



Summerseat Methodist Primary School

Policy for Safeguarding

This updated policy was adopted by the Governing Body on 8th October 2013

Rationale

This school gives the highest importance to the safeguarding and welfare of children. The governors, head teacher and staff will carry out their responsibilities efficiently, effectively and diligently to ensure that this school is a safe learning environment for children.

The head teacher has responsibility for safeguarding. The named governor is Mrs Natalie Marshall.

Aims

1. To maintain a learning environment which promotes the safety and well being of children.
2. To establish robust day to day procedures that keep the children safe.
3. To put into place recruitment procedures that safeguard and promote the welfare of children.
4. To ensure that others who employ or supply staff have efficient arrangements for checks on staff.

Health and Safety

The head teacher is ultimately responsible for Health and Safety in school. There is also a named governor: Mr Steve Ogden. Any Health and Safety concerns must be reported immediately to the head teacher.

See Health and Safety Policy

Security

Due to the open nature of the school site, it is imperative that the external doors remain locked. The only time that they may be unlocked is during break times or if a class is working on the playground (with adult supervision). Children are taught not to open the external doors - even to an adult that they know. If they see someone at the door, they must go and find another adult in school to help.

The playground gates must be closed at break times.

Staff on School Site

On arrival, all staff must note their attendance using the IN/OUT board in the office. This is imperative in the case of a fire. Kitchen staff have their own signing in book.

Visitors to the School Site

All visitors to the school site are directed to the main entrance where there is controlled access. All visitors must sign the Visitors Book and be issued with an identity badge unless they are to be accompanied by a member of the school staff.

When a parent comes to collect their child for an appointment, they must report to the office. The secretary will phone the child's class and ask for them to be sent to the office.

Supervision of Children

A member of staff is on duty in the playground from 8.50 a.m. each day. Children are welcome to come into the classroom from 8:50am

On wet days, children may wait in the hall. A member of staff is on duty from 8.50 a.m.

At the end of the school day, infant children are only allowed home with those with parental responsibility or confirmed permission.

During the school day, children should be supervised at all times. A class must never be left alone in a classroom.

Supervision of Children at home time

If a child is not collected at the appropriate time a member of staff will: -

1. Try to contact the parent by telephone
2. Try to contact the emergency contact person and request that the child is collected.
The member of staff will continue to make reasonable attempts during the evening to contact the parent directly and explain that the child has been sent home with the emergency contact person, however, it is understood that when the emergency contact collects the child he/she is taking over parental responsibility for the child in the absence of the parent.
3. If it is not possible to contact either of the above, the member of staff will try to contact the Head teacher of the school or the deputy head to discuss the problem.
4. If no progress has been made after the normal closing time of the OHC club, and the parents have not made contact, the Head teacher will contact the Social Services Emergency Duty Team on 0161 253 6606, and request further advice. The social services duty officer will be able to advise as to whether it is also necessary to contact the local police.
5. The Head teacher and one member of staff will stay with the child until the parent, emergency contact person, duty social worker, or police officer takes over parental responsibility.

Special arrangements

If the parent has made special arrangements prior to the incident with regard to the child being sent home with an older relative or family friend, then this will be allowed, but under normal circumstances the child will not be released into the care of anyone (adult or child) who has not been approved by the parent, or without parental consent. This may result in a phone call to parents to check the identity of the adult collecting the child.

Parental permission for a person to collect a child must be given directly to a member of the school staff. The person collecting the child cannot 'pass on' this information.

If a child goes missing when in the care of SMPS

1. Immediately inform all the other members of staff in the building and begin a thorough search of the school and grounds.
2. If the child is not found quickly (within approximately 5/10 minutes), the parents must be contacted, to find out if the child has been collected without informing SMPS staff, or if the child has gone home without permission. The office staff will also telephone any emergency contacts, friends of the family, or parents of other children known to have regular contact with the child to see if anyone has seen the child.
3. Whilst providing safe supervision levels for the children remaining in school, the Headteacher will instigate a search of the wider area by any available members of staff or adult helpers.
4. If the child cannot be found despite the above measures (in total, up to approximately 15/20 minutes), the Head teacher will contact the police on 999 and ask for immediate help. The

Head teacher and staff will need to be prepared to give a detailed description of the child, including what they were wearing when last seen.

Important

Most cases in this category will be the result of parents failing to inform members of staff about the collection arrangements for their children, or older children setting off for home mistakenly, however, if for any reason the member of staff believes that the child may have been abducted (e.g. a report that the child has been seen getting into a car with a stranger, or leaving with an unfamiliar adult) the police must be called immediately.

At playtimes, children must not be left alone unsupervised in classrooms.

Supervision of Children during wet play times

At wet playtime Class 1 children will be taken to class 4 and the buddy system will be used.

Class 1 & Class 4- KS2 teacher

Class 2- KS1 teacher

Class 3- Cover either HT or DHT

Children working or playing on the playground areas / field must always be supervised. When on playground duty, the member of staff will need to be present on the playground before children go out i.e. just before the bell. Staff must ensure all children are inside before the door is shut.

Recruitment of Staff

When recruiting new staff, the following guidelines will be followed. At least one member of the selection panel will have completed "Safer Recruitment" training.

1. All staff will be checked with the Disclosure & Barring Service (previously Criminal Records Bureau)
2. All staff will be checked with the lists maintained by the DFE for example List 99
3. Staff must confirm identity and qualifications through official documents.
4. Once staff are in place we will keep a **Single Central Record** that:
 - Confirms their identity and address
 - Confirms verification of qualifications where applicable
 - Records DBS / List 99 checks
 - Confirms that the individual is eligible to work in the UK
5. We will record the date, timing or reference of the check in an orderly and accessible way.

Volunteers

We welcome volunteers from within the school community to help in school. One-off volunteers are not subject to DBS checks as they are never left to work alone with a child or group of children. We apply for DBS checks on volunteers who help on a regular basis.

Supply Teachers / Visiting Professionals

If we use a supply teacher then we ensure all teachers have undergone DBS checks and identity checks by the Personnel Department of Children's Services.

We have a record of these checks for staff that work with us on a regular basis.

We also have a record of checks carried out on professionals who work regularly in the school e.g. peripatetic music teachers

Child Protection

The school has comprehensive Child Protection procedures which comply with the Bury Safeguarding Board's guidelines.
Please see Child Protection Policy.

Risk Assessments

The school has carried out risk assessments for all areas in school. These are reviewed annually. The Head Teacher carries out an annual Fire Risk Assessment. Risk Assessments are carried out for all Educational Visits.

Educational Visits

The school follows the LA's policy and procedure for Educational Visits. Risk Assessments are carried out for each visit and adult:pupil ratios are adhered to. At least two members of school staff accompany the children on each visit. If children are split into groups, each group must be accompanied by a school staff member. When children visit toilets in public places / venues, a member of staff must accompany them. Please see policy for Educational Visits

ICT Safety

We recognise the benefits and dangers of using the Internet within the curriculum. Procedures are in place to ensure the safety of pupils and adults when using ICT. Posters are displayed in classrooms.
Please see policy for Internet Usage.

Photographing and Videoing of Children

We value the contribution of photographs and make videos to the curriculum and in celebrating children's achievements. Only members of staff may take photographs/videos of children during school activities - on and off site. They may only use school cameras. On an annual basis, we seek parents' permission for us to publish photographs in the local papers. We do not publish photographs on public areas of our school website.

Absconding Pupils

In the event of a child absconding from the school building, playground or whilst on an educational visit, the following procedure will be followed:

- The member of staff in charge of the child will inform the head teacher or deputy head teacher and give details.
- The head teacher (or deputy) will phone the police then parents
- **Staff will not leave other pupils unsupervised to look for absconder**
- Once the child has been found by school, police or parents, the head teacher will conduct a meeting with parents and a plan of action drawn up to prevent further occurrences

See also Policies for:

Administration of Medicines, Health & Safety, Child Protection, Fire Risk Assessment, Anti Bullying, Pupil Transport, Internet Usage, Risk Assessments, Drug Related Incidents, Staff Handbook

Monitoring and Review

This policy will be monitored on a daily basis by the Head Teacher. The policy will be reviewed annually by the governing body.