

# Priestley Primary School

## Safeguarding Policy

Reviewed Summer 2022



### Philosophy

‘Everyone has a responsibility to keep children and young people safe’

NSPCC

### Principles

At Priestley 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. Priestley therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place and this policy should therefore be read in conjunction with the full policies of the below mentioned areas.

### Procedures

#### Child Protection Policy

The school has a Child Protection Policy, which is reviewed annually by the Full Governing Body. A copy of this policy is available on the school’s website.

The responsibility for child safeguarding falls on everybody who is employed at the school. All adults who work at Priestley Primary School are expected to support the school’s Child Protection Policy, with overall responsibility falling upon the Headteacher. All staff, including volunteers, have a statutory obligation to report to the Designated Safeguarding Lead (DSL) if there is suspicion of abuse/neglect of a pupil or if a pupil discloses abuse or allegations of abuse.

We will follow the child protection procedures set out by the Wiltshire Safeguarding Children Board and will have regard to statutory guidance issued by the Department for Education *Keeping Children Safe in Education, 2020*.

**The Designated Safeguarding Lead is: Mr Andrew Marsh-Ballard**

**The Deputy Designated Safeguarding Leads are Mr Craig Gibbens, Mrs Vikki Marsh-Ballard and Mrs Paula Mitchard**

**The Nominated Safeguarding Governor is: Mrs Jo Smalley**

#### Prevent Policy

The school has a Prevent Policy, which is reviewed annually by the Full Governing Body. A copy of this policy is available on the school’s website.

There is no place for extremist views of any kind in our school, whether from internal sources – pupils, staff or governors, or external sources - school community, external agencies or individuals. Our pupils see our school as a safe place where they can explore controversial issues safely and where our teachers encourage and facilitate this – we have a duty to ensure this happens.

As a school we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for children and so should be addressed as a safeguarding concern as set out in this policy. We also recognise that if we fail to challenge extremist views, we are failing to protect our pupils. Extremists of all persuasions aim to develop destructive relationships between different communities by promoting division, fear and mistrust of others based on ignorance or prejudice and thereby limiting the life chances of young people. Education is a powerful weapon against this; equipping young people with the knowledge, skills and critical thinking, to challenge and debate in an informed way.

Therefore at Priestley Primary School we will provide a broad and balanced curriculum, delivered by skilled professionals, so that our pupils are enriched, understand and become tolerant of difference and diversity and also to ensure that they thrive, feel valued and not marginalized.

Any prejudice, discrimination or extremist views, including derogatory language, displayed by pupils or staff will always be challenged and where appropriate dealt with in line with our Behaviour Policy for pupils and the Code of Conduct for staff. Where misconduct by a teacher is proven the matter will be referred to the Local Authority Designated Officer for Allegations (DOFA).

**The Designated Prevent Lead is: *Mr Andrew Marsh-Ballard***

**The Deputy Designated Prevent Lead is: *Mr Craig Gibbens***

**The Nominated Prevent Governor is: *Mrs Jo Smalley***

## **Health and Safety**

The school has a Health and Safety Policy, which is reviewed annually by the Finance, Premises & Staffing Committee of the school governors. A copy of this policy is available on the school's website.

The responsibility for health & safety falls on everybody who is employed at the school. All adults who work at Priestley Primary School are expected to support the school's Health & Safety Policy, with overall responsibility falling upon the Headteacher. All staff, including volunteers, have a statutory obligation to report to the Health & Safety Lead if there is any concern in regard to a possible risk to an adult or pupil and to ensure that the school environment remains a safe place for everyone to work in.

The Local Authority produces a monitoring self-evaluation checklist, which has to be completed on an annual basis & reported back to the Local Authority. All concerns are reported to the Headteacher immediately who will instruct the Caretaker to carry out an initial examination, assessing what remedial action needs to take place. There is also a Critical/Major Incidents Plan that details what staff should do in the case of emergencies.

**The Designated Health & Safety Lead is: *Mr Andrew Marsh-Ballard***

**The Deputy Designated Health & Safety Leads are: *Mr Craig Gibbens & Mrs Donna Royal***

**The Nominated Health & Safety Governor is: *Mr Aubrey Hoadley***

## **First Aid /Intimate Care Policies**

In school there are always trained members of staff who volunteer to oversee first aid. There are several members of staff that have specific First Aider at Work or Pediatric First Aid training. To supplement this all staff undertake the Emergency First Aid at Work training on a 3 year rolling programme. 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 Bump Sticker' is issued
- If there is any doubt at all a parent is contacted.

At Priestley Primary School the policy is that members of staff will not administer medicines at all. In the case of a pupil needing medication during the day parents are welcome to come into school to administer correct dosages. 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.

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, Deputy Headteacher or Assistant Headteacher. In almost all situations the parents will be asked to come into school or contacted immediately so that they are part of any decision making process for such matters. In rare circumstances the school nurse will be contacted as a matter of utmost urgency before the parent.

**Staff First Aiders: *Mrs Dawn Bunton, Mrs Sharron King***

**Pediatric Trained First Aiders are: *Mrs Susan Plant, Mrs Joanne Grostate, Miss Michaela Boniface, Mrs Louisa Holmes,***

***Mrs Anna Johnston, Mrs Nikki Le Huquet, Mrs Judith Orzechowski, Mrs Iwona Rens, Miss Anjali Soder***

***& Mrs Jen Sefton***

## **Internet Safety /Acceptable Usage Policies**

The school has an Internet Safety Policy, which is reviewed annually by the Curriculum & Standards Committee of the Governing Body. A copy of this policy is available on the school's website.

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way as communicated in the schools Internet Safety Policy and Pupil Acceptable Usage Statement. Pupils will as a matter of course receive ongoing planned internet safety input as part of all lessons taught across the curriculum using the internet. Pupils must never be left unattended whilst online and teachers should ensure that this does not happen.

We use SWGfL (South West Grid for Learning) filtering system which filters out inappropriate sites. If teachers know of misuse, either by a teacher or child the issue should be reported to the Headteacher without delay.

**The Designated Internet Safety Lead is: *Mr Andrew Marsh-Ballard***  
**The Deputy Designated Internet Safety Lead is: *Miss Emma Morgan***

### **Complaints/Whistleblowing Policies**

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 is available on Teacher's Shared.

If a parent/member of the public ever have any concerns about procedures/people working, paid or unpaid, they have an opportunity to inform the school using the School's Complaints procedure. This procedure would usually begin with sharing any complaint with the child's class teacher. Should this not be successful or deemed appropriate complaints should come through to the Deputy Headteacher & Headteacher. A copy of school's Complaints Policy can be found on the schools website.

### **Attendance Policy**

As well as being a legal requirement excellent attendance is expected of all children at Priestley Primary School. It is the responsibility of parents to ensure their children are in school each day or inform the school of any reason such as sickness as to why they are not in school. Should a child be absent the school operates a 'First Day Call' policy if it has not received any contact from the parent.

There are positive measures 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. The school works closely with the Local Authority's Education Welfare Officer whenever a child's attendance and punctuality causes concern.

**The Designated Attendance Lead is: *Mr Andrew Marsh-Ballard***  
**The Deputy Designated Attendance Lead is: *Mrs Paula Mitchard***

### **Safer Recruitment Policy**

Priestley Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any recruitment process at Priestley Primary School is a carefully considered practice that follows the strict guidelines laid out by the Local Authority's safer recruitment process. All applicants will complete the official application form, a short listing & interview process will always involve several members of the Senior Management or Governors. A full employment history will need to be submitted and references will be sought directly from referees/previous employer before the interview process for short listed candidates.

Any member of staff appointed to work at Priestley Primary School will be required to undertake an enhanced DBS check with Barring. This search highlights people who may have a criminal record or if previous allegations have been made against them. If individuals are found to have a criminal record the appointment is reconsidered by the Headteacher and Governing Body. The Headteacher & Deputy Headteacher have undertaken the Local Authority training on Safer Recruitment.

All new members of staff undertake an induction process within the first two weeks of working at Priestley Primary School.

## **Behaviour / Anti-Bullying Policy**

At Priestley Primary School we know that to enable effective teaching and learning to take place, good behaviour in all aspects of school life is necessary therefore we seek to create a caring and learning environment in the school. Priestley Primary School therefore operates a whole school positive approach to Behaviour that focuses around a set of mutually agreed rewards & sanctions. The Behaviour Policy can be found on the schools website.

We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Priestley. In addition, the school's Behaviour Policy it operates a zero tolerance to Bullying. Priestley Primary School is a 'telling school' and pupils are encouraged to tell if they feel uncomfortable or unsafe at all. The school operates a robust PSHE curriculum that allows the children to explore a range of inappropriate behaviours and the damage those behaviours may cause. The schools Anti-Bullying Policy can also be found on the schools website.

## **Fire Safety Policy**

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions. Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children, and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

As part of the school's fire prevention procedures it undergoes an annual risk assessment inspection that includes buildings, procedures and accompanying record keeping. All fire prevention appliances & alarms are maintained as part of a Local Authority service contract. Staff undergo regular training as part of this fire prevention procedure.

## **Off-Sites Visits Policy**

Off-site visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. At Priestley Primary School we believe that off-site activities supplement and enrich the curriculum by providing experiences which might not otherwise be impossible. All off-site activities will serve an educational purpose, enhancing and enriching our children's learning experiences.

At Priestley Primary School we follow the Local Authority (EVOLVE) procedures in the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day although the school does currently operate three residential experiences for the older pupils each academic year.

## **Single Equalities Policy**

At Priestley Primary School we welcome our duty under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to disability, ethnicity, sex (gender), religion/belief, sexual orientation, gender identity (and as relevant, pregnancy/ maternity, and in relation to employment; age and marriage/civil partnership). A copy of the school's Single Equalities Policy can be found on the school's website.

## **Photographing and videoing**

There has been a lot of controversy recently about adults photographing and filming young people. The concerns are genuine, however at Priestley we have taken a sensible, balanced approach, which does not allow parents to photograph pupils on the school site. The school also asks and records parents' permission to photograph pupils for use in school or for school purposes only.

## **Site Security**

Priestley 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:

Doors should be closed to prevent intrusion but to facilitate smooth exits. Visitors, volunteers and students must only enter through the main entrance and after signing in at the office.

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

Empty classrooms should have closed windows. Children will never be allowed to leave school alone during school hours, and if collected by an adult, signed out.

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.

**ALL SAFEGAURDING POLICIES SHOULD BE CONSIDERED IN RELATION TO EACH OTHER AT ALL TIMES.**

**(Safeguarding, Child Protection, Prevent, Internet Safety, Acceptable Usage, Anti-Bullying, Behaviour, Physical Intervention, First Aid, Intimate Care, Health & Safety, Fire Safety, Safer Recruitment, Off-Site Visits, Whistle Blowing, Complaints Policies)**

**To be reviewed Summer 2022**