



# **St Ann's J & I School**



## **Safeguarding Handbook**

**2019 2020**

**This Handbook is written as part of our commitment to CRC Article 19:**

**Our children have the right to be protected from being hurt and mistreated in  
body and mind.**

**At St Ann's School safeguarding and promoting the welfare of children is our highest priority and we all share responsibility for this. This handbook is a summary of the policies and practices that are in place to ensure the safeguarding of our children. The text in bold outlines our specific responsibilities in safeguarding practice.**

The purpose of this Safeguarding Handbook is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to:

- Protect children at our school from maltreatment;
- Prevent impairment of our children and health or development;
- Ensure that children at our school grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children at our school to have the best outcomes.

### **School Commitment**

St Ann's J & I School is committed to safeguarding and promoting the welfare of all its pupils. We recognise that some children may be especially vulnerable to abuse and that children who are abused or neglected may find it difficult to develop a sense of worth and to view the world in a positive way. Whilst at school their behaviour may be challenging we recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all our pupils and recognise that each pupil's welfare is of paramount importance.

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

The school has a Health and Safety Policy, which is monitored regularly by governors. The Headteacher, School Business Manager, Site Manager and the Governors oversee the policy. Any concerns from staff are reported to any of the above who 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 an emergency plan that details what actions should be taken in the case of emergencies. Risk assessments are also carried out on key areas of the building.

**Report any health and safety concerns to one of the people detailed above;**

- **Be aware of the fire evacuation procedure in the areas where you are working;**
- **Be aware of the risk assessment for any areas where you are working;**
- **Ensure that children in your care are aware of relevant procedures and routines to promote health and safety.**
- **Always act in a way that ensures that Health and Safety issues are addressed.**

### **First Aid & Medicines**

The majority of staff in school have emergency first aid training. There is a first aid box in the main corridor and small first aid pouches are taken outside during break times. All staff offer pastoral support to children when a child is poorly, or has suffered an accident in school or on the playground. There is a protocol for staff to follow:

- **When first aid has been administered injuries should be logged in the accident book and a copy sent home to parents - head injuries are detailed on the form but this should also be verbally explained to parents where possible.**
- **If there is a serious injury the Headteacher should be informed and parents contacted immediately. Where parents are unavailable the Headteacher will designate a member / members of staff to accompany the child to hospital.**
- **Information regarding incidents where further medical treatment has been recommended (GP/Walk in Centre/Hospital) should be recorded on CPOMs.**

Ms H Ibbotson (HLTA), Mr Allen (Learning Mentor), Ms C Cookson (HLTA) For Paediatric First Aid Ms T Fashi, Ms Z Ahmed.

He/she will:

- Take charge when someone is injured or becomes ill
- Inform the Headteacher immediately if a serious accident occurs
- Look after the first aid equipment eg restocking the first aid boxes
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

A register of training is kept up-to-date to ensure that training is renewed appropriately. Serious accidents will be reported to the Health and Safety Executive.

- **If further advice is needed concerning an injury please ask:  
Ms H Ibbotson Jackson (HLTS), Mr Allen (Learning Mentor), Ms Cookson (HLTA).**
- **For Paediatric First Aid advice see Ms Z Ahmed, Ms T Fashi.**

Members of staff will only give medicines when it has been prescribed by a doctor and has to be taken at least four times per day. Parents are asked to complete and sign a form requesting that staff administer medicine. Medicines requiring 3 doses per day can be administered by parents at home. 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 or SENCO in conjunction with the parents.

- **Medicines should always be accompanied by parental authorisation form.**
- **Medicines should always be kept in the school office and/or refrigerator if required.**

Children with significant medication needs will have a 'Healthcare Plan' which will be produced in conjunction with the School Nurse.

Staff are made aware of children with specific medical or dietary needs – photographs are displayed in the staff room and school kitchen.

- **Be aware of any children with medical/dietary needs. These are highlighted on the posters around school.**

## **Site security**

We are a secure site. All people on the site have a responsibility to keep it secure and to point out any concerns which could cause potential problems to safeguarding.

Therefore: **Staff should check that:**

- **Gates are closed and locked before children come out at playtimes and lunchtimes.**
- **All Exit Doors should be closed to prevent intrusion. This includes break times and lunchtimes.**
- **Visitors must only enter and leave through the main entrance and after signing in at the office window. They should be given a visitors badge on entry.**
- **Children will only be allowed home with adults with parental responsibility or confirmed permission. Children will not be allowed to go home with a child under 16 even if parents have requested this. If there are any concerns regarding the adult picking a child up, this should be reported to the Headteacher whilst the child remains in school.**
- **Children in Foundation Stage and Y1-Y3 will be handed over to a parent at the end of the day. Children in Y4 - Y6 may go home alone if their parents give consent. Children are told to return to school if they arrive home and no one is in.**
- **Children should never be allowed to leave school alone during school hours. When collected by an adult the office staff must be aware.**
- **In the unlikely event that a child leaves the school premises without permission staff should not chase after a child, but report this immediately to the Headteacher. Then parents and police will be informed of the circumstances.**
- **Entry and exit to the school building at the beginning and end of the school day is closely monitored and controlled by all staff.**
- **Ensure that visitors are directed to the front office as they must not enter school through any other door.**
- **Parents are welcome into school at the start of the day. They should exit via the classroom doors. Parents should not walk through school unless they are accompanied**

## **Attendance**

All children are expected to attend school every day on time. If children are ill parents should call school on each day of absence. If there is no call staff will phone home to ask why children are not in school. Calls are made by a member of staff who speaks the child's first language where possible. If there is no response calls will be made over the next two days. If there is no response after three days a member of staff will conduct a home visit. A robust monitoring system is in place to initially support and then challenge parents where a child's attendance and punctuality causes concern. Legal action may be taken against parents who do not ensure their children have good attendance and punctuality.

School actively promotes good attendance. Attendance rates are reported each term to the governors, Local Authority and annually to the government. Parents are informed at parents meetings and on annual reports.

- **Ensure the register is completed at the beginning of the morning and afternoon session;**
- **Make the office aware of any information regarding absences that are not accounted for by adding a note to the electronic register;**
- **Speak to parents regarding attendance/lateness concerns and refer to the Learning Mentors where necessary.**

## **ID Badges**

All employees and people who work regularly in school wear an ID badge. This confirms their identity and authorisation to work in the school. Other professionals (e.g. health) and Local Authority employees will wear their own organisations ID badge.

Other visitors will wear a visitor badge.

- **Any visitor who comes to the outer door must sign in and be given a visitor badge before letting them through into school. If the office staff are busy ask the visitor to take a seat in Reception.**
- **Parents who come to pick up a child during the school day must be asked to wait in Reception while their child is being collected.**
- **Challenge any adult in school who does not have any of these forms of ID. Take them to the school office to rectify the situation;**
- **Wear ID badge at all times.**

## **Induction of volunteers**

Regular volunteers will be required to undertake a full DBS check. For volunteers who do not yet have clearance a risk assessment will be put in place and they will not be left alone with a child or group of children.

- **Before a volunteer begins work in a classroom, advise the School Business Manager so the relevant checks can be made;**
- **Do not allow the volunteer to begin work until it is confirmed that they have been authorised to do so.**

## **Safeguarding Policy**

The Designated Safeguarding Lead (DSL) is Sharon Blagden (in her absence Lee Rowan), the Deputy DSL is Christine Philburn and the designated governor is Sue Mallinder. It is the Governing Body's duty to ensure the Safeguarding policy is reviewed annually and any deficiencies within the policy addressed immediately. The vast majority of governors and all staff have had appropriate safeguarding training, which is updated every three years.

Any concerns regarding safeguarding should be logged using the electronic Child Protection Online Monitoring System (CPOMS). The relevant staff in school should be alerted to the incident through this system. Any urgent concerns should be discussed directly with Christine Philburn or Sharon Blagden. Sharon Blagden (DSL) is kept up to date with safeguarding issues through regular meetings. Concerns are followed up and external referrals made as required.

The Designated Safeguarding Lead and Deputy undertake specific child protection training which includes how to undertake their role. They also attend inter-agency safeguarding training provided by the Rotherham Local Safeguarding Children Board. Refresher training is undertaken at two yearly intervals.

All other school staff, including non-teaching staff, volunteers and governors undertake appropriate in house training to equip them to carry out their responsibilities for safeguarding effectively. This is kept up to date by refresher training yearly. A Training Register records the date of training and renewal for each staff member.

- **Be aware of the Safeguarding Policy and related documents;**
- **Know who the Designated Safeguarding Lead and Deputy Safeguarding Lead are;**
- **Attend and update Safeguarding training as required;**
- **Record concerns using CPOMS.**
- **Follow up recorded concerns with verbal communication with Headteacher / designated staff to be aware of actions taken.**

## **Partnership with Parents**

The school has a commitment to work in partnership with parents to educate their children, keep them safe from harm and have their welfare promoted.

We work with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information until we have permission or it is necessary to do so to protect a child. St Ann's School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents to discuss any concerns they may have with class teachers, Learning Mentors or the Headteachers. We make parents aware of our commitment to Safeguarding. Information is available on the school website, safeguarding board and policies are available on request.

- **Build positive relationships with parents**
- **Offer opportunities for parents to be actively involved in school life**
- **Treat concerns seriously, listen to and respect parents' views.**
- **Use adult translators where possible, children should not be asked to translate for adult concerning sensitive matters.**

## **Safer Working Practice**

Our school will comply with the Government Offices "Guidance for Safer Working Practice for Adults Who Work with Children and Young People" and the Rotherham Safeguarding Children Procedures ([rotherhamscb.proceduresonline.com](http://rotherhamscb.proceduresonline.com)) at all times.

**Safe working practice ensures that pupils are safe and that all staff, volunteers and governors -**

- **are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.**
- **work in an open and transparent way.**
- **work with other colleagues where possible in situations open to question.**
- **discuss and/or take advice from school management over any incident which may give rise to concern.**
- **record any incident or decisions made.**
- **apply the same professional standards regardless of gender, race, disability of sexuality.**
- **be aware of confidentiality.**
- **are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.**

All allegations of abuse by or complaints about a teacher, other member of staff or volunteer, will be managed in accordance with the Rotherham Local Safeguarding Children Procedures

- The Local Authority Designated Officer (LADO) for Safeguarding oversees all allegations made against those who work with children and can be contacted at anytime for advice. They are based in the Safeguarding Advisory Service. The Local Authority Designated Officer will discuss the concerns with the Headteacher and then jointly plan a course of action that may include the following:
- Advice being offered by the employer to the employee
- The employer instigating formal disciplinary procedures (including suspension where this is appropriate and proportionate)
- Referral to Social Care Direct for investigation



- Referral to the Police Child Protection Unit for investigation
- The Local Authority Designated Officer convening a multi-agency Strategy Meeting to discuss the concern
- The Chair of Governors should be contacted directly where there are allegations/complaints against the Headteacher.

- **Report any concerns that you have regarding safe working practice;**
- **Be aware of the guidance.**

### **Physical Intervention**

This school follows DfES guidelines 10/98 which states 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. We recognise that there is a need, reflected in common law, to intervene when there is an obvious risk of safety to its pupils, staff and property. As a school we are committed to ensuring that all staff and adults with responsibility for children's safety and welfare will deal professionally with all incidents involving aggressive or reckless behaviour, **and only use positive handling as a last resort** in line with DfES and LA advice. If used at all it will be in the context of a respectful, supportive relationship with the pupil. We will always aim to ensure minimal risk of injury to pupils and staff.

- **Make the Headteacher aware of times when physical intervention has taken place.**
- **All incidents that result in non-routine interventions should be recorded in detail on CPOMS.**

### **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.

The SEAL curriculum contributes significantly to developing children's understanding of social and emotional skills. Collective worship is also used to reinforce key messages.

- **Ensure children have opportunities to learn about and further discuss safeguarding issues within the curriculum.**

### **Educational Visits**

All educational visits should be carefully planned using the Evolve system. There has to be appropriate staffing levels (see Visits Policy) 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. Visiting speakers, with correct clearance are always welcome into school so that can give specialist knowledge to the children.

- **At the earliest opportunity plan visits using the Visits Policy and Evolve system as a guide.**
- **Complete and submit the risk assessment in good time.**
- **Ensure that the visit has been given authorisation.**

## **Internet Safety**

New technologies and the internet provided a wealth of opportunities to engage and support children in their learning. At St. Ann's we are committed to raising the 'digital literacy' of our children, both to impact on their achievements in school, but also to enhance their future life chances and employment opportunities. A key element in the drive for 'digital literacy' is a understanding of the risks involved in using technology and developing strategies to minimise these risks and ensure safe and appropriate use across the school community. The school's e-safety policy will provide support and guidance in all areas of e-safety and reflect our school's commitment to the safeguarding and well-being of our children and families.

As Designated Safeguarding Lead, the Headteacher has overall responsibility for internet safety and works collaboratively with other staff members. There is a clear policy for acceptable use of the internet. This is available on the school website.

Internet Safety is also taught within the ICT curriculum and through appropriate assemblies. The school will ensure that:

- software is in place to minimise access and to highlight any person accessing inappropriate sites or information.
- children will be encouraged to discuss openly their use of technology and anything which makes them feel uncomfortable. (If this results in child protection concerns, the Designated Safeguarding Lead should be informed immediately).
- every effort is made to encourage pupils not to give out their personal details, phone numbers, school, home addresses, computer passwords etc.
- pupils adhere to the school policy on mobile phones.
- training is provided to children, staff and volunteers on e-safety matters where necessary.

- **Social media sites such as Facebook should not be used to network with present or ex pupils or parents. There should be no references to work or the workplace either directly or indirectly on any social media sites such as Facebook or Twitter.**
- **Do not compromise your professional status through the inappropriate use of school IT equipment.**
- **Do not use personal technology or contact mechanisms (e.g email addresses; mobile phones) to make contact with pupils or parents outside of school.**
- **Always make the SLT aware of any exceptions to the above and discuss the appropriateness of contact.**

## **Equal opportunities**

We welcome and include all children regardless of sex, class and ethnic group, disability or ability range. Where a child has a recognised disability we will make all reasonable adjustments to accommodate their needs in school. This will include the availability of resources and accessibility of the school building and site. We will make every effort to ensure that children with Special Educational Needs maintain their entitlement when they enter the school.

- **Provide equality of access for all pupils, making reasonable adaptations to allow participation;**
- **Challenge any form of discrimination.**



## **Behaviour**

Good behaviour is essential for the safety and security of all. Although our policy emphasises the positive there are times when children are given consequences in order to maintain the safety and security of all children.

- **Follow behaviour guidance in the Behaviour Policy and Managing Behaviour leaflet**
- **Make reference to the chosen articles within the School Charter**

## **Anti Bullying Policy**

The school has an Anti-Bullying Policy that states clearly that bullying is wrong and damages individual children. We therefore do all we can to prevent it, by developing a school ethos in which bullying is regarded as unacceptable. As part of our Rights Respecting School Charter we have adopted Article 19 from the Convention on the Rights of the Child (CRC) stating: Our children have the right to be protected from being hurt and mistreated in body and mind. We aim, as a school, to produce a safe and secure environment where all can learn without anxiety, and measures are in place to reduce the likelihood of bullying.

- **Promote CRC Article 19 through the curriculum and in everyday school life.**
- **Make SLT aware of any instances of bullying. These must be recorded.**

## **Race Equality**

The school has a Racial Equality Policy that supports race equality and tolerance. As part of our Rights Respecting School Charter we have adopted Article 30 stating: Our children have the right to practice their own culture, language and religion. The children take part in discussions designed to raise awareness and address prejudices. Our school is situated in an ethnically diverse community. The school works hard to promote racial equality and harmony by preventing and challenging racism. We are committed to promoting, within the school, an environment in which everyone is respected and valued and in which all our children are prepared for life in a multicultural society. All racist incidents are reported to the Local Authority and Governing Body on a termly basis.

- **Promote CRC Article 30 through the curriculum and in everyday school life.**
- **Make SLT aware of any instances of racism. These must be recorded on CPOMS.**

## **Photographing and Videoing**

There are many occasions on which it is useful to make use of photographs and video images that include children. This is perfectly proper and to be encouraged. However, our school will do all it can to ensure that images are used properly, and that, as in all matters, risks are minimised, and our children kept safe and secure, whether at school or elsewhere. The aim of this policy is to establish the right balance between the proper use of technology and the safety of our children at all times.

All parents and carers are asked to sign a consent form on admission to the school, allowing their child to be photographed or videoed while taking part in school activities, and for the image to be used within the school. This consent will allow the school to take pictures of pupils engaged in educational activities such as sports events, drama productions, field trips, etc., and to use these pictures internally. Where parents or carers do not give their consent, then the children concerned will not have pictures taken of them.

All pictures taken will be appropriate, and will show children properly clothed for the activity they are engaged in. The Information Commissioner's Office (ICO) in 2009 reminded parents and schools that the Data Protection Act does not prevent them taking photographs of their children and friends participating in school events. Parents are reminded that any photographs/videos taken that contain other people's children must not be put anywhere on the internet, including social networking sites.

- **Use school authorised IT equipment for filming or photographing children.**
- **Never use personal equipment without authorisation.**
- **If personal equipment has been used, upload the photographs to the school system and delete them from your personal device as soon as possible.**

### **Whistleblowing**

If members of staff ever have any concerns about the behaviour or intentions of any person within the building, school grounds or within proximity of children, they have a professional duty to inform the Headteacher. 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 has a current Whistleblowing Policy. If the incident involves the Headteacher staff should inform the Chair of Governors Sue Mallinder.

- **Report any concerns to the Headteacher or Chair of Governors.**