



Safeguarding Policy

Rationale

This School Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the school and is an over-arching document which demonstrates how everyone working in, or for, our school shares the objective to helping to keep children safe from harm and abuse so they feel able to do their best.

We aim:

- to ensure that children within our school feel safe at all times
- to ensure that all stakeholders are safe and feel that they are able to put the welfare of the children first without concern that there will be any negative consequences attached to their actions
- to ensure that all adults who have contact with children in school have been properly vetted and cleared as being suitable to work and support children in our care/charge
- to ensure that all adults who have contact with children in school have been trained to undertake their safeguarding responsibilities effectively

School Commitment

Beacon View Primary Academy 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 and 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.

Providing a Safe and Supportive Environment

Safer Recruitment and Selection

The school pays full regard to the requirements of the current DfE guidance "*Keeping Children Safe in Education*" April 2014. We ensure that all appropriate measures are applied in relation to everyone who works in the school and who is likely to be perceived by the children as a safe and trustworthy adult, including volunteers and staff employed by contractors.

Safer 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 capability for the job. It also includes undertaking interviews and where appropriate, undertaking Independent Safeguarding Authority Children's List checks (formerly List 99 and POCA), Disclosure and Barring Service checks and providing honest and accurate references when individuals move on.

In line with statutory changes, underpinned by regulations, the following will apply:

- A Disclosure and Barring Service Enhanced Disclosure will be obtained for all new appointments to our school workplace.
- This school is committed to keep an up to date single central record detailing a range of checks carried out on our staff, volunteers and governors.
- All new appointments to our school workforce from overseas or who have lived outside the UK will be subject to additional checks as appropriate.

- Our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy.

All new staff will receive an induction on their first day of work. This will include a welcome to all staff and an outline of the following;

- Procedure for the evacuation of the school
- General Health and Safety
- Child Protection Policy and procedures

Safer Working Practice

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.
- discuss and/or take advice from school management over any incident which may give rise to concern and record any incident or decisions made.
- apply the same professional standards regardless of gender, race, disability or sexuality.
- are aware of the importance of confidentiality.
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Child Protection

Roles and Responsibilities

The Governing body will;

- publish in liaison with the Head Teacher a Child Protection Policy to outline arrangements for managing Child Protection
- appoint a designated Governor for Child Protection

The Senior Designated Person for Child Protection in our school is Mike Bowen, Acting Headteacher. The Deputy Senior Designated Person for Child Protection in our school is Emma Skyes, Head of School.

The Chair of Governors should be contacted directly where there are allegations and/or complaints against the Headteacher. The Local Authority Designated Officer for Child Protection oversees all allegations made against those who work with children and can be contacted at anytime for advice.

The Designated Persons for Child Protection is responsible for;

- the implementation and day to day management of the policy and procedures
- ensuring all staff have an understanding of child abuse and its main indicators, and are alert to their reporting and confidentiality responsibilities
- being the first point of call for pupils and staff
- contributing to training
- liaising with other agencies on suspected cases of abuse, taking advice where necessary
- advising the Executive Head Teacher about cases in hand
- monitoring pupils who have been identified as being at risk
- keeping in a secure place, clear and confidential records of pupils; e.g. minutes from case conferences, reports from social care, school nurse or the Police

Pastoral Care

It is the school's priority to create an environment in which pupils know and are confident about the adults in school who they can approach if they are worried or in difficulty.

Reporting Concerns

In the event of a member of staff having child protection concerns about a pupil, they must immediately report that concern to a Designated Person for Child Protection. They will then be asked to document briefly the concern using the school disclosure form. See Appendix 1.

The school will follow the Local Government guidelines for Child Protection, liaising with the Social Services and other agencies, as appropriate. Actions taken will be recorded within the confidential individual records. All Child Protection records and reports should be objective and based on evidence. They should distinguish between fact, observation, allegation and opinion. Records should be archived for ten years, securely ensuring confidentiality.

Partnership with Parents

The school shares a purpose with parents to educate, keep children safe from harm and have their welfare promoted. We are committed to working 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. Beacon View Primary Academy 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 us. We make parents aware of our Safeguarding and Child Protection Policies and parents are aware that they can view these policies on request.

Safe Training

The school's Senior Designated Person with responsibility for child protection and any named deputies undertake specific child protection training which includes how to undertake their role. They also undertake inter-agency child protection training. Refresher training is undertaken at two yearly intervals (if available). 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 child protection effectively. This is kept up to date by refresher training at three yearly intervals as a minimum requirement.

Confidentiality

The following guidelines should be followed to ensure confidentiality is maintained.

1. All information about individual children is private and should only be shared with those staff that have a need to know. Parents have ready access to the files of their own children but do not have any access to information about any other child.
2. Staff cannot offer or guarantee absolute confidentiality. If confidentiality is to be broken, the pupil should be informed first and then supported, as appropriate. As far as possible, the parents should be kept fully informed of concerns. However, parents should only be informed of child abuse concerns if staff are certain that the children will not be put at risk by their doing so.
3. All social services, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than school staff.
4. All children, parents, staff members and governors must enjoy privacy from gossip. All matters are dealt with according to the school's procedures and out of the eye of the wider community. It is important that:-
 - o Staff do not discuss details of individual cases arising in staff meetings to any person without direct professional connection to and interest in the welfare and education of the individual concerned.
 - o No member of staff discusses an individual child's behaviour in the presence of another child in school.
 - o Staff do not enter into detailed discussion about a child's behaviour with other children or their parents.
 - o Governors do not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.

- Parents in school, working as volunteers do not report cases of poor behaviour or pupil discipline to other parents in the school. This allows teachers to deal with such matters in line with school policy.
- It is important that class teachers and support staff are aware of some confidential matters in order to support individuals. These staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.
- When volunteers, such as parents and friends of the school are working in classes, they do not discuss educational matters outside the classroom. For example the specific use of teaching assistant time for particular pupils or groups of pupils, teaching assistants have different roles within a class, including the support of children with special educational needs, the provision and work with these children is for the teacher to discuss with the relevant parents or carers.

Health and Safety Policy

The school has a health and safety policy, which is monitored each year by the relevant committee of the School Governing Body. The Headteacher, with the staff member with responsibility for Health and Safety, the site supervisor and a governor with responsibility for Health and Safety oversee the policy. Any concerns from staff, volunteers, governors or pupils are reported to the staff member with responsibility for health and safety through the Hazard Booklet located in the School office. The site supervisor will then carry out an initial examination, assessing what remedial action needs to take place. Each half term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual fire risk assessment. There is a critical incidents plan that details what staff and parents should do in the case of emergencies.

First Aid

In school the following members of staff are trained to oversee first aid:

- Paula Tanner, Business Manager
- Clare Rhoden, Teaching Assistant
- Lynn Letts, Learning Mentor

First aid kits are situated at the end of each corridor and in the main school office.

When a child is unwell or has suffered a minor accident in school or on the school grounds, they are sent to the office. A First Aider will assess whether they are able to remain in school; if not, the child's parent / carer is contacted and asked to collect their child.

If a child has a major accident or suddenly becomes very ill the following steps are followed:

- Step 1: A trained first aider is immediately called to provide assistance and advice.
- Step 2: The incident/accident is logged in the incident/accident register.
- Step 3: The parent is notified of the incident/accident as soon as necessary.
- Step 4: The Local Authority Health and Safety Team and the RIDDOR are notified of the incident/accident where there is a statutory duty to do so.

Site Security

Beacon View Primary Academy aims to provide a secure school site but recognises that 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. It is recognised that carelessness can cause potential problems to safeguarding. Therefore, the school ensures that:

- gates are locked except at the start and end of each day.
- doors are kept closed and secure to prevent intrusion.
- visitors and volunteers only enter through the main entrance and must sign in at the office.
- children are only allowed home with adults/carers with parental responsibility or confirmed permission has been received in advance.
- children are not allowed to leave school alone during school working hours unless specific written or verbal permission has been given by the parent / carer. Any child must be signed out.

- should a child leave the school premises without permission then staff must report this immediately to the office. Parents will then be contacted immediately; if they can not be contacted the police and local wardens will be informed.

Welcoming Other Professionals

Visitors with a professional role, such as the school nurse, social care or members of the Police should have been vetted to work with children through their own organisation. When there is a planned visit to the school, The Headteacher will ensure that written confirmation is received from the employing organisation that the particular individual has been vetted through the DISCLOSURE AND BARRING SERVICE within the last three years and cleared to work with children. When individuals make sudden or unplanned visits to the school, they will be accompanied by a staff member at all times and not allowed to have any unsupervised access to the children until confirmation of their vetting status has been confirmed. No examination/medical treatment of any child will be allowed unless the professional has suitable clearance prior to their visit.

It is recognised that in emergency situations when the Police are called, perhaps to deal with an unruly pupil/adult, it may not be possible to confirm their identity before access to the school site is allowed. The Headteacher will use their professional judgement to effectively manage these situations.

Design of the Curriculum

The curriculum at Beacon View Primary Academy includes teaching to help all pupils understand and respond positively to the rights of children to be safe and to know how to protect themselves and others. These are included in the Personal, Social and Health program which provide opportunities for discussions around such topics as Drugs, Alcohol, Sex and Relationships, Stranger Danger, and E-safety. The curriculum is also designed so that safety issues within the subject are discussed and safe practices explained, such as using equipment properly in PE and Design and Technology.

Appropriate staffing levels will be maintained at all times when the curriculum is being delivered outside of the school site. Appropriate and agreed pupil/adult ratios are always maintained. The lead adult always risk assesses visits and trips to ensure children are safeguarded and protected from harm before the event is finally authorised by the Acting Headteacher, who is the School Educational Visits Coordinator.

Visiting speakers, with correct clearance and/or constant supervision are always welcome into school so that they can give specialist knowledge to the children.

Internet/E-Safety

Children are encouraged to use the internet as much as is possible but at all times in a safe way. Parents are asked to give permission for their children to use the internet on entry to the school. Parents must sign an appropriate usage form to ensure that they understand the risks and sanctions relating to misuse of the system in and beyond the school. If staff know of misuse, either by a teacher, staff member, volunteer or child, the issue must be reported to the Headteacher without delay. The Headteacher has overall responsibility for internet safety.

The school will ensure that:

- software is in place to minimise access and to highlight any person accessing inappropriate sites or information
- pupils 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 Senior Designated Person for child protection 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 which are kept in the school office
- training is provided to pupils, staff and volunteers on e-safety matters where necessary
- parents are not permitted to use their mobile phone whilst in school

If using social networking sites, school staff should not have parents, pupils or ex-pupils as 'friends' unless permission has been sought from the headteacher. This protects staff from conflicts of interest and potential claims of bringing the school into disrepute.

Inclusion Opportunities

Our aim is to ensure that we meet the needs of all individuals within our 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. Please refer to the Special Needs Policy for further details.

Behaviour Policy

Good behaviour for learning is essential in any community and at our school we have high expectations in this area. The school has a Behaviour Policy that must be followed by all staff. This policy is shared with parents and is available on the school website and from the school office. 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 including:

- specific praise from a member of staff
- learning value points and certificates
- Star of the Week
- showing another teacher good work
- Headteacher awards
- attendance rewards

There are also a range of sanctions:

- having to discuss their behaviour
- working at the restart table
- loss of playtime
- reporting to a senior member of staff
- detention
- exclusion

Staff are discouraged from handling children. However, it may be necessary when its aim is to prevent a pupil injuring themselves or others (For example, pupils playing in a dangerously rough manner) or to prevent them damaging property (For example, pupils throwing a heavy object at/near to expensive computer equipment). The correct forms (available from the office) must be completed after an incident where a child has been restrained and parents must be informed and invited in to discuss the incident.

Anti-Bullying Policy

Bullies will not be tolerated at Beacon View Primary Academy. Adults should be informed immediately of any bullying and action will take place. Children are told that Beacon View Primary Academy is a 'telling school' and that silence is the bully's best friend so they must tell an adult if they believe they are being bullied. The school will act swiftly with a process of investigation, communication and action. There is a more detailed Anti-bullying Policy available on the school website and from the school office.

Equalities and Racial Tolerance

Beacon View Primary Academy has an "Equal Opportunity Policy" that embraces racial tolerance. This includes information about what the school, through education, challenge and discussion, will do to ensure incidents do not happen. Racism is tackled in both the RE and in the PSHE curricula. The children will take

part in discussions designed to raise awareness and address prejudices. This work ensures that racial tolerance is at the forefront of everything we do.

Photographing and Videoing of Children in School

At Beacon View Primary Academy we have taken a sensible and balanced approach to photographing and videoing children on the school site. Taking pictures and video images of children's achievements and activities is a wonderful way of capturing a memory and promoting successes. The school seeks permission of parents and carers to use photographs of children in school publications, such as newsletters and, occasionally, local media. Safeguards are in place to ensure anonymity (wherever possible) in their usage.

Whistle Blowing

If members of staff, volunteers or governors have any concerns about people working in a paid or unpaid capacity with children, they have a duty of care (and in some cases a professional duty) to inform management accordingly. This can be done in writing or verbally and such issues will be managed with sensitivity and the necessary degree of confidence. The school has a Whistleblowing Policy that is available from the school office. If there is a complaint or allegation against a member of staff it should be initially reported to the Headteacher who will inform Local Authority Designated Officer (LADO). If the complaint or allegation is against the Headteacher it should be initially reported to the Chair of Governors, who will then contact the Local Authority.

Policy Review

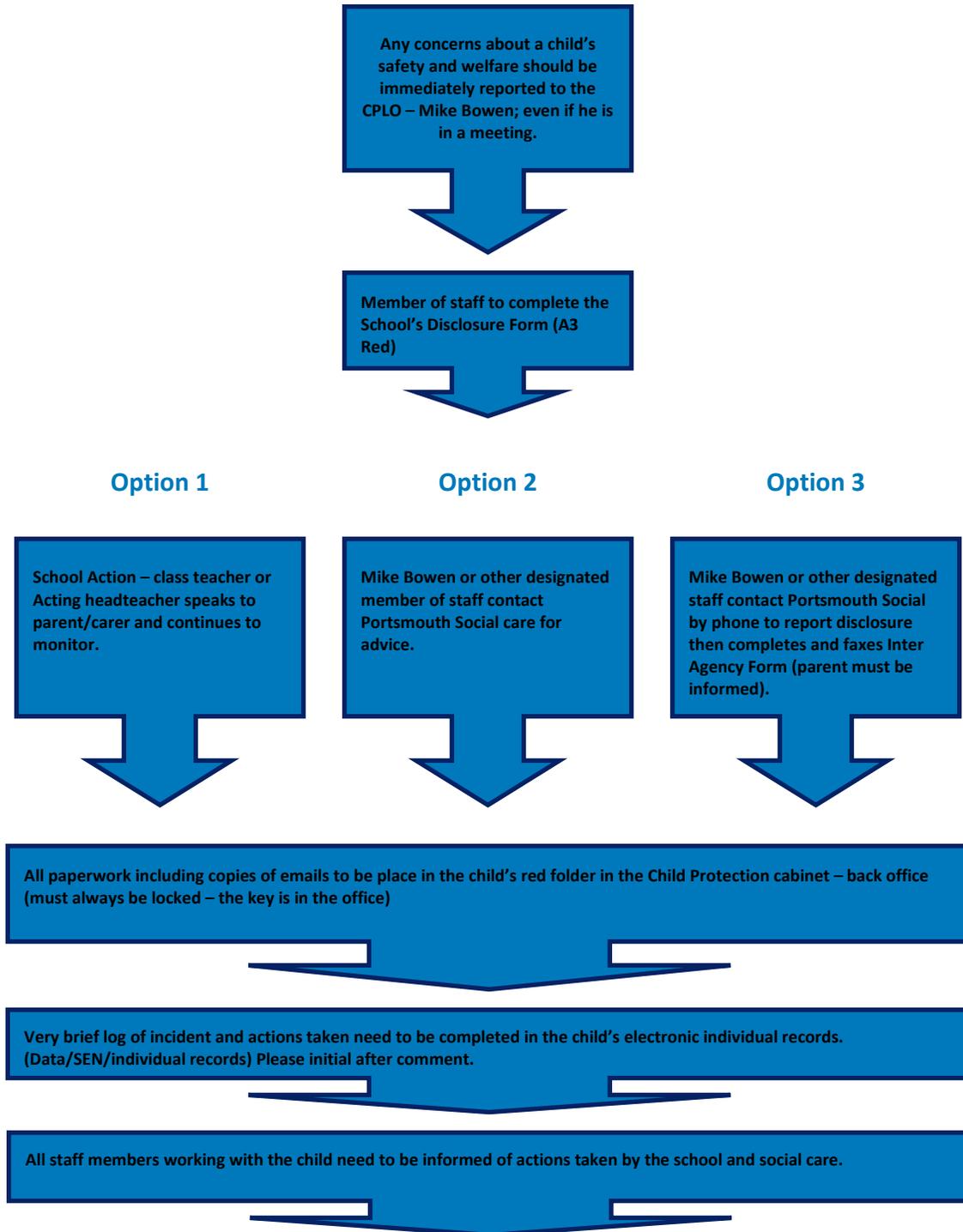
This policy document will be reviewed by the School Governing Body to ensure it is up to date with current legislation and best practice.

Agreed by School Staff – September 2014

Approved by the Governing Body - July 2014

Review Date – July 2015

School Procedure



CONFIDENTIAL

Disclosure Form



Complete **immediately** and return to Acting Headteacher Mr Mike Bowen . In the absence of Mike return to Emma Sykes or the identified member of SLT. Name of SLT member to return form to will be displayed in staffroom on whiteboard.

You have a duty of care to ensure that any disclosure is passed to the child safeguarding officer immediately. This includes situations where they are in a meeting with 'Do Not Disturb' on the door.

This form should never be left on the table of the CPO but given to them personally.

Before completing this form remember that an allegation of child abuse or neglect may lead to a criminal investigation, so don't do anything that may jeopardise a police investigation, such as asking a child leading questions or attempting to investigate the allegations of abuse. You must not comment on what the child has told you or make a judgement about the content of the disclosure. Disclosures must not be discussed with other members of staff and should be treated as strictly confidential. The child safeguarding officer will discuss with you who else needs to know if appropriate.

Remember to reassure the child but not to promise confidentiality.

Form completed by	<input type="text"/>	Date	<input type="text"/>	Time	<input type="text"/>
Form handed to	<input type="text"/>	Date	<input type="text"/>	Time	<input type="text"/>
Name of person making disclosure	<input type="text"/>	Date	<input type="text"/>	Time	<input type="text"/>

Context of the discussion - e.g. location, what was happening before the disclosure?

What was disclosed? Use the exact words you heard and outline the behaviours you saw. E.g. eye contact etc

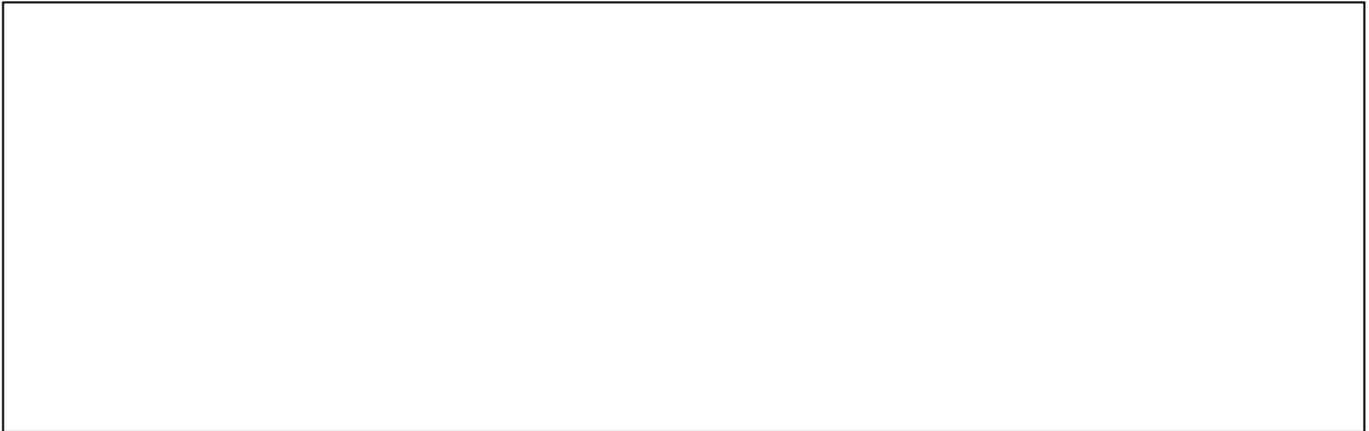
How did the child present? Were they withdrawn? Acting out in anyway? What differences were there in the way that they present normally?

If the child discloses about a mark on their body please complete skin map and give details of the mark below:

Approximate Size (in comparison to a familiar object e.g. Coin) :-

Colour -

Do the marks look old or more recent?



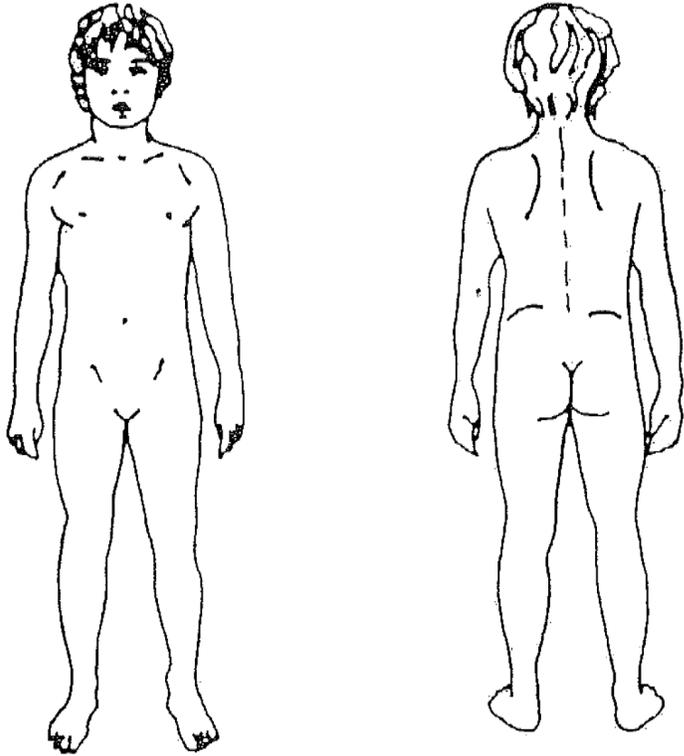
Contact with Social Care Yes/No Date:
(02392839111 - Ask for duty social worker, will need d.o.b. of the child)

Name of person taking call;

Action social care will take;

Inter-agency form Yes/No Date completed and sent to social care:
Fax to 023 92875503

APPENDIX 2



Skin map of cases of physical abuse

Who witnessed the injuries

.....

When were the injuries seen

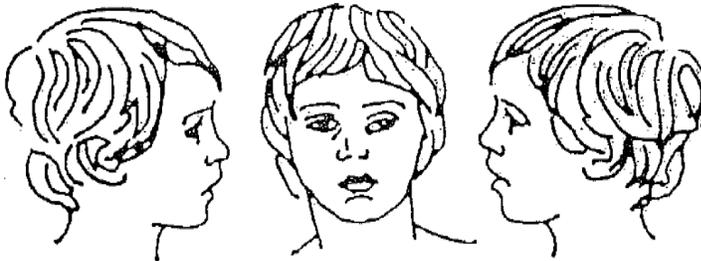
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Childs name

.....

Date of birth

.....



Info recorded on:

Date

.....

Time

.....

Legend

 **Bruises**

 **Scratches**

 **Cuts**

