

Birchgrove Primary School

Ysgol Gynradd Gellifedw



Safeguarding Policy

“Every Child Matters”

When the government published “Every Child Matters” it raised 5 key issues that were deemed essential in the complete development of each and every child:

- Must be and stay safe
- Must be healthy
- Must be able to enjoy and achieve
- Must be able to achieve economic well-being
- Must make a positive contribution

There was a clearly stated need that, while each area of society has an important part to play in child development, schools must embrace the document both individually and collaboratively.

The government has published a policy “Safeguarding Children” (DfES/027/2004) and this school has used this in formulating its own safeguarding statement.

The Senior Management Team will have the responsibility of ensuring that the school does its best to deliver each of the five key issues.

The Health and Safety Policy

The school has a health and safety policy, which is monitored by the health and safety committee of the school governors. A copy of this policy is available with 24 hours notice.

Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment, although periodic changes to the FRA are made if circumstances dictate.

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 record sheet is logged and placed in the accident file kept in the main office

Following all head injuries and when a first aider considers further medical advice / referral is needed parents / guardians are contacted by telephone and/or emergency services are contacted.

Administration of Medicines

Introduction

The school will work with parents and the School Health Service to support the regular attendance at school of pupils who need to take medication while at school.

If a pupil has a long term medical condition the school will, in partnership with parents and with medical advice, draw up a health care plan to enable the pupil to participate as fully as possible in the life of the school.

The Headteacher, staff of the school, parents, School Health Service and other professionals all have a role to play and the needs of children are best met when there is good communication between all parties.

Medication is administered on a voluntary basis by staff and therefore parents are asked only to request administration of medicine during school hours when it is absolutely necessary. If at all possible arrangements should be made for medicines e.g. antibiotics, to be taken out of school hours.

Role of Headteacher

The Headteacher will:

- determine, in discussion with parents and with the School Health Service, whether or not the school is able to meet the medical needs of the pupil.
- ensure that staff who agree to administer medicine will receive support and advice on any necessary training from the School Health Service;
- regularly inform parents of the school's policy;
- ensure that **all** teaching, support staff and supply teachers who may need to deal with a medical emergency arising from a child's medical needs know the child's needs and the procedures to be followed;
- arrange the secure storage of medicines and ensure that if the storage is kept locked that all staff know where the key is kept and that all children who require medication know where their medicine is stored and who has the key;
- arrange for the provision of protective disposable gloves to be used by staff when dealing with spillages of body fluid or when disposing of dressings.

Role of Staff

It is recognized that the administration of medicines by staff is a voluntary activity which staff undertake for the welfare of pupils in this school.

Staff who administer medicines will:

- check the pupil's name, date of birth, prescribed dose and expiry date of medicine before administration;
- complete a **Record of Medication Administered in School Form** (See appendix 3) to record details of medicine given;
- ensure that parent/carer is informed if a pupil refuses to take medicine;
- return any unused medicine to parent;
- follow basic hygiene procedures and wear protective gloves when dealing with spillages of body fluid or when disposing of dressings; and
- Contact parents immediately if there is any medical concern about a pupil.

Role of Parents

The cooperation of parents is sought to ensure that the child's safety and welfare is foremost. For this reason non-prescribed medicines will only be administered in exceptional circumstances with agreement of the Headteacher. No aspirin will be administered. If the Headteacher is concerned about giving the medication requested advice will be sought from the School Health Service.

It is very important that parents provide the school with sufficient relevant information about their child's condition e.g. if there are any side effects of taking particular medication, if any precautionary measures need to be taken prior to physical exercise etc.

Parents should:

- complete a **Request for School to Administer Medication Form** (see appendix 1) if they wish medicine to be administered at school;
- bring medicines to school in the original container, clearly labelled with the pupil's name and date of birth;
- give written instructions preferably from the G.P;
- ensure that if more than one medicine needs to be given, each is in a separate container;
- ensure that the school has a contact telephone number.

Health Care Plans

If a child has a medical condition that requires careful management, the Headteacher and SENCo will consult with parents and with the school doctor and then draw up a Health Care Plan in consultation with all relevant parties.

The plan will be a written agreement with the parent and will set out for staff, parents and pupil the help that the school can provide and receive.

The Headteacher will be responsible for initiating a joint review of the Health Care Plan at least once a year, or sooner if the medical needs change. Parents are responsible for informing the school if medical needs change.

School Visits

Whenever possible pupils will be encouraged to participate in school visits even if on medication. In certain circumstances parents may be asked to assist the school by accompanying the pupil on the visit. If the Headteacher is concerned about whether or not the school can provide for the child's safety or the safety of other pupils then advice will be taken from the School Health Service or the child's G.P.

Sporting Activities

All pupils are encouraged to take part in Physical Education and games; for most children physical activity is of benefit for the child's social, mental and physical health.

If there are any restrictions on a pupil's ability to participate in Physical Education these should be included in the individual Health Care Plan.

If children need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication, staff will be made aware of this.

Staff who are supervising sporting activities will be made aware of emergency procedures.

Site Security

Birchgrove Primary School 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:

- Gates should be locked except at the start and end of each day.
- Doors should be closed to prevent intrusion but to facilitate smooth exits.
- Visitors, volunteers and students must only enter through the main office entrance and after signing in using the school's electronic signing in system. They must wear the identification sticker that will be produced on signing in at all times inside the building and within the grounds (if working outdoors). On leaving the premises, all visitors, volunteers and students must sign out using the school's electronic system.
- Staff wear red staff lanyards that are linked with the school's electronic signing-in system and high visibility vests when supervising breaks in the playgrounds.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Empty classrooms should have closed windows, and fire exits only used in an emergency.

Should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the office. Then parents and police 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 Welfare officer whenever a child's attendance and punctuality causes concern, and follows the ERW Attendance Procedures. Attendance rates are reported each term to the LA, 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 must complete DBS checks. This search highlights people who have a criminal record or if previous allegations have been made against 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 LA is informed directly by the Criminal Records Bureau.

The Headteacher sits on all appointment panels.

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

For a brief activity, such as a school visit, which does not involve the supervision or close contact of children, an adult without a DBS will under no circumstance be left alone with a child or group. For this type of activity a DBS will not be necessary. 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 and a risk assessment will be completed.

Welcoming Visitors

It is assumed that visitors with a professional role e.g. social services 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. Visitors are asked to read fire safety information and safeguarding notices as they sign in.

Child Protection Policy

The designated adult for Child Protection is the Headteacher Mr. Matthew O'Brien (or Deputy Headteacher Mrs. Mari Hockin in the Head's absence) and the designated governor is Mrs. Erica Owen. 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 three years.

All allegations of abuse by or complaints of a teacher will be dealt with by the Headteacher. A copy of this is available at 24 hours notice. For any complaints about the Headteacher the Chair of Governors should be contacted directly. Please see our Complaints Policy.

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, 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. The school follows consistent procedures for undertaking risk assessments and the Evolve system is used; as advised by the local authority.

Visiting speakers, with correct clearance are always welcome into school to impart 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.

Equal Opportunities

Within the school prospectus there is a statement for equal opportunities.

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.

Positive Behaviour Policy

Good behaviour is essential in any community and at Birchgrove Primary School 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.

- Children are encouraged to follow the Golden Rules. Details can be found in the School's Behaviour Policy.

Staff are discouraged from handling children.

Anti-Bullying Policy

Birchgrove Primary School operates a consistent approach to dealing with bullying.

The Birchgrove Primary School 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

Along with the equal opportunities statement there is a statement in the prospectus that asserts:

At Birchgrove Primary School pupils will be prepared for an ethnically diverse society. 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 Birchgrove Primary School even better.

Racism is explored in both the RE and in the PSE curricula. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children.

Radicalisation

The Headteacher and teaching staff have received PREVENT awareness training. Any suspected radicalisation of our pupils must be reported to the designated child protection officer. The agreed protocol within the LA will then be followed. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views. School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately.

Photographing and Videoing

There has been a lot of controversy recently about adults photographing and filming young people. The concerns are genuine, however at Birchgrove Road Primary School we 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 at Parents' Evening or upon entry to school. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.
- Parents taking photographs read the LA advice leaflet.

Reporting of Concerns

The school would encourage all members of staff, paid or unpaid, to express any concerns they might have to the Headteacher or designated safeguarding governor (E Owen). This can be done in writing or verbally but staff should be prepared to discuss issues. Staff can be reassured that anything they report will be dealt with in a sensitive and confidential manner. The school follows the Local Education Authority's draft policy on Whistleblowing. A copy of this can be made available at 24 hours notice.

Appendix 1

Request for School to Administer Medication

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that staff can administer the medication.

Details of Pupil

Surname _____

Forename(s) _____

Address _____

Condition or Illness _____

Male or Female _____ Date of Birth _____ Class _____

Medication

Name / Type of Medication (as described on the container)

How long will your child take this medication _____

Date dispensed _____

Full Directions of Use

Dosage and Method _____

Timing _____

Special Precautions _____

Side effects _____

Appendix 2

CONFIRMATION OF THE HEADTEACHER'S AGREEMENT TO ADMINISTER MEDICATION TO A NAMED CHILD

I agree that (name of child) _____ will receive

(quantity and name of medicine) _____ every day at

(time medicine to be administered e.g. lunchtime or afternoon break)

_____.

(Name of child) _____ will be given / supervised

whilst he/she takes their medicine by (name of member of staff)

_____.

This arrangement will continue until _____.

Date: _____

Signed: Headteacher _____

Named: Member of Staff _____

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 Deputy. 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.

Appendix 3

Record of Medication Administered in School

Print name									
Signature of Staff									
Any Reactions									
Dose given									
Name of Medication									
Time									

Pupil's Name									
Date									