



St Clement's School Safeguarding Policy

Context

Every child deserves to be happy and secure whilst engaged in their learning 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 are in place 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, Counter-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. CYPES 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 or Deputy Headteacher sit 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 the Designated Safeguarding Lead meet 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. An attendance plan may be put in place to monitor attendance or punctuality over a specified period.

The school works closely with its Education Welfare Officer whenever a child's attendance or punctuality causes concern. Where this is a persistent problem, families may be referred to an Attendance Panel, Parish Hall meeting or Court hearing.

In exceptional circumstances, schools are given directions by CYPES regarding what is deemed to be authorised / unauthorised absence e.g: school closure during the Covid-19 pandemic or due to adverse weather conditions.

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 Collaboration Days, House Points, certificates and a Headteacher's Tea Party. As a Rights Respecting School, we reward positive behaviour as we believe 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 excluded 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 not permitted to use physical intervention with children unless they have completed the MAYBO 1 & 2 training. 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, unkind text messages, 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 exhibiting the behaviours attributed to a bully will also be supported. The plan will aim to get the child to identify why they are choosing these behaviours and understand the impact of them so that they can make better choices in the future.

Low level incidents concerning behaviour are dealt with by members of staff, but are not recorded formally. Where a child has ignored the warnings given by staff, appropriate consequences will be put in place for poor behaviour. Staff will record these incidents in the individual’s pupil record within SIMS. It is the class teachers’ responsibility to ensure that this information is recorded onto SIMS. The SLT monitor these behaviour records in order to track individuals and also look for patterns within classes or across key stages. If a pattern of deliberate unkind behaviour is identified then behaviour incidents may be recorded as bullying. Data on SIMS is reviewed at least each half term by the SLT so that patterns can be noted and groups of children can be targeted accordingly.

Please refer to the school’s **Counter-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. The school also has a Designated Safeguarding Lead, Mrs Debi Morris-Monro, that can respond to child protection concerns.

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. 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 the Children and Families Hub (519000) for advice. Parents are also welcome to contact the Hub 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 'Report a Concern' using the online safeguarding platform called 'My Concern'. All staff have a log in and are able to report a concern. An accurate record must be made as soon as practicable. Any information given should be recorded verbatim, where possible. Details gathered through the TED (Tell, Explain, Describe) process should be recorded as well as a description of any injuries noted. Injuries should be recorded on the online body map provided. Information should clearly distinguish between observation, fact, opinion and hypotheses. All records will be saved on the system. After the concern is submitted an automatic notification will be sent to the Deputy Headteacher and Headteacher (Designated Safeguarding Leads).

'My Concern' stores the submitted concerns in chronological order and can run reports to assist Safeguarding Leads in collating data for Core Group/Early Help meetings or Child Protection Conferences. Senior Leaders can also analyse 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 a generic needs-based Additionally Resourced Centre which supports children with a range of complex needs. 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 special needs children to abuse and neglect and the barriers they may face, especially around communication. It provides additional safeguards for these children.

In exceptional circumstances, for example school closure, the school makes every attempt to maintain regular contact with vulnerable families and outside agencies to ensure continuity of support.

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

First Aid

The school has two members of staff who oversee First Aid. The identified Lead First Aiders are the School Administrator, Debbie Davies and the Designated Safeguarding Lead, Mrs Debi Morris-Monro. In addition, there are a large number of trained members of staff who support with incidents where necessary and appropriate. There are a number of first aid kits situated in the school's medical room and in other locations around the school. 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 medical room cupboard. 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 two inhalers or two epipens, within date. One of the inhalers/epipens is stored in the child's classroom. Medication is stored in the designated medical box (with a green cross on it) in the teacher's cupboard. The other inhaler/epipen is kept in the Medical/Family room.

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
- all incidents that require first aid are logged on a First Aid Note and stored in an accident file. Parents are given a copy of this note.
- If an ambulance is required, or the child attends A&E, the first aider who tended to the child must enter the accident information onto the 'Online Notifiable Accident Reporting Form' on their desktop.
- If a child sustains a head injury a suitable sticker is issued, a first aid note is sent home and the parents are contacted by phone
- for minor accidents or illness any staff member can deal with the situation.
- if there is any doubt at all regarding an accident or illness, 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 on the 'Near Miss' form in the appropriate folder in the school office. The school's Health and Safety team regularly analyse recorded near misses to look for patterns and any appropriate actions required.

Staff accidents that occur within school must be recorded. If any staff member has an accident and/or sustains an injury, then the Headteacher or Deputy Headteacher must be informed as soon as possible. Following any necessary first aid, the incident should be recorded on the 'Staff Accident' form in the appropriate folder in the school office. If an ambulance is required, or the staff member attends A&E, the first aider who tended to the staff member or Lead First Aider must enter the accident information onto the 'Online Notifiable Accident Reporting Form' on their desktop.

The school's Health and Safety team regularly analyse recorded accidents to look for patterns and any appropriate actions required.

Due to the automated instructions contained within the school's defibrillator, all members of staff can use the device when required. It is located in the school foyer.

In exceptional circumstances, for example during the Covid-19 pandemic, the school follows specific guidance regarding recommended periods of absence for symptomatic children.

Please refer to the school's **First Aid Policy and procedures** for further information and guidance.

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 must have been completed. The DBS form is completed online by the volunteer. The link to complete this process can be obtained from the School Administrator. A verifier in school will support applicants with this, confirm ID and record the required information on the school's Single Central Record. 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 on the Single Central Record. Staff should check with the School Administrator in order to ascertain whether accompanying parents have completed a DBS check. Risk assessments for trips involving parents must clearly show which parents have been police checked.

Mobile phones

Mobile phones have access to the Internet and picture/video messaging. These present opportunities for unrestricted access to the Internet and sharing of images/videos. There are risks of cyber bullying, or inappropriate contact.

- Pupils can bring mobile phones onto the school site where it is seen by the school and parents as a safety/precautionary issue. These are handed into the class teacher at the beginning of the day and are collected at the end of the day.
- Mobile phones that belong to pupils are stored during the day in the teacher's store cupboard.
- Pupils and visitors are not permitted to access or use their mobile phones within the classroom.
- Staff should always use the school phone to contact parents where possible.
- All staff, visitors and volunteers should ensure that their phones are on silent or turned off and stored safely away during teaching sessions.
- Staff may use their mobile phones during break, lunchtimes and after school.
- Parents cannot use mobile phones on school trips to take pictures of the children.
- On trips, staff mobiles are used for emergency only.

Please refer to the **Online Safety Policy** for further information and guidance.

Online Safety

Pupils throughout the school are taught about online 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. Children should be encouraged to use the internet safely as a tool for learning. If there is misuse of the internet by children or staff it will be picked up by Impero and/or the daily google search reports. These tools are currently monitored by the Designated Safeguarding Lead, Debi Morris-Monro and, in her absence, the Headteacher, Richard Heaven.

Incidents which may lead to child protection issues need to be recorded on My Concern. The incident should also be reported immediately to one of the Designated Safeguarding Leads – it is their responsibility to decide on appropriate action not the class teachers.

Incidents which are not child protection issues, but may require intervention should be recorded on SIMS (Behaviour) within the same day and dealt with by the class teacher, in conjunction with the school's Designated Safeguarding Lead. Online incidents that do raise child protection concerns should be recorded on My Concern. The Designated Safeguarding Lead should be notified as soon as possible. Depending on the severity, incidents should also be reported to the Deputy Headteacher or Headteacher. Where possible, incidents are used as learning opportunities for individuals, specific groups or classes of children. However, consequences such as the disabling of a pupils' network login may be used where pupils have not demonstrated that they have learnt from their original mistake.

Allegations involving staff should be reported to the Headteacher. If the allegation is one of abuse then it should be handled according to the Education document titled 'Dealing with allegations of abuse against members of staff'.

Evidence of incidents must be preserved and retained.

The curriculum will cover how pupils should report incidents (e.g. CEOP - ThinkUKnow, trusted adult, Childline etc.)

The school collates data regarding Online Safety issues within Impero. The Headteacher and Designated Safeguarding Lead analyse this data on a monthly basis to identify any patterns that may indicate future learning opportunities.

Please refer to the school's **Online 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, EWOs and Children's Services. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

Digital/Video Cameras/Photographs

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 school website. We may also make video recordings of school events such as residential trips or assemblies.

Pictures, videos and sound are not directly connected to the Internet, but images are easily transferred.

- Pupils will not use digital cameras or video equipment at school unless specifically authorised by staff.
- Publishing of images, video and sound will follow the procedures set out in this document under 'Publishing Content'.
- Parents and carers are permitted to take photos/videos of their own children in school events. They are requested not to share photos/videos from school events on social networking sites if other pupils appear in the background.

- Headteacher or a nominee will inform parent(s)/guardian(s) and others present at school events that photographs/videos may be taken on the basis that they are for private retention and not for publication in any manner.

Staff should always use a school device to capture images and should not use their personal devices. Photos taken by the school are subject to the Jersey Data Protection act.

Published Content and the School Website

The school website is a valuable source of information for parents and potential parents.

- Contact details on the Website will be the school address, e-mail and telephone number.
- Staff and pupils' personal information will not be published.
- The Staff Lead, Headteacher and the school Business Manager will take overall editorial responsibility and ensure that content is accurate and appropriate.
- Photographs and videos that include pupils will be selected carefully.
- Pupils' full names will not be used in association with photographs.
- Consent from parents will be obtained before photographs of pupils are published on the school Website.

Published Content and the School Facebook site

The school Facebook is a valuable source of information for parents and potential parents.

- Staff and pupils' personal information will not be published.
- The Staff Lead or Deputy Head will take overall editorial responsibility and ensure that content is accurate and appropriate.
- Photographs and videos that include pupils will be selected carefully.
- Pupils' full names will not be used in association with photographs.
- Consent from parents will be obtained before photographs or videos of pupils are published on the Facebook page.
- The school has a separate Social Media Policy which is reviewed bi-annually.

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 and their associated social media sites. 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 on the school's Information Management System. 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.

When compiling the Year 6 Leaver's Book parents are informed about the purpose of the book, so that parents can consider whether consent is given.

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 networked 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 CYPES 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.

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 in on the ipad in the foyer.
- Staff will wear their lanyards 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.
- All visitors report to the main entrance. The main entrance is locked during the school day. Visitors ring the doorbell and wait for the door to be released when leaving the school.
- 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 where they can be locked in the teacher's cupboard for security.
- Staff should challenge unidentified / unknown people on school premises.
- Adults and parents visiting the school should use the 'baby-changing' toilet 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.

In exceptional circumstances, for example during the recent Covid-19 pandemic, additional control measures are put in place as required. This includes restrictions on access to the school site.

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 as early as possible 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 and with the children, as appropriate. 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. This information should be shredded when the group return to school.

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.
- Parents used to help with transportation for educational visits / sporting activities during school time must be police checked and hold fully comprehensive insurance.
- When planning trips staff must ensure that there are appropriate staffing ratios which, at its minimum, meet the CYPES Health and Safety 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.
- A First Aider must be present on every offsite trip.
- A first aid kit and mobile phone **must** be taken on all trips.
- The named Group Leader needs to ensure that any required medication is taken on an offsite trip e.g. inhalers, EpiPens, piriton.
- First Aider to use green backpack to carry First Aid Kit and medication. Backpack kept in Medical Room.
- First Aider to sign out offsite visit First Aid Kit by writing on the clipboard in the Medical Room.
- Lead First Aider to sign offsite visit form and note which First Aid Kit has been taken out.
- A copy of the form will be kept in the school office until the group return.
- At the end of the visit, the Group Leader will sign the First Aid Kit back in and record on the clipboard any resources that have been used.
- Lead First Aider to check form and replenish First Aid Kit.
- Lead First Aiders to check and replenish First Aid kits in the first week of every month. This will be diarised on the School Calendar.
- 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 sporting events 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 control measures for children within the ARC will be written and built into the risk assessment. The Group Leader needs to have read and discussed this risk assessment with the relevant keyworker before the visit.
- For longer 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. It is the parents' responsibility to ensure that their child is old enough and responsible enough to arrive and leave school in this way. The school advises parents to ensure that any pupil cycling to school should hold the Cycling Proficiency Certificate or Bikeability Level 2 qualification.

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, verbally or online. 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.

Please refer to the **CYPES Whistleblowing Policy** for further information and guidance.

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: September 2023

Date for next review: September 2024