

### Governors

Governors at Sherwell Valley are aware of their role in safeguarding children; review the Safeguarding Policy annually and ensure independent contractors have the required child protection procedures.

A designated Governor liaises with the school to review school policies and procedures and reports back to the Governing Body.

### Visitors

Our children enjoy meeting new people so we hope you are made to feel welcome. However, to protect yourself, and them, please take note of the following points:

- You should never be alone in a room with a child but if that does happen unexpectedly make sure the door is always open.
- Never touch a child unless they are in immediate danger.
- Never exchange phone numbers or agree to contact a child you have met through the school.
- If you have any concerns regarding the safety or welfare of a child, please speak to one of the Designated Members of Staff: Mr Jeremy Kingston, Mrs Debbie Gaywood, Mr Matt Briant, or Mrs Claire Jones

If you cannot find any of the people named, please tell someone in the office so they can inform the designated person for safeguarding.

Thank you for your cooperation.

### Site Safety

- Risk Assessments carried out regularly by the S.B.M & communicated to pupils & staff
- There is a designated Health and Safety Governor.
- There an Accident Book, Behaviour Book with evidence of action taken and impact of action.
- All members of staff are required to wear ID badges at all times.
- All members of staff are aware of their responsibilities to report Health and Safety concerns to the S.B.M. immediately.
- Windows should not be blocked or covered.
- Entry/Exit doors MUST NOT be wedged open.
- Fire Drills are carried out at least once per term.
- Alarms are tested by the Caretaker each week.
- If you hear an alarm, vacate the building by the nearest exit and assemble on the Sports Field (Nursery – Year 3) or KS2 Playground (Year 4 – Year 6)
- Vehicular access to the School Site is controlled by the Office Staff.
- CCTV Cameras are in operation 24 hours a day.



## **Safeguarding Leaflet 2018**

All staff and Governors at Sherwell Valley Primary school fully recognise that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children (Section 175 of the Education Act 2002). We adhere to the L.A.'s Safeguarding Children Board Procedures.

We recognise that all members of the school community including volunteers and governors will at all times play a full and active part in protecting our children from harm.

The following policies are linked the information contained in this leaflet:

- \* Child Protection
- \* PSHCE
- \* Health and Safety
- \* Positive Handling
- \* Pupil Discipline
- \* Attendance
- \* Sex and Relationships
- \* Medicines in Schools
- \* Anti Bullying
- \* Online Safety
- \* Confidentiality
- \* Recruitment
- \* Inclusion
- \* Whistle Blowing

The information enclosed outlines how we as a school and a community intend to keep our children safe. The policies and guidelines are not intended to alienate parents or visitors but to ensure that the children are safe at all times.

### Entry and Exit from the School

- The gates to the school are locked between 9:15am and 3:10pm
- All visitors must use the Hawkins Avenue entrance during the school day
- All visitors must report to the School Office upon entering the school site
- All other entrances/exits are locked and can only be opened by S.V.P.S. staff fob
- All visitors will be required to show some I.D. to Office Staff if you are not known to them as part of our Safeguarding Policy:

If Visitor has Photo ID\* and a DBS: Visitor is able to have unsupervised access to the school

If Visitor has no Photo ID\* or DBS: Visitor must be supervised by a member of staff. Visitor must be made aware.

If a visitor does not have the relevant I.D./Checks, they must wait until a suitable member of staff is available to supervise access.

(Photo ID\* could include driving license; passport; Local Authority I.D. Card; N.H.S. I.D. Badge; Hackney Photo I.D.)

- All visitors must sign in using the electronic sign in system. They will be given a badge that they should wear and display at all times when on the school premises.

*If you have any concerns around the safeguarding of the children at Sherwell Valley Primary School, or would like further information, please see the Headteacher.*

## Staff

If a member of staff has any concerns or queries about any of the below guidance, they should seek advice from a member of the School Leadership Team immediately.

### Staff Conduct

All staff are required to work in a professional way with children. All staff should be aware of the dangers in:

- Working alone with a child ( e.g. a door should always be open or a clear view into the room maintained)
- Physical interventions (see Positive Handling Policy - never prolong contact, follow team teach guidance re 'side on' contact)
- Cultural and gender stereotyping
- Dealing with sensitive information
- Giving to and receiving gifts from parents and children
- Contacting children through private telephones (including texting and), emailing, using MSN, or social net-working sites
- Disclosing personal details inappropriately
- Meeting pupils outside school hours/duties

### Staff Concerns

The school uses an On-line Programme – CPOMs. All staff have access to this, and record any information that may have "safeguarding" implications. This is automatically sent as an alert to appropriate staff: Head, Deputy, Ass't Heads; DSL etc. Prior to December 2015, teachers kept a Pink Folder: containing Safeguarding Information and a "Class Niggle Book". These have been kept for reference purposes.

### Confidentiality

Members of staff and governors may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or her/his family must never be disclosed to anyone other than on a need to know basis. Pupil and staff records are all kept securely.

### Safer Recruitment

When recruiting new staff at least one member the interview panel must hold the NCSL Safer Recruitment certificate. All members of the S.L.T. Team currently hold this as do a number of key Governors.

### Designated Members of Staff

The designated members of staff keep child protection securely, offer advice and support to colleagues, pass on concerns to the relevant authorities and liaise with social workers. The designated members of staff are Mr Kingston, (Acting Headteacher), Mrs Gaywood & Mr Briant (Acting Deputy Heads)

### Allegations Against a Member of Staff

Any concerns about a member of staff's conduct should be passed on to the Head. The Chair of Governors will be informed and an investigation will be carried out.

### Single Central Record

The Single Central Record holds information on all staff, volunteers and contractors working in the school. The Office Manager is responsible for the upkeep of the S.C.R. and the Headteacher monitors it regularly in line with OFSTED requirements.

## Pupils

### Physical Contact and Restraint

Members of staff may have to make physical interventions with children. Members of staff should only do this where it is necessary to protect the child, or another person from danger and when the member of staff has received appropriate training.

### Photographing Children

We understand that parents/carers like to take photos of their children or video them in the school play, at Sports Day or School Presentations/Celebrations. This is a normal part of family life and we do not discourage parents from celebrating their child's success.

However, there are restrictions on the use of images of children (e.g. data protection) and may be health and safety considerations. We adhere to these guidelines:

- We seek written parental consent for the use of photographs and images for use by the school (including the school website and brochures) when a child joins the school.
- If visitors come to the school to make videos or take photographs for use outside the school we will seek specific parental consent.
- Staff should be sensitive to the feelings of pupils who may be uncomfortable about being photographed.
- Staff should be aware of the use of flash photography and the impact it may have on some of our pupils.
- Children are not named in our publications.
- Images of children MUST NOT be used on Social Networking sites.

### Children with Special Educational Needs

We recognise that statistically, children with behavioural difficulties/disabilities are most vulnerable to abuse. All members of staff who support these pupils will be made aware of the need for vigilance for the signs of abuse.

### E-Safety

There is a separate policy on Internet Use/E-Safety.

### Transporting Pupils

In certain situations e.g. out of school activities, staff, volunteers or governors may agree to transport pupils. Wherever possible any transport arrangements should be made in advance by a designated member of staff. Wherever possible, any transport should be provided, with at least one adult additional to the driver acting as an escort.

### Before/After School Activities and Educational Visits

Staff and volunteers should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply. The school has a policy on Educational Visits which forms part of this policy.

All parents who accompany a school visit must be DBS Checked before the trip. The teacher running a school trip will inform the Office Manager of the names of accompanying parents when completing the EVOLVE Form and Risk Assessments. This information is shared with the E.V.C. and Headteacher before approval.