

TWERTON INFANT SCHOOL & NURSERY



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SAFEGUARDING CHILDREN STATEMENT

Date Adopted: _____

Next Review: _____

Name of Governor: _____

Signed: _____

Signature of Headteacher: _____

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TWERTON INFANT SCHOOL & NURSERY

SAFEGUARDING CHILDREN STATEMENT

At Twerton Infant School and Nursery the health and safety 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 flourish. Twerton Infant School and Nursery, therefore, has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place. The following is a brief resume of the key policies in place to enable this to happen and is used in conjunction with the Safeguarding Handbook. All policies are in the School's Quality Framework and these are freely available in the School Office and every classroom. Finally, the Designated Safeguarding Lead in the school is Mr Paul Mattausch Burrows (Headteacher) and the Deputy Safeguarding Lead is Mr George Samios (Deputy Headteacher).

The Health and Safety Policy

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

There is a monitoring checklist, which has to be completed on a yearly basis. The Headteacher, the School Secretary, the Caretaker 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 Caretaker 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.

There is also a critical incidents plan that details what staff and parents should do in the case of emergencies.

In addition to the Health and Safety Policy there are policies regarding Food and Drink and Food and Hygiene. These determine safe practices in school and the Kitchen/ Dining Room.

First Aid & Medical Needs

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 School's policy is that members of staff will not administer medicines unless they have been prescribed by a doctor and they are required four times a day. If it is less than that it should be administered at home. Wherever possible, even the very young are encouraged to administer their own medication, with supervision. Parents are also welcome to come into school to administer correct dosages.

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. In rare circumstances the school nurse will be contacted as a matter of utmost urgency before the parent.

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Site Security

Twerton Infant School and Nursery 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:

- All gates around the school will be shut except at the start and end of each day. The main gate will be shut as much as possible as there has to be a common sense approach regarding deliveries.
- Doors should be closed to prevent intrusion but to facilitate smooth exits.
- Visitors and volunteers must only enter through the main entrance and after signing by the school office.
- The Site Manager conducts a sweep of the grounds at 9.15am to ensure that all gates are locked.
- 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, or SMS, 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 PSAs and Local Authority's CMEO 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 (i.e. Attendance Newsletter) 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 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 LA is informed directly by the Criminal Records Bureau.

The Headteacher/Deputy Headteacher sits on all appointment panels where the candidates are external applicants. The Headteacher/Deputy Headteacher has undertaken the training on Safer Recruitment

New staff are inducted into safeguarding practices through meetings, policies and leaflets. Newly appointed staff are assigned a mentor for the induction period – usually the HT or DH. 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.

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Induction of Volunteers

Volunteers must also have DBS clearance. For a brief activity, such as a school visit, which does not involve the supervision or close contact of children, adults are expected to follow visitor procedures and have a Safeguarding Leaflet explained to them. 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 CRB 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.

Welcoming Visitors

It is assumed that visitors with a professional role i.e. LA Advisor, 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. Each visitor will be given a visitor's badge after signing in.

Child Protection Policy

The designated adult for Child Protection is Mr Paul Mattausch Burrows (Headteacher) and in his absence Mr George Samios (Deputy Headteacher). 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. The named Designated person for Child Protection must have had relevant training (up to at least CP Level 2) and update this in accordance with procedures.

There is a physical restraint policy 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. Only people who have received the relevant training should be allowed to physically restrain a child.

All allegations of abuse by or complaints of a teacher will be dealt with following relevant LA procedures. A copy of this is available at 24 hours' notice. For any complaints about the Headteacher the Chair of Governors should be contacted directly.

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as SEAL and Personal, Social and Health Education discusses relevant issues with the children. Topics include such themes as Drugs, 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

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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.

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. 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. There is an e-safety and ICT acceptable use policy in place.

Equal Opportunities

There is an equal opportunities policy and diversity policy located in the Equality. It is the expectation at Twerton Infant School and Nursery that everyone is treated fairly and children are given access to the school and its curriculum. 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 school community and at Twerton Infant School and Nursery we have high expectations for this. The school's Behaviour Policy is included in the Quality Framework, detailing the rewards and sanctions available to staff. 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:

- "Leaves" for our Weekly Celebration Assembly
- Stickers
- Showing another teacher/headteacher good work
- House Points
- Certificates
- Sharing Assembly

Staff are discouraged from handling or restraining 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.

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Anti-Bullying Policy

The School'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 included in the Quality Framework.

Racial Tolerance

At Twerton Infant School and Nursery pupils are 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 the school even better.

Racism is tackled through a number of areas such as SEAL, worship and through the curriculum.

Photographing and Videoing

There has been a lot of controversy recently about adults photographing and filming young people. The concerns are genuine and to avoid any misunderstanding, parents/carers are discouraged from taking photos and films of children. There is a permission letter sent out yearly seeking permission from parents/carers for photos to be taken for website and press purposes.

Whistleblowing

If members of staff ever have any concerns about people working, paid or unpaid, including those who have left the school, 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. If the allegation is regarding a person who has left the school, the relevant authorities (LA and ISA) will be informed. The school has a Whistleblowing policy and a copy of this is included in the school policy file.

Monitoring and Evaluation

Safeguarding policies are reviewed on a yearly basis as well as being monitored throughout the year through staff and governor meetings.