

# St Thomas CE school - Safeguarding Policy

St Thomas CE School is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others.

Safeguarding is the policies and practices that our establishment follows to keep children and adults safe and promote their well-being. This can cover things such as recruitment of staff, recognising the signs of abuse, and ensuring that all staff are aware of legislation and safe practices. Child Protection is part of Safeguarding practice. Child Protection is the activity that is undertaken to protect children who are likely to suffer harm or already suffering significant harm. Child protection is what is in place to protect children who have already experienced harm, abuse, neglect, sexual exploitation, or have otherwise been harmed.

This policy encompasses many of the other policies in the school that relate to keep children and adults safe. All parents applying for places at this school will be informed of our safeguarding responsibilities and the existence of this policy and other policies.

This policy is consistent with all other policies adopted by the Governors and should in particular be read in conjunction with the following policies relevant to the safety and welfare of children:

- Health and Safety,
- Walking home, mobile phone Anti-Bullying, Anti-Racist, Behaviour, ESafety
- Sun policy
- Risk assessment policy
- Child Protection policy
- Drugs policy
- After school club policy
- Confidentiality policy
- Anti - bullying policy
- Trips and visits policy
- School Security policy
- End of school day policy

## Child Protection

All adults working in this School (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Person with responsibility for child protection.

**The Designated Person is: Mr C Kirk - Head Teacher; The Deputy Designated Person is C Alford**

The Designated Person is also the first point of contact for external agencies that are pursuing Child Protection investigations and co-ordinates the school's

representation at CP conferences and Core Group meetings (including the submission of written reports for conferences). When an individual concern/ incident is brought to the notice of the Designated Person, they will be responsible for deciding upon whether or not this should be reported as a safeguarding issue. Where there is any doubt as to the seriousness of this concern, or disagreement between the Designated Person and the member of staff reporting the concern, advice will be sought from the Deputy Designated Person or DESC - Grainne Burns.

The parent/carer will normally be contacted before a referral is made to Children's Social Care (Children's Services). However, if the concern involves alleged or suspected sexual abuse or the Designated Person has reason to believe that informing the parent at this stage might compromise the safety of the child or a staff member, nothing will be said ahead of the referral.

In circumstances where a child has an unexplained or suspicious injury that requires urgent medical attention, the CP referral process should not delay the administration of first aid or emergency medical assistance. If a pupil is thought to be at immediate risk because of parental violence, intoxication, substance abuse, mental illness or threats to remove the child during the school day, for example, urgent Police intervention will be requested. **Injury at school and accident book.**

In situations where pupils sustain injury or are otherwise affected by an accident whilst they are the responsibility of the school, parents will be notified of this as soon as possible.

Parents will be notified if their child has had a bump on the head and will be asked to come into school to look at their child as a precaution. The accident book will be filled in by staff immediately after an accident has occurred. The appropriate forms will be filled in to be sent to the DESC if a child has to receive hospital treatment.

Staff will investigate any incidences that take place at school where a child / children are injured and an electronic/ paper log will be made of the incidence. Parents will be informed as soon as possible.

St Thomas CE school - **Safeguarding Policy Strangers.**

St Thomas school recognises the need to be alert to the risks posed by strangers or others (including the parents or carers of other pupils) who may wish to harm children in school or pupils travelling to and from school and will take all reasonable steps to lessen such risks. Adult visitors will be required to fill in the visitors book on arriving at the school. There is a strict school security policy - please refer to this policy.

**Access to school and moving around school.**

Access to the school will be through the main front door. All parents and visitors must report to the front office and sign in or explain their business. No parent or adult will be allowed beyond the security door into the main school. Those working as visitors within the school must be signed in and accompanied as per our volunteers policy.

**Vulnerable children**

Particular vigilance will be exercised in respect of pupils who are the subjects of Child Protection Plans and any incidents or concerns involving these children will be reported immediately to the allocated Social Worker .

All children that are deemed to be vulnerable - emotionally or physically will be given nurture and specific attention according to their needs. This will be in collaboration with parents and carers.

The School acknowledges the additional need for support and protection of children who are vulnerable by virtue of disability, homelessness, refugee/ asylum seeker

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status, the effects of substance abuse within the family, those who are young carers, mid-year admissions and pupils who are excluded from school.

### **Children with additional medical needs.**

Parents will pass any medical information on to the Administrator, Head teacher and class teacher. This will be relayed to all staff and appropriate training given if needs be. - Asthma, EpiPen training.

Where children have medical needs clear guidelines will be made available to all staff on the campus as to what the nature of the medical need is and what needs to be put in place in the school environment to ensure the child's needs are met.

### **Behaviour**

The school has a strong commitment to an anti-bullying. Please see policy. Parents will be invited into the school if there is an incidence that is perceived as bullying and we will work with the families to resolve any issues.

The children are aware of the behaviour policy which they understand is to keep them safe and protected. See behaviour and anti- bullying policies.

### **Training**

Whole-school in-service training on safeguarding issues will be organised every year in the September. All new staff and students will have a copy of the child protection policy. All newly recruited staff (teaching and non-teaching) and Governors will be required to attend relevant DESC or Safeguarding Board training. In addition, all new staff and temporary staff will be required to attend an induction session with the Designated Person as soon as term begins. The Designated Person will attend the DEsC's dedicated induction course and then refresher training at least every two years. Designated staff will be encouraged to attend appropriate network meetings and sessions.

All staff will be made aware of all policies linked to this safeguarding policy.

### **Recruitment**

All staff at the school will have up to date DBS checks.

Students doing their practice will have up to date checks.

All new staff will be made aware of this policy and any additional needs that children have.

Any parent or other person/organisation engaged by the school to work in a voluntary capacity with pupils will be subjected to all reasonable vetting procedures as per the Volunteer policy. Volunteers will work under the direct supervision of an established staff member and will be subject to the same code of conduct as paid employees of the school.

All volunteers will be expected to read the confidentiality policy and adhere to it.

### **Staff code of Conduct**

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with pupils and their families. Children will be treated with respect and dignity and no punishment, detention, restraint, sanctions or rewards are allowed outside of those detailed in the school's Behaviour Management Policy. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation.

Where incidents occur which might otherwise be misconstrued, or in the exceptional circumstances where it becomes necessary to physically restrain a pupil for their own protection or others' safety, this will be appropriately recorded and reported to the Head teacher and parents.

Any physical restraint used will comply with DESC guidance. -

For their own safety and protection, staff should exercise caution in situations where they are alone with pupils. Other than in formal teaching situations; musical instrument tuition, for example, the door to the room in which the 1:1 coaching, counselling or meeting is taking place should be left open.

Staff will not disclose their personal telephone numbers and email addresses to pupils or parents. Staff are advised not to invite or accept invitations to have friends with parents on Social media sites. ( See E safety policy).

First aid will only be administered by qualified First Aiders. If it is necessary for the child to remove clothing for first aid treatment, there will, wherever possible, be another adult present.

If a child needs help with toileting, washing after soiling themselves, another adult should be present or within earshot. All first aid treatment and non-routine changing or personal care will be recorded and shared with parents/ carers at the earliest opportunity.

Children requiring regular medication or therapies for long-term medical conditions will be made the subject of a Medical Plan that has been agreed with the parents. At no time will medication be administered to children unless a child needs long term medication and there has been a discussion with the parent and written consent.( see document Guidance for Schools on the Administration of Medication and Medical Care 2010).

### **Off site visits**

Staff supervising off-site activities or school journeys will be provided with a school mobile telephone as a point of contact for parents and carers if needs be.

EVOLVE and risk assessments must be done prior to the visit and if at all possible a visit to the venue prior to trip. (see policy on off site activities.)

## **Complaints and allegations made against staff**

St Thomas C of E School takes seriously all complaints made against members of staff. Procedures are in place for pupils, parents and staff to share any concern that they may have about the actions of any member staff or volunteer. All such complaints will be brought immediately to the attention of the Head teacher (or Teacher in Charge ). Advice will be sought from the DESC if complaint cannot be solved by the Senior management team. The DESC complaints procedure would be followed.

The following situations should always be referred to the DESC designated safe guarding persons.

1. An allegation that a member of staff has seriously harmed a child
2. An allegation that has been reported to the Police or Children's Services by the child or parent.
3. An allegation involving a child who is Looked After in Public Care.
4. An allegation involving a child who is the subject of a Child Protection Plan.
5. An allegation involving a child who has a disability or Statement of Special Educational Needs.
6. The member of staff concerned has been subject to previous complaints. **Any allegations of the above must be brought to the attention of the head teacher who will follow procedures laid down by the DESC.**

## **Records**

SEN records will be stored in a locked cabinet.

Log books and behavioural logs will also be stored securely.

Data and information about the children will be stored per Data protection regulations.

## **Safety in school**

No internal doors to classrooms will be locked whilst pupils are present in these areas.

Entry to School premises will be controlled by doors that are secured physically or by constant staff supervision or video surveillance ( except during times when parents are bringing or collecting children at the beginning or end of school sessions).

Authorised visitors to the school will be logged into and out of the premises. Unidentified visitors will be challenged by staff or reported to the Head teacher or school office.

Carelessness in closing any controlled entrance will be challenged. (Please see school security policy)

The presence of intruders and suspicious strangers seen loitering near the school or approaching pupils, will be reported to the Police and the DESC with a view to alerting other local schools through appropriate systems.

Parents, carers or relatives may only take still or video photographic images of pupils in school or on school-organised activities with the prior consent of the school and then only in designated areas. If parents do not wish their children to be photographed or filmed and express this view in writing, their rights will be respected. (Consent forms filled in in September)

Children will only be allowed to walk home from school if there is a letter from parents giving permission. Children will only be allowed to leave the premises with an adult that is known to the children and school. ( see Walking Home policy)

*This policy will be reviewed every year.*

*Date: September 2023 - review date: September 2024.*