



## **LIMES FARM JUNIOR SCHOOL- Safeguarding Policy**

### **Limes Farm Junior School Safeguarding Children Statement**

At Limes Farm Junior School 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. Limes Farm Junior School therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place:

#### **The Health and Safety Policy**

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

The LEA produces a monitoring checklist, which has to be completed on a yearly basis. The Head teacher, the Business Manager with responsibility for Health and Safety, the Site Supervisor 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 site supervisor 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. An annual lockdown drill is carried out which includes a set of procedures designed to have staff and pupils familiarize themselves with ways to protect themselves against a threat, such as an armed intruder.

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**

In school there are always trained members of staff who oversee first aid. First aid resources are available in the medical room beside the main office. Mid day assistants doing outdoor supervision will carry a first aid kit during dinner time. If 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 as well as electronic messages sent home
- If there is any doubt at all a parent is contacted.

For matters of an intimate nature staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Head teacher or SMT. 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.

## **Site security**

Limes Farm Junior 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 entrance and after signing in at the office window.

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

Empty classrooms should have closed windows and outer doors.

Children should 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.

## **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 Education Attendance Team whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LEA, annually to the government 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 have a criminal records search called a CRB 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 Head teacher and the Personnel committee of the Governing Body. The LEA is informed directly by the Criminal Records Bureau.

The Head teacher sits on all appointment panels where the candidates are external applicants. The Head teacher has undertaken the NCSL training on Safer Recruitment

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**

Volunteers must also have Criminal Records Bureau clearance. For a brief activity, such as a school visit, which does not involve the supervision or close contact of children the school may telephone for a "99" check. 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. 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. (See also Site Security).

## **Child Protection Policy**

The designated adult for Child Protection is Mrs Pardalis (Head teacher) and the designated governor is Mrs C Msallem There is a detailed Child Protection Policy, which is available on our school website. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Certain parent governors and all staff have had appropriate child protection training, which is updated every year.

The child protection policy includes a statement on physical restraint. This school follows DfES guidelines 10/98 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.

All allegations of abuse by or complaints of a teacher will be dealt with following the Area Child Protection Committee procedures. A copy of this is available at 24hours notice. For any complaints about the Head teacher 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 Personal, Social, Health and Relationship 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 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 Head teacher.

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. 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 Head teacher without delay.

As Child Protection Officer the Head teacher has overall responsibility for internet safety

### **Equal opportunities**

Within the school prospectus there is a statement for equal opportunities which asserts:

“At Limes Farm Junior School” we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at Limes Farm Junior School are considered equal in the learning partnership. When children have special needs we make arrangements to inform parents and design specific programmes”.

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 community and at Limes Farm Junior School we have high expectations for this. Behaviour Policy details 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:

- Green and Gold Stars
- Kindness Awards
- Team Points
- Gold Superstar Certificates
- Star of the Week
- Achievement Display

But the sanctions range from:

- A telling off
- Being removed from the class and a loss of playtime (yellow card)
- Reporting to a senior member of staff
- Continuous inappropriate behavior, leading to a loss of 3 days playtime (red card) A letter home
- Exclusion
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Staff are discouraged from handling 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.

## **Self Harm**

### **Spotting the Risks of Self Harm**

Self-harm may begin in response to a range of issues including:

- Family relationship difficulties (the most common trigger for younger adolescents) □ Difficulties with peer relationships e.g. break-up of relationship (the most common trigger for older adolescents)
- Bullying
- Significant trauma e.g. bereavement, abuse (sexual, emotional, physical abuse or neglect) □ Self-harm behaviour in other young people (contagion effect) □ Self-harm portrayed or reported in the media
- Difficult times of the year e.g. anniversaries
- Trouble in school or with the police
- Feeling under pressure from families, school or peers to conform/achieve
- Exam pressure
- Times of change e.g. parental separation/divorce/change in parental care/carers

Things to look out for: It may be hard to know if someone is self-harming as there may not be any warning signs. However some changes in behaviour that could occur include:

- Regular marks that are noted in a variety of parts of the body
- Changes in eating/sleeping habits
- Increased isolation from friends/family □ Changes in activity and mood e.g. more aggressive or less engaged than usual
- Lowering of academic grades
- Talking about self-harming or suicide
- Drug or alcohol abuse
- Expressing feelings of failure, uselessness or loss of hope
  - Risk taking behaviour (substance misuse, unprotected sexual acts) The relevance of individual signs and risk factors may vary according to the age of the child or young person

### **Roles and responsibilities within schools**

There are specific roles for headteachers, Designated Safeguarding Leads and governors. In addition, all staff and teachers have the following responsibilities:

- All incidents of self-harm should be reported to the designated safeguarding lead regardless of perceived severity

- Be aware of all self-harm guidance/policy documents (alongside safeguarding policy) and be clear who you need to inform if you are concerned about self-harm
- Discuss an incident or disclosure of self-harm with the designated self-harm lead as soon as you become aware of it, and inform the student that you are doing this
- Make it known to the student that there are staff available to listen to them (and how they can be accessed)
- Review the guidance about how to speak to children and young people about self-harm and confidentiality

### **Anti Bullying Policy**

Limes Farm Junior 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. 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 on our school website.

### **Racial tolerance**

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

“At Limes Farm Junior 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 Limes Farm Junior School even better.”

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

## **Photographing and videoing**

There has been a lot of controversy recently about adults photographing and filming young people. The concerns are genuine, however at Limes Farm Junior 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 LEA advice leaflet.
- Parents will in the future be asked to sign to say that they have read the document prior to using their camera.

## **Whistle blowing**

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 Whistle blowing. A copy of this can be made available at 24 hours notice.