enhanced DBS search will be conducted. The office performs this. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

### **Intruders Policy/CCTV**

All visitors are required to sign in and out of the visitors book on arrival. If a member of staff has any suspicion about a stranger, they must inform the headteacher, deputy head or office immediately and ask the stranger to remain in the reception area. If the stranger becomes a nuisance or abusive, the head, senior teacher must be sent for immediately. Staff must never put their own safety at risk. The office will then inform the police. The school has adopted the LA CCTV policy. An investigation will take place into how the intruder was able to enter the school.

### **Photographing and videoing**

We allow parents to photograph and film providing they follow certain guidelines:

- Parents consent to school taking photographs by signing a permission slip on an annual basis. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.
- Parents are discouraged from putting photographs of pupils and identifying them on Social Networking Sites. This is made clear at any gatherings where pupils and parents are together.

- All staff have signed our Electronic Acceptable Use Policy.
- Photographs and videos of children taken by staff must only be taken on school cameras and not on personal cameras or mobile phones

### **Racial tolerance**

A statement within our Equality Policy asserts that we are committed to:

- Promoting equality of opportunity
- Promoting good relations between members of different racial, cultural and religious groups and communities
- Eliminating unlawful discrimination

Racism is tackled in both the RE and in the PSHE curriculum. The children take part in discussions designed to raise awareness and address prejudices. Ysgol Owen Jones follows LA procedures for reporting racist incidents.

### **Anti-Radicalisation**

The School will ensure that the Prevent Duty as outlined in the Counter Terrorism and Security Act (2015) is implemented, taking into account the Local 'Prevent' policies, protocols and procedures. Detailed procedures to protect students from radicalisation and extremism are outlined in Anti-Radicalisation Policy 2016. In safeguarding students from extremism and radicalisation school governors, staff and volunteers will be alert to:

- Disclosure by pupils of their exposure to extremist actions, views or materials
- Graffiti, symbols, writing or artwork promoting extremist messages or images
- Reports of changes in behaviour, friendship or actions and requests for assistance
- Partner schools, local authority services and police reports of issues affecting pupils in other schools or settings
- Pupils, staff, parents or visitors voicing opinions drawn from extremist ideologies and narratives
- Use of extremist or hate terms to exclude others or incite violence
- Intolerance of difference
- Attempts to impose extremist views or practices on others
- Anti Western or anti British views

All concerns should be reported immediately to the school's designated Safeguarding lead officer.

### **Site security**

Ysgol Owen Jones 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.

Gates should be locked except at the start and end of each day.

External doors/fences should be locked to prevent intrusion but to facilitate smooth exits.

Visitors, volunteers and students must only enter through the main entrance and after signing in at entrance hall.

Children will only be allowed home with adults with parental responsibility or confirmed permission.

Children should never be allowed to leave school alone during school hours, and if collected by an adult, signed out.

Children who arrive late must be signed in by the parent/guardian. This book will then be monitored for persistent lateness.

### **Safer recruitment of staff/DBS Disclosure Checks**

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 against them. No staff will be appointed until the return of their DBS. Any potential staff with a DBS return that shows a record will be considered again by the appropriate committee. The LA is informed directly by the headteacher. The school, in this case, will review the event and create a risk assessment before proceeding further.

The Headteacher sits on all appointment panels where the candidates are external applicants. New staff are inducted into safeguarding practices. It is the responsibility of the headteacher to familiarise new staff with procedures and policy, which affect the health and safety of all at school but especially the children.

### **School Trips**

The school uses the Evolve system to book trips. This includes procedures for booking overnight or adventurous activities. The headteacher is the Educational Visits Coordinator

### **Sick Child Policy**

Should a child become sick during the school day, the parent/carer will be contacted by a member of staff. Whilst awaiting parent's arrival, staff will ensure the comfort of the child, but will also seek further medical advice if necessary. Parents are responsible for keeping the school informed about their child's health.

### **Students on Placement**

The school takes students from High Schools, local colleges and Bangor University. All students are given a copy of the health and safety induction and child protection procedures are explained.

### **Sun Protection Policy**

In hot weather, letters are sent out encouraging the use of sun cream and hats. Parents are encouraged to apply suncream before school and children are able to access it during the day. Staff are not to apply suncream to children but can show them how to apply it. Children who have specific requirements regarding suncream will be able to have the cream applied through a referral to our administration of medicines policy.

### **Troubled and Vulnerable Children**

Ysgol Owen Jones is committed to the community within which we work and safeguarding those most vulnerable we work with. School recognizes that some groups, for example, EAL or children with disabilities may find it more difficult to disclose abuse. We ensure a multi-agency approach to working with the most vulnerable children.

### **Uncollected Child**

Up to date information on all pupils is kept on Schools Information Management System. If a child is uncollected and no message left, reasonable attempts will be made to contact the parent/carer. If a parent can not be contacted and the child has not been collected after 15 minutes, the child will be taken to after school club and the parent will be billed accordingly. If the child is not collected at the end of the after school provision, social services will be contacted for advice.

### **Welcoming Visitors & Contractors**

All visitors are required to sign in and out of the visitors' book. Pupils are not allowed to let anyone in. Before entry, identity is checked through the use of the video entry system. The school only uses approved LA contractors for work to be carried out.

### **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 LA's policy on Whistleblowing.