

## SAFEGUARDING POLICY

Date created	October 2018
Reviewed	
Created by	Mrs H. McNeill
Review date	October 2021

**APPLICATION OF THE POLICY** The policy applies to every member of staff and visitor to the school. Everyone has the mutual responsibility to act to ensure the safety of everyone in the school. Everyone must act to ensure the safety of his/her own person and that of every child in the school.

### 1. INTRODUCTION

The health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. Rawcliffe Bridge and Rawcliffe Primary Schools therefore have to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place. Many are described in full and detailed policies of their own. This Safeguarding Policy is an overarching policy designed to summarise practice and to direct to the more detailed policies as required. ALL POLICIES ARE PUBLISHED ON THE SCHOOL'S WEBSITE, [www.therawcliffeschools.co.uk](http://www.therawcliffeschools.co.uk)

POLICIES WHICH COME UNDER THE SAFEGUARDING UMBRELLA and are available on the School Website

Accident Incident Investigation Guidance ERYC

Accidents and Incidents Reporting ERYC

Asthma Information

Anaphylaxis Information

Asbestos Guidelines ERYC

Asbestos Policy

Confined Spaces Safety ERYC

Construction, Design and Management

Corporate Health and Safety Policy

COSHH Safety Guidance ERYC



Data Protection Act

Dealing With Stress

Diabetes Information

Display Screen Equipment

Drugs and Alcohol Policy

Educational Visits Policy

Electricity At Work Guidance ERYC

Employee Personal Protection

Epilepsy Information

Events on Council Land (and Buildings)

Fire Safety Guidance ERYC

Food Policy Guidance for School

Safe Working

Head Lice Advice

Health and Safety Manual

Health and Safety Policy

Hold Open Device Guidance ERYC

Homeworking Safety Guidance

Infection Control Safety Guidance

Legionella Code Of Practice and Guidelines ERYC

Moving and Handling of Objects Safety Guidance ERYC

Moving and Handling of People Safety Guidance

Musculoskeletal Safety

New and Expectant Mothers Safety Guidance

Noise at Work

Personal Emergency Evacuation Plans

PPE Safety Guidance ERYC

Safer Working Practices

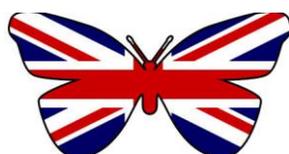
Use of Reasonable Force

Use of Tools in D & T

Vibration at Work

Wellbeing at Work Policy ERYC

Work Equipment Lifting Safety



Keeping Children Safe in Education Part 1  
Keeping Children Safe in Education Full  
School Child Protection Policy  
Child protection procedures staff reference guidance 2018  
Acceptable Use Policies  
Code of Conduct  
E Safety Policy  
FGM – Mandatory Reporting  
FGM – Multi-Agency Statutory Guidance  
Behaviour Policy  
Looked After Children Policy  
Publication Scheme  
Initial Allegation Management  
Inspecting Safeguarding in Early Years, Education and Skills Settings  
Prevent Duty Guidance  
PREVENT Flowchart  
Safeguarding Children and Young People and Young Vulnerable Adults Policy  
Safeguarding Whistle Blowing  
Staff Email Use Policy (LA Adopted)  
Recruitment and Selection Policy  
Sex and Relationships Education  
Supporting Pupils with Medical Needs  
Visitors to School Policy  
Volunteer Helpers Policy  
Working Together to Safeguard Children  
What to do if you're worried a child is being abused  
Young Person's Guide to Working Together to Safeguard Children

Schools' Emergency Response Plan (not on the internet)

## 2. HEALTH AND SAFETY

The schools have a comprehensive collection of Health and Safety policies. These are listed in the Induction Handbook. They are headed by the schools' own health and safety policy.

In addition, a Health and Safety Manual summary shows the wide ranging Health and Safety Policies apply specifically to the schools.



All Health and Safety procedures are checked on a termly basis. This is conducted in conjunction with a full site Health and Safety Inspection. This is conducted by the Head Teacher, Caretaker and Governor with responsibility for Health and Safety. A report is published following each inspection and is discussed by the Governors' Health and Safety committee. This committee also receives further reports from the agencies employed to support the process. Examples include Fire Inspection, Asbestos Reports (also completed termly by the in house inspection) and kitchen safety inspections. Any concerns from staff are reported to either the named safety officer (see induction pack) Headteacher and /or Site Manager. Regular referral to Risk Assessment Posters ensures that no fault or concern is overlooked. The Site Manger also completes a day sheet to record that that site specific checks have been made. This includes particular inspections of the Adventure Playground and play areas on a daily basis. Any of the above which raises concern leads to an assessment of the situation and the organisation of necessary remedial action.

### 3. FIRST AID

The schools employ a number of first aiders. The schools attempt to maintain the presence of a trained First Aider in every year group, this is particularly useful when organising out of school visits. There is a specific First Aider trained for Early Years in the Foundation Year.

The schools employs a member of staff whose responsibility is specifically for first aid. This member of staff is on duty at the first aid post (outside the staff room and therefore near to running water and a fridge) from morning break until the end of afternoon break including the lunch time break. This first aider ensures that all first aid stock is maintained and records fully completed. This includes contacting parents/carers as required.

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

- A trained first aider is consulted
- The incident is logged in the accident book
- In the event of a knock to the head the parent is notified. The class teacher is notified so that he or she knows to keep alert to changes in the child's condition in class.
- If there is any doubt at all for the ongoing well- being of the child by remaining in school, an ambulance is called and a parent/carer is contacted.

Accident records involving staff are kept in the main school office and **MUST BE COMPLETED** for every incident.

#### **Medicines**

For short-term illnesses requiring a course of antibiotics we request that parents make arrangements for the administration of medicines. It is normally possible for a dose to be given three times a day avoiding the need for a dose during normal school hours.

If necessary, we request a parent, or a person designated by the parent, attends the school at the appropriate times to administer the medicine. When there is a long-term requirement for medical support during school time, the school will support the child/family. In these circumstances medicines will be administered. This will be agreed in advance to ensure that needs are properly met.

Where pupils are admitted to school with a medical condition, the issue of administration of medicine will be resolved prior to admission through a Medical Needs Meeting. For matters of an intimate nature staff are informed to deal with a child with utmost sensitivity and always to seek guidance from a member of the Senior Management Team. Staff should not be on their own in such circumstances.

### 4. SITE SECURITY



Both Rawcliffe Bridge Primary School and Rawcliffe Primary School provide a secure site, which is controlled by precise management directives, but the site is only as secure as the people who use it. Therefore all people on the site have to adhere to the rules, which govern it. Laxity can cause potential problems to safeguarding.

The schools operate a two tier security system to respond to the different requirements of the school day and to enable safe delivery and collection of children.

Site security has been discussed at length by the governors of the school and is reviewed at the termly Health and Safety Governors meeting.

The school believes that the measures in place are proportionate to the risks without creating a prison camp and destroying the attractive and welcoming environment.

The school buildings are 'open' from 8:45 to 9:00 and from 3:30-3:45. Visitors and parents are expected to enter school by the Main Office entrance and during these times, staff are vigilant to adults entering school with pupils via the pupils' entrance.

Once the school day has started at 8:45, access to the site is then only possible through the Main School Reception, where guests receive visitor passes and are chaperoned (or not) as DBS clearance requires. This is secured by a remote lock and key pad.

ALL STAFF KNOW TO CHALLENGE ANYONE NOT WEARING THE CORRECT DOCUMENTATION. i.e. a visitor's badge or an East Riding of Yorkshire Photo Badge. Children should never be allowed to leave school alone during school hours, and if collected by an adult children must be signed out. Should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the office. Parents and police will be immediately informed of the circumstances.

## **FENCING**

Both schools are surrounded by a mixture of fencing (high metal railings and wooden 'garden' fencing). The school fields are completely surrounded by a fence or walls which backs entirely onto residential properties.

Clearly a determined intruder could climb the fences and/or walls, however the site rarely experiences trespass and there has been no recorded vandalism for many years.

## **VEHICLE ACCESS**

All pupil access to the site is ensured through entry points avoiding the car park. Access is also limited during extended school activities (3:30pm to 6pm) to keep pedestrians and vehicles separated.

## **5. MANAGING SPECIAL EVENTS**

Events such as Sporting Days provide a potential for loop holes in security. To respond to this any event held in school time to which parents are invited the following protocol exists:

- site security arrangements remain in place
- guests must enter through the main reception and sign to indicate which pupil is being represented
  - guests are warned to provide photo ID in case they are not recognised by the staff on duty
  - guests must wear the 'sticker of the day' to prove they have been officially admitted.

For shows and assemblies the above precautions do not apply as the pupils remain under the supervision of staff at all times and guests are not allowed access to the changing areas of the school or to mix with the pupils. Guests do however have to enter and leave via the main entrance.



## 6. ATTENDANCE

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone immediately. If there is no notification the school has a policy of phoning home to ascertain each child's whereabouts. This is to ensure that a child is not absent from school with the parent presuming the child has actually arrived.

In addition the school can respond immediately to any suspected unauthorised absence (this is extremely rare).

The school works closely with the Local Education Authority's Welfare officer whenever a child's attendance and punctuality causes concern. Positive measures are in place to encourage children to attend regularly and punctually and the school is aware of its right to take legal action against parents who do not ensure good attendance and punctuality.

The school operates a tight policy on the sanctioning of absence for term time holidays.

## 7. SINGLE CENTRAL RECORD, DBS, SAFER RECRUITMENT

All staff that are appointed to work in school have a criminal records search called a DBS check. This search highlights people who have a criminal record or if previous allegations have been made them. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the Personnel committee of the Governing Body. The Headteacher sits on all appointment panels. The Headteacher and Governors who sit on the appointments panel have undertaken training on Safer Recruitment.

## 8. INDUCTION

New staff and all volunteer helpers and work placement students are inducted into all safeguarding practices and relevant policies of the school. Volunteers must also have DBS clearance. This is recorded in the SINGLE CENTRAL RECORD for all staff and volunteers. The office performs this. The record also includes evidence that checks have been made regarding employment regulations. Appropriate qualifications are also recorded.

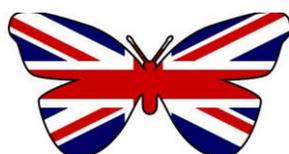
## 9. VISITORS TO SCHOOL

Visitors with a professional role e.g. the School Nurse or members of the Local Authority Education, Department and Social Services already have relevant clearance but the office will check that this is the case securing the disclosure number and date before admittance is granted. When this is not clear, a visitor will be chaperoned. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

## 10. CHILD PROTECTION

There is a designated trained adult for Child Protection, the Designated Safeguarding Officer and a designated trained governor. In addition, there is a trained and named adult for Early Years. The Head Teacher also has appropriate training. There is a detailed Child Protection Policy, which is available on the website.

It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Certain governors and all staff have had appropriate child protection training, which is updated at least every three years. Visitors to school have to read a statement regarding Child Protection and Safeguarding before working with children. All regular volunteers, governors, and staff cover this through their Induction.



## 11. SAFETY IN THE CURRICULUM

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as Personal, Social, Citizenship 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 at the moment they are taught. Examples would include using equipment properly in PE and Design and Technology. Risk assessments accompany plans for PE activities and there is a specific policy for the Use of Tools in D&T. Pupils are explicitly made aware of the risks and involved in the management of them all times. There has to be appropriate staffing levels and when the curriculum is taking place 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 and the Educational Visits Coordinator.

Visiting speakers, with correct clearance are often welcomed into school so that they can give specialist knowledge to the children. Without a DBS clearance, visiting speakers are chaperoned.

## 12. E-SAFETY

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. This is covered by the E Safety Policy guidance to which is distributed to all parents. Pupils are never left unattended whilst online and teachers should ensure that this does not happen. If teachers know of misuse, either by a teacher or child the issue should be reported to the Headteacher without delay. The school has effective firewall protection.

## 13. EQUAL OPPORTUNITIES AND DIVERSITY

All pupils at Rawcliffe Bridge Primary School and Rawcliffe Primary School, regardless of background, have the right to be treated with respect and to feel safe. They have the right to receive their education in an environment, which is free from humiliation, oppression or abuse on racial, faith, disability, sex, or gender orientation grounds. Any suggestion of discrimination is fully investigated.

Children with disabilities must be able to take a full and active part in every lesson and every measure must be taken to ensure this.

## 14. GOOD BEHAVIOUR AND ANTI BULLYING

### **How the school encourages Good Behaviour**

Good behaviour is encouraged by example and is rewarded by:

Praising all children behaving well

Rewarding individual good behaviour

Praise Reward certificates

Extra privileges Motivating individuals

Target setting

Recognising and rewarding achievement

Stating quite clearly the type of behaviour we wish to see



Key rules

Other expectations

Teaching the children to develop self discipline

Through example

Through discussion

Personal, Social, Citizenship Education

Through assembly

### **How the School discourages Bad Behaviour**

Encouragement of good behaviour is the main aim but occasionally this will not be enough and we will have to take further action to prevent bad behaviour. We therefore need to show the children we care enough to help them by:

getting support of parents;

reminding children of our rules;

accompanying effective reprimands by pointing out the benefits of good behaviour;

involving a senior member of staff;

removing privileges or responsibilities;

Issuing of 'cards' and missing the next playtime partially or fully

### **In cases of repeated or more serious failure to conform we:**

involve a senior member of staff;

always inform/contact the parent/carers to inform and seek support;

create special programmes for the child;

involve outside agencies (always with parents/carers' agreements)

### **Please see our Behaviour Policy for more detailed information**

### **ANTI BULLYING**

#### **DEFINITION**

"Bullying is the abuse of power by a person who is somehow stronger, resulting in some distress, harm, or neglect of necessary attention for another." (Eve Brock, 1992)

**THE POLICY** The policy is based upon a series of effective strategies and procedures, which are outlined below and will be reinforced regularly.

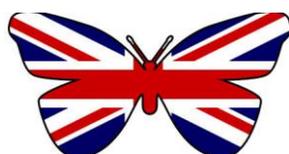
#### **WHAT VICTIMS SHOULD DO?**

Say "Please stop, I don't like it." This is to give the bully a chance to stop, recognise that they are bullying and correct their own behaviour;

Not retaliate;

Walk towards a supervisor / teacher;

Seek help;



Recognise that 'it's strong to tell'.

#### WHAT PUPIL WITNESSES SHOULD DO?

Tell their class teacher or another member of staff in whom they have confidence;

Be truthful and only report facts not guesses;

Recognise that telling is trying to help someone else.

#### WHAT PARENTS / CARERS SHOULD DO?

Keep calm;

See the class teacher or head teacher;

Discuss the facts with the member of staff;

Have an open mind;

Give the member of staff time to investigate;

Discuss with the member of staff the findings;

Agree a strategy for preventing a reoccurrence;

Reinforce with their child that they must tell the appointed member of staff as soon as it reoccurs;

If needed, return to school as it could be that the school is unaware that there has been a reoccurrence because the victim has not divulged the information again.

#### WHAT THE SCHOOL WILL DO

Create the right ethos. The ethos and caring nature of the school as reflected in the curriculum statement should be explicit in every aspect of school life. It will be particularly emphasised through assemblies, a P.S.C.E. programme, Religious Education, school values and by example.

Staff will always model appropriate behaviour towards one another and to the children. This behaviour will respect the individual regardless of age, sex ethnic origin or position in the school. Human rights are equal and everyone in the school is of equal value. The issue of bullying will be covered in assemblies as a matter of contract and also as required, should there be a need. In addition through an annual P.S.C.E week (which will consider a whole range of personal and social as well as health and safety issues), anti bullying strategies will be tackled.

#### **Take bullying seriously.**

Children will be reminded that they must report any incidence of bullying. They will be reminded of their right to be happy and safe at school. The links to the school rules will be referred to, but that if the rules do not stop bullying that they should speak to their teacher. If they are still worried they should keep telling and can make an appointment to speak to the Head Teacher at any time.

### 15. DEALING WITH THE MEDIA

The school has a comprehensive policy for DEALING WITH THE MEDIA. This includes protocols for the taking of photographs, videos and interviews, with the printed press and television. The aim is to ensure a proportionate response to concerns regarding the publication of pupils work and legitimate activities.

Most families regard the continuing celebration of pupils work and successes appropriate and therefore allow the continuation of media involvement. Staff however should always check the permission lists before allowing media photography or indeed publication of pupils' work on the school website.

Parents/carers receive a copy of this protocol when a pupil is inducted into school. Parents indicate



what is agreeable or not. The school office processes this data and ensures that no child is inadvertently published without prior consent. On the school's website including highly popular blogs pupils are only identified by their first name.

## 16. WHISTLEBLOWING

If members of staff ever have any concerns about people working, paid or unpaid, in the school, they have a professional duty to inform the management accordingly. This can be done in writing or verbally but staff should be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality.

The school has accepted the Local Authority's Whistleblowing Policy. Staff should report suspected malpractice directly to the Local Authority particularly if the concern is regarding the Head Teacher. A copy of the policy is available directly from the front page of the Local Authority's website.

## 17. RISK ASSESSMENT

Risk assessments are completed for life at Rawcliffe Bridge Primary and Rawcliffe Primary School. They are reviewed annually. They are found in the following formats:

**POSTERS** These have been designed 'in house' by the staff and are location specific – inside and out. Some are signed weekly by staff in their classrooms to ensure that Risk Assessment is constantly referred to.

### **POLICIES**

An example is the 'Use of Tools in D&T'. This policy is referred to in conjunction with any D&T unit using resistant materials.

### **SUBJECT SPECIFIC**

For Example, PE Risk Assessments are attached to the unit plans, to ensure timely re-acquaintance with potential risks occurs. Staff are expected to make pupils fully aware and engaged in the management of risk.

## 18. EDUCATIONAL VISITS

The Educational Visits Policy covers in great detail how visits are organised, risk assessed and sanctioned. Taking pupils off site is a regular and valued learning tool. This includes the annual residential visit for Key Stage 2. The strict application of the policy ensures that pupils are safeguarded at all times. Staff are expected to make pupils fully aware and engaged in the management of risk. The management and approval of Educational Visits is completed through the Local Authority's on line system, EVOLVE.

## 19. SNOW POLICY AND SCHOOL CLOSURE IN GENERAL

The schools will only close without prior notice as a last resort. The Executive Head Teacher or her representative will remain on site until the last child is collected. It is essential for schools to have a reasonable working and written gritting policy in place. It is essential that assessments are made to establish in plenty of time - at the beginning of each day, during the day and at the end of the school day to ascertain the need to implement the gritting policy or not. It is essential that a school exercises its full duty of care and ensures safe access to and from the school entrance and whilst moving around the school during the day for all staff, pupils, parents and visitors to the school. A school needs to document the risk assessment and that the gritting policy has been activated and when and how often its implementation was deemed necessary.

### **Policy in Practice**



## **What the school does to assist in the event of icy weather conditions**

It is not practical to grit the entire site, but as part of the gritting policy, safe routes round the site and across the South Playground have been identified and will be gritted before the gates giving access to the site are opened thereby minimising the risks to children parents and visitors. The car park will also be gritted. Children are not allowed to make slides on the playgrounds. Playgrounds are gritted if practical before 8:30am and when not, by morning break. At playtimes a decision as to whether children are to be allowed outside will be made by the senior teacher on duty in conjunction with a member of the Senior Management Team. Children may not throw snowballs on the playgrounds. However if the field is covered by thick snow pupils may be allowed to play on the field in snow, make snowman and throw snowballs. Those not wishing to throw snow (or indeed be hit by snowballs) stay on the playgrounds. The school believes that playing in and throwing snow is part of a child's life experiences.

In extreme cases the Executive Headteacher may decide that there is no option but to close the school if there is presented a severe health and safety risk. This done, the Chair of Governors and the local radio stations will be informed. Parents will be contacted by text. A severe Health and Safety Risk would be presented if insufficient staff could reach the schools or indeed the health and safety of staff meant that they should leave early. Due to the location of the schools it is expected that they will be able to remain open. Closing a school at short notice including closing mid- way through a day poses considerable difficulties for parents and must only be taken as a very last resort.

A complete heating failure in the winter and/or a loss of the water supply would however result in the school having to close. Refer to the EMERGENCY POLICY.

Good communication is essential. Parents receive a copy of specific instructions during the autumn and winter months via the monthly newsletters and the website. Children have the processes explained to them in the classroom. It is expected that parents adhere to these instructions and pass all relevant information to friends and relatives who may also come to school to bring and fetch children.

Parents/Carers are asked to be responsible and plan more time for their journey, suitable footwear for having to walk further, wrapping up to keep warm etc....parents should not expect to be able to park close to the school at these times! Parents and visitors are expected to use the gritted paths rather than walk across the snow and ice.

## **Snow Policy and Procedures - information for teaching and support staff**

In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and staff. It is expected that all staff will make every reasonable effort to undertake the journey to school. It is appreciated that the journey may take longer than normal and therefore some staff may not be able to arrive before the normal start of school time. In the event of severe weather, a decision to close the school for day pupils will be made by 7am. The Executive Head Teacher will contact Local Radio Stations to ask them to broadcast the information and parents will be updated via text, School APP and Facebook.

In the event of the normal timetable being suspended, a programme of activities will be organised for pupils who arrive at school. Teachers and Teaching Assistants will be delegated to supervise these activities. Rather than a full closure it is more likely that the school will remain open on a reduced capacity. In such an event, parents/carers will be asked if it is possible to make alternative arrangements for pupils. Where this is not possible the school will remain open for those who need to come to school or for those who cannot go home in the case of an unexpected early closure. As the number pupils remaining decreases, they will be moved to other classes or the hall.

## **20. EMERGENCIES CRITICAL INCIDENTS**

Each term there is a fire drill that practices efficient evacuation from the buildings. Following each evacuation a report card is completed. This is filed for inspection by Fire Officers and is copied for all



members of staff so that any issues which arise are fully addressed. These are also sent to the Governors' Health and Safety committee for discussion through the termly Health and safety Report.

Fire Drills are conducted at different times of the day. The school conducts an annual Fire Risk Assessment.

Should a Bomb Alert be called, evacuation moves to the end of the school field. Keys are held in the office and on Fire Wardens lanyards to ensure gates secured for the safety of pupils can be opened to allow access for fire appliances and other emergency services. There is also a highly detailed critical incidents plan EMERGENCY POLICY AND LOCKDOWN PROCEDURE that details what staff and parents should do in the case of emergencies. There is an emergency box in the school office. This policy is designed to cope with initial emergency and future running of the school in the aftermath. In the event of a failure of the Fire Alarm System a member of the Senior Management Team will conduct a visual check of the entire building every 15 minutes.

## 21. CONTROL OF ILLNESS

The need to control the outbreak of disease is taken seriously and is discussed in the EMERGENCY POLICY. In the interim however the school has fitted Gel Disinfection dispensers in all rooms and tissue bins. Pupils are trained to use these and should an outbreak of an illness such as flu be predicted, pupils are reminded to use these facilities as well as receiving hygiene lessons. These are revised annually through the curriculum.

## 22. FOOD SAFETY AND HYGIENE

Our school meals are prepared offsite by an East Riding Primary School. Inspectors from the LA ensure that separate Health and Safety requirements relating to the safe preparation of food are strictly adhered to. This includes unannounced inspections. A wide range of policies and practices affect the school kitchen, which are available upon request. In addition, the school adheres to the National Standards for the nutritional balance of school meals. This is to support the healthy development of our pupils. The school promotes the school meals provision vigorously and provide a high standard of meal meal.

