



St Clement's School Safeguarding Policy

Context

Every child deserves to be happy and secure in their activities. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. Parents and carers need to feel sure that the people in charge of their children within the school community are trustworthy, responsible and will do everything they can to keep their child safe from harm. St Clement's School fully recognises its responsibility to safeguard and promote the welfare of all its children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

This policy applies to all adults, including volunteers and students, working in or on behalf of the school.

All staff and volunteers will:

- fully comply with the school's policies and procedures
- attend appropriate training
- inform the designated person of any concerns

This policy should be read in conjunction with other school policies on Child Protection, Health and Safety, Confidentiality, Behaviour, Anti-Bullying, Drug and Alcohol use, Medicines in School, and Online Safety.

The Education Department Safeguarding policies can be found on the following website: <https://www.gov.je/Government/Departments/EducationSportCulture/Pages/Policies.aspx>

PROVIDING A SAFE AND SECURE ENVIRONMENT

Appointments of staff and the induction of newly appointed staff and work placements

All staff appointed to work in school have a criminal records search called an enhanced DBS check. This search highlights people who have a criminal record or if previous allegations have been made against them. If staff are found to have a criminal record the appointment may be reconsidered by the Headteacher. The Education Department is informed directly by the Criminal Records Bureau and the Jersey Vetting Bureau.

Safe recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. The Headteacher sits on all appointment panels where the candidates are external applicants.

New staff are inducted into safeguarding practices when they begin their employment. 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, especially the children.

Attendance

Excellent attendance is expected of all children. When children are unwell parents are expected to confirm absence by telephone immediately. If there is no notification of absence, school has a policy of phoning home to ascertain a child's whereabouts. If a child is absent without reason and the school has been unable to contact parents the case is referred to the school's Education Welfare Officer.

The school collates and analyses data for attendance, punctuality and requests for leave. The Headteacher and School Administrator meet fortnightly to analyse this data and positive measures are put in place to encourage children to attend regularly and punctually, and for families to take holidays out of term time.

The school works closely with the EWO whenever a child's attendance and punctuality causes concern. Where this is a consistent problem families may be referred to an Attendance Panel, Parish Hall meeting or Court hearing.

Behaviour

Good behaviour is essential in any community and at St Clement's School we have high expectations. We aim to promote positive behaviour through many different means, such as Golden Time, House Points, certificates and a Headteacher's Tea Party. The school rewards positive behaviour as it believes that this will develop an ethos of kindness, co-operation and responsibility.

Although the emphasis is always on the positive, there are also times when children have to accept consequences in order to maintain the safety and security of all children and staff. Consequences range from :

- a verbal reprimand
- working out of class
- loss of playtime
- reporting to a senior member of staff
- a phone call home

In exceptional circumstances a child may be suspended as a consequence of their behaviour.

At St Clement's School staff build positive relationships and understand the individual needs of the children, so that if an incident occurs they are able to de-escalate the situation avoiding a crisis.

Staff are discouraged from handling children in order to restrain them, but when they deem a child is a danger to himself/herself and/or others, staff have a duty of care to intervene. Staff should request assistance from a member of the Leadership Team when dealing with children displaying extreme behaviour. Should a child require physical intervention a formal handling plan will be drawn up by school, including signed consent from parents. The plan will include details of the qualified members of staff who are sufficiently skilled to intervene appropriately.

Please refer to **St Clement's Behaviour Policy** for further information and guidance.

Counter Bullying

Bullying is deliberately hurtful behaviour that is repeated over a period of time, making it difficult for the person concerned to defend themselves. This can take the form of name-calling, violence, threatened violence, isolation, ridicule or indirect action such as spreading unpleasant stories about someone.

The school works hard to ensure that all pupils know the difference between bullying and simply “falling out”. Parents are encouraged to approach the school as soon as possible if they feel there are any indications of bullying.

On the rare occasion that bullying has taken place the school’s response to this is unequivocal. The school will act swiftly with a process of investigation, communication and action. Bullying is not tolerated. Appropriate support for the child being bullied will be put in place. The school will construct a plan of action to ensure that the child or children bullying will understand the impact of their behaviour and make better choices in the future.

Details of low level incidents concerning behaviour are kept by class teachers in a small book which is kept in the teacher’s store room.

Details of more serious individual incidents are noted on a Behaviour Incident Form. These are kept in the School Office and are given to the Headteacher or Deputy Headteacher when complete. Details are transferred onto the Bullying spreadsheet by the School Administrator. The spreadsheet is reviewed each half term by the Headteacher and Deputy Headteacher so that patterns can be noted and groups of children can be targetted.

Please refer to the school’s **Anti-Bullying Policy** for further information and guidance.

Child Protection

Child Protection is a key element of Safeguarding. The designated adult for Child Protection is the Headteacher, Mr Richard Heaven and in his absence, Mrs Marianne Hickling, Deputy Headteacher. It is the Headteacher’s responsibility to ensure the policy is reviewed annually and that any deficiencies within the policy are addressed immediately. All staff have had appropriate Child Protection training which is updated at least every three years. The Headteacher keeps a record of all current Safeguarding training for staff and organises appropriate refresher training when required.

At St Clement’s School we recognise that teachers and all other adults in the school are well placed to observe any physical, emotional and behavioural signs which may indicate that a child is suffering significant harm. If school has a significant concern about the well-being and safety of a child they will contact MASH, the Multi Agency Safeguarding Hub for advice. Parents are also welcome to contact MASH themselves for advice.

Vulnerable children are discussed both in Staff Meetings and Weekly Briefings as a standing order so that all necessary information is shared.

If an adult working in school has a cause for concern with regards to a child’s welfare they must complete a ‘Cause for Concern’ form, which can be found in the school office. Accurate records must be made as soon as practicable and then handed to the Headteacher (Designated Safeguarding Lead) or Deputy Headteacher. Information should clearly distinguish between observation, fact, opinion and hypotheses. All records will be signed and dated. Any information given will be recorded verbatim, where possible, and a note made of the location and description of any injuries seen, or inappropriate behaviour of an adult that a child may have disclosed.

The Headteacher collates 'Cause for Concern' information and analyses data on a termly basis to look for patterns. Where necessary parents are contacted and appropriate support is put in place e.g: Early Help. Information is shared with the Education Welfare Officer on a regular basis.

We know that some children are especially vulnerable to abuse. We also recognise that children who are abused or neglected may find it difficult to develop a sense of self-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 of our pupils.

St Clement's School has an Additionally Resourced Centre which specifically, but not exclusively, supports children who are profoundly deaf. These children may be especially vulnerable and so require bespoke programmes in order for them to be kept safe. The school explicitly recognises the increased vulnerability of deaf and disabled children to abuse and neglect and the barriers they may face, especially around communication. It provides additional safeguards for these children.

Please refer to the school's Child Protection Policy for further information and guidance.

First Aid

The school has one paid member of staff who oversees First Aid (Mrs Andree Blease). In addition, there are always trained members of staff who volunteer to support where necessary and appropriate. There are a number of first aid kits situated in the school's medical room. Parents are asked to inform school of any updated medical needs annually.

Children who have significant medical needs have their essential information displayed in the staffroom. Parental consent is gained before information is displayed.

Parents of children with a diagnosis of asthma, or that need an epipen, are required to complete a medical form giving information regarding the severity and any allergies/triggers they may have. Parents are requested to supply at least one inhaler or epipen, within date, which is stored in the medical room.

When necessary, staff will refer to the school's Intimate Care Policy when dealing with issues of a sensitive nature to ensure appropriate guidelines are followed.

Where a child has complex medical needs then a Health Care Plan may be deemed necessary. This contract between home and school gives staff clear guidelines, information and procedures regarding a child's needs. This information is shared with staff every year on the INSET day before the start of the Autumn Term and as and when necessary.

When a child is seriously unwell, or has suffered an accident in school or on the playground, there is a protocol for staff to follow:

- for serious incidents or illness a trained first aider is consulted
- these incidents are logged on a First Aid Note and stored in an accident file. Parents are given a copy of this note.
- where necessary the School Administrator enters accident information onto the Online Notifiable Accident Reporting Form.

- for head injuries a head injury sticker is issued, a first aid note is sent home and parents are contacted
- for minor accidents or illness any adult can deal with the situation.
- if there is any doubt at all a parent is contacted

Any near misses should be orally communicated immediately to the Headteacher or caretaker so that they can be dealt with instantly if necessary. The incident should then be recorded in the 'Near Miss' book in the school office. The Headteacher and the caretaker analyse recorded near misses regularly to look for patterns and any appropriate actions required.

Only trained members of staff can use the defibrillator located in the school foyer.

Induction of volunteers

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 DBS search will be conducted. Forms are available from the school secretary. A verifier in school will support applicants with this, and send it to the Jersey Vetting Bureau. Visitors who do not yet have clearance will, under no circumstances, be left alone with a child or group of children.

When a volunteer's role is a 'one off', such as supervising on a day trip or helping on Christmas Party day, (and therefore less than 4 times in a 30 day period and **not** overnight) these measures are not necessary. However, the person should not be left alone or unsupervised in charge of children. The school administrator keeps a record of volunteers that have completed their DBS checks. Staff should look at this list in order to ascertain whether an adult has completed their DBS check. Risk assessments for trips involving parents must clearly show which parents have been police checked.

Mobile phones

Pupils are asked to leave mobile phones with the office. Any child found using a mobile phone in school will have it removed by the member of staff until the end of the day and parents will be informed.

Please refer to the Online/E-Safety Policy for further information and guidance.

Online Safety / E Safety

Children should be encouraged to use the internet safely as a tool for learning.

Parents are asked to sign paperwork agreeing to their child using the internet. If there is misuse of the internet by children or staff the issue must be reported to the headteacher who is in charge of Online Safety.

Pupils throughout the school are taught about E safety issues in lessons, workshops and assemblies as part of the Computing curriculum. Children and teachers are asked to sign an Acceptable Use Policy [AUP] to use the internet at school.

The school collates and analyses data regarding Online Safety issues. These are detected from Google alert emails and through the Impero monitoring software. The Headteacher and Deputy Head analyse this data daily and appropriate consequences are put in place where necessary. Incidents are also used as learning opportunities for specific groups or classes of children.

Please refer to the Online/E-Safety Policy for further information and guidance.

Partnerships with outside agencies

St Clement's School recognises that it is essential to establish positive and effective working relationships with external agencies such as Social Services, Educational Psychologists, EWO's and Children's Services. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

Photographing and videoing

Occasionally we may take photos of the children at school. We may use these images within classrooms, in corridors and in our school's information booklet or in other printed publications, as well as our web based Virtual Learning Environment (VLE) or our school website. We may also make video recordings of school events such as residential trips or assemblies. Parents are asked to keep any photographs they take of their children in school for personal use only. Parents are reminded at each event that photographs of school children should not be uploaded to social networking sites, such as Facebook.

From time to time, our school may be visited by the media who will take photographs or video /film footage. Pupils will often appear in these images, which may be used in the JEP or on televised news programmes. School photographs that are used outside of school are anonymous unless specific permission has been received from parents.

Parents are asked to sign a consent form upon entry to school giving permission for such photos and videos to include their son or daughter. The school administrator keeps these records in the school office. Teachers are informed of pupils who do not have parental consent on the school's INSET day at the start of the academic year. If outside agencies or companies are used to photograph or film pupils a data processing agreement between the school and the individual is signed. The fair processing statement is in the School Handbook and is published on the school website.

Pupil Information

Our school will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them. This is stored on the office computers and paper records are filed centrally in the school office in secure filing cabinets. Information will not be shared with anyone apart from staff members unless a child is 'at risk'. Any paper work including personal information / data will be shredded appropriately in line with the Education Department's retention schedules. When pupils move to another school, information, including academic data, will be transferred as soon as possible to the receiving school.

Racial tolerance

The school will work hard to promote racial equality and harmony by preventing and challenging racism. Racism is tackled in both the RE and in the PSHCE curriculum. The children take part in discussions designed to raise awareness and address prejudices.

Please refer to the Equal Opportunities Policy for further information and guidance.

School security

St Clement's School provides a safe and secure environment for pupils and staff to work in. However, the school is only as secure as the people who use it. Therefore, it is important that all people on site adhere to the following rules, as laxity can cause safeguarding issues:

- There is an electronic security door at the front of the school.
- The playground gate is locked throughout the day. It is only open for the start and the end of school.
- Apart from the main entrance, all other entrances should be locked or closed throughout the day (e.g: Nursery door and fire doors)
- Visitors wear identity stickers and all visitors must sign the visitor book.
- Staff will wear identity badges when in school and when working off-site e.g: on educational visits and on training courses.
- Any visitors and volunteers must enter and exit school through the main door, after signing in or out at the school office.
- The main entrance is locked during the school day. Visitors ring the doorbell and wait for the door to be released. All visitors report to the main entrance.
- 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 school will endeavour to check this before admittance is granted and a note made of anyone entering without clearance.
- All contractors are required to sign the Property Log Book, in accordance with JPH guidelines.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Staff should store valuables in their classrooms or the staffroom.
- Staff should challenge unidentified / unknown people on school premises.
- Adults and parents visiting the school should use staff toilets only and not children's toilets.
- Staff are responsible for locking doors and securing windows in their classroom at the end of the school day. Staff members that are working alone in school must set the alarm system as they leave the building.
- Children should never be allowed to leave school alone during school hours.
- Should a child leave the school premises without permission, then the head /deputy headteacher must be informed immediately. Parents will then be informed of the incident and the police if necessary.

Please refer to the Lone Worker Policy for further information and guidance.

School Trips

At St Clement's School we encourage staff to use the island environment to enhance learning. Visits are carefully planned and risk assessments are completed for each visit in order to minimise risk and safeguard pupils. Detailed documentation of a visit is given to the Headteacher for initial approval at least a week before the visit is due to take place. A copy of the Offsite Visit form and risk assessment must be shown and signed off by the EVC (Educational Visits Coordinator). This needs to be done at least 48 hours before the trip is due to take place. The EVC at St Clement's School is the Headteacher, Richard Heaven.

A copy of the risk assessment must also be shared with each adult accompanying the trip. Medical or contact details for children should not be included on this risk assessment. However, the group leader should take contact details and medical information with them on the trip.

The following guidance should be followed:

- If a minibus is being used, it can only be driven by a member of staff with the appropriate qualification.

- When planning trips staff must ensure that there are appropriate staffing ratios which, at its minimum, meet Education Department policy. Ratios are as follows: 1:4 for Nursery, 1:6 for Reception/KS1 and 1:12 for KS2. On residential trips (Year 4 -6) this ratio changes to 1:10.
- Parents used to help with transportation for educational visits during school time must be police checked and hold fully comprehensive insurance.
- A first aid kit and mobile phone must be taken on all trips.
- Whilst risk assessments are stored in the Teacher's Shared area, staff must adapt them to the context of their planned trip and the children within their class.
- Generic risk assessments for extra-curricular sporting events (e.g: football and netball matches) are also stored in the Teacher's Shared area. These should be read and incorporated into any plans for specific sporting events.
- Parents are given as much information as possible about the nature of the trip and the activities that will be on offer.
- Only activities detailed in the Offsite Visit form and risk assessment are permitted on any trip.
- Additional risk assessments for children within the ARC will be written. The Group Leader needs to have read and discussed this risk assessment with the relevant keyworker before the visit.
- For residential trips, parents are invited to attend a specific information meeting. After the meeting they are required to sign a consent form stating that they are aware of the school's behaviour expectations and their parental responsibility should their child's behaviour drop below these.

Travelling to and from school

Some older pupils walk, cycle or scooter to or from school unaccompanied by a parent or carer. If this is the case, consent must be given by the parent to the school explaining this. Pupils cycling to school must hold the Cycling Proficiency Certificate.

Whistleblowing

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 confidence so that any such matter will be dealt with sensitively and with the necessary degree of confidentiality. The school follows the Education Department's policy on Whistleblowing.

Monitoring and review

It is the responsibility of the Senior Leadership Team to monitor the effectiveness of the Safeguarding Policy through continual self-evaluation.

To this end, the above policy is reviewed annually by the Senior Leadership Team.

Date of current review: January 2017

Date for next review: January 2018

