



# Clarendon Primary School

## Statement for Safeguarding

### **The 'Clarendon Primary School' Safeguarding Children Statement**

At Clarendon 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. We therefore have to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place:-

### **The Health and Safety Policy**

The school has a health and safety policy, which is monitored regularly by the relevant committee of the school governors. The Headteacher, the Business Manager and the Governors oversee the policy. Any concerns from staff are reported to any of the above who carries out an initial examination, assessing what remedial action needs to take place. Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment. There is also a critical incidents plan that details what staff and parents should do in the case of emergencies.

### **First Aid**

In school there are always trained members of staff who volunteer to oversee first aid. There are a number of first aid kits situated around school. 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
- For head injuries an accident note is issued, the parent contacted and the child is asked to wear a wrist tag for 72 hours and a member of SLT informed
- If there is any doubt at all a parent is contacted.

School policy is that members of staff will only give medicines when the parent has completed and signed the appropriate form requesting that staff administer medicine; the decision to meet the request is at the discretion of the Headteacher. For the majority of medicines, however, a dose before and after school is perfectly adequate. Naturally the parents should consult doctors before giving any form of medication. 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 Leadership Team. In almost all situations the parents will be asked to come into school immediately so that they are part of the decision making process for such matters. In rare circumstances the school nurse will be contacted as a matter of utmost urgency before the parent.

See also: First Aid policy & Administering Medicines policy

### **Site security**

Clarendon provides a secure site, 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. Therefore:-

- Gates are locked at 9.00am and remain locked until 3.15pm.
- All Exit Doors should be closed to prevent intrusion.
- Visitors must only enter through the main entrance and after signing in at the office window. They should be given a visitors badge on entry.

- Children will only be allowed home with adults with parental responsibility or confirmed permission. A password and designated person collection system is in operation.
- Children should never be allowed to leave school alone during school hours, and if collected by an adult, 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 & a member of SLT will respond appropriately. Then parents and police will be informed of the circumstances.

### **Attendance**

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone or via the school app. If there is no notification school has a policy of phoning home to ascertain each child's whereabouts (First Day Callout). Home visits may be conducted if there is no contact made with school with regards to a child's absence. The school works closely with the Early Intervention Team whenever a child's attendance and punctuality causes concern. An Early Help Assessment may be completed if a child's attendance becomes an ongoing concern. Attendance rates are reported each term to the LA, annually to the government and to all parents.

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.

### **Appointments of staff and induction of newly appointed staff and work placements**

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 Governing Board. The LA is informed directly by the Disclosure and Barring Service. The Headteacher sits on all appointment panels where the candidates are external applicants. The Headteacher has undertaken the NCSL training on Safer Recruitment. New staff are inducted into safeguarding practices. 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 but especially the children.

### **Induction of volunteers**

Volunteers must also have Disclosure & Barring clearance. For a brief activity, such as a school visit, which does not involve the supervision or close contact of children the school may telephone for a "99" check. For extended contact with children, when children may be left alone with an adult, or when an adult visitor may be in and around the school building a full DBS search will be conducted. The office performs this. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

### **Welcoming visitors**

Visitors with a professional role i.e. the School Nurse or members of the police already have relevant clearance and the office will endeavour to check this before admittance is granted and a note made of anyone entering without clearance. Once identification has been shared these professionals may enter school (See also Site Security).

## **Child Protection Policy**

The designated adult for Child Protection is Claire Cairns and the designated governor is Sophie Casey. It is the Governing Body's duty to ensure the Child Protection 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.

This school follows DfES guidelines 10/98 which asserts that physical restraint may be used if there is the possibility that a child may be about to cause harm to him / herself or to another. It also asserts that on no occasion should such physical contact be used as a punishment. All staff have received Positive Behaviour Management training and Senior staff have received Positive Handling training (Team Teach). All allegations of abuse by or complaints of a teacher will be dealt with following the Local Safeguarding Board procedures. For any complaints about the Headteacher the Chair of Governors should be contacted directly.

## **The Design of the Curriculum**

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as Personal, Social 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, such as using equipment properly in PE and Learning Links (Design and Technology and Art). At all times there has to be appropriate staffing levels and when the curriculum is taken 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. Visiting speakers, with correct clearance are always welcome into school so that can give specialist knowledge to the children.

## **Internet Safety**

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. Parents are asked if they agree to their child using the internet. Pupils must never be 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 or Child Protection Officer without delay. The Headteacher has overall responsibility for internet safety.

## **Equal opportunities**

Within the school prospectus there is a statement for equal opportunities which asserts: "Clarendon ensures that equal opportunities are available for everyone, regardless of sex, class and ethnic group or ability range."

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. An Equal Opportunities Policy is in place.

## **Behaviour policy**

Good behaviour is essential in any community and at Clarendon we have high expectations for this. 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:-

- Stickers & House Points
- Showing another teacher good work
- Certificates
- Star of the week award certificates

- Special privileges – Good to be Green & Great to be Gold

The sanctions range from:-

- A warning, Warning / Consequence card
- Isolation
- Loss of playtime and/or lunchtime play
- A letter home
- Exclusion

All of the above is detailed explicitly in the school's Behaviour Policy.

Staff are discouraged from handling children, however, if children or staff are in danger a set of clear procedures are identified in the Physical Restraint Policy.

### **Anti Bullying Policy**

The Clarendon definition of bullying is: "A systematic and extended victimisation of a person or group, by another or group of others." The school's response to this is unequivocal. Adults must be informed immediately and action will take place. Children are told that silence is the bully's best friend. Although bullying in this school is rare the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated. There is a more detailed Anti-bullying Policy.

### **Photographing and videoing**

There has been a lot of controversy about adults photographing and filming young people. The concerns are genuine, however we have taken a sensible, balanced approach, which allows parents to photograph and film providing they follow certain guidelines:-

Parents consent to school taking photographs by signing a permission slip. Parents should have signed the Privacy Notice (GDPR) with a record of this authorisation on SIMs. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.

### **Whistleblowing**

If members of staff ever have any concerns about the behaviour or intentions of any person within the building, school grounds or within proximity of children, they have a professional duty to inform Senior Leaders 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 a current Whistleblowing Policy.

### **Prevent**

#### **What is Prevent?**

Prevent is part of the Government's counter-terrorism strategy. Its aim is to stop people becoming terrorists or supporting terrorism. Prevent is an early intervention tool most commonly in the form of education, dialogue and mentoring, aiming to reduce the likelihood of terrorist or other violent actions in the future.

In an educational context Prevent is a safeguarding issue for schools aimed at supporting and protecting children and young people who are vulnerable and at risk of being radicalised. Prevent is about ensuring that they are diverted away before any

crime is committed and described as a long-term solution to the current threat of extremism.

### **School responsibilities**

Clarendon Primary School recognises its duty to protect our children from indoctrination into any form of extreme ideology which may lead to the harm of self or others. This is particularly important because of the open access to electronic information through the internet. The school aims to safeguard children through educating them on the appropriate use of social media and the dangers of downloading and sharing inappropriate material which is illegal under the Counter-Terrorism Act.

The school vets all visitors carefully and will take firm action if any individual or group is perceived to be attempting to influence members of our school community, either physically or electronically.

Our definition of radical or extreme ideology is 'a set of ideas which could justify vilification or violence against individuals, groups or self.' Staff are trained to be vigilant for spotting signs of extremist view and behaviours and to always report anything which may suggest a child or parent is expressing opinions which may cause concern. Our core mission of diversity permeates all we do. We place a strong emphasis on the common values that all communities share such as self-respect, tolerance and the sanctity of life and the 'Clarendon Values' reiterate such values & are intertwined through the curriculum. We work hard to broaden our students' experience, to prepare them for life and work in contemporary Britain. We teach them to respect and value the diversity around them as well as understanding how to make safe, well-considered decisions.

Clarendon Primary School will support our children and staff in the implementation of the Prevent agenda by:-

- delivery of whole school staff training – for both staff and Governors
- embedding the Prevent agenda through the curriculum in PSHE
- referring any children at risk of being radicalised or extremism through the Local Authority Referral and Intervention processes
- ensuring staff and governors are aware of how to identify and respond to risks to children from extreme or radical views.

**School has a recording system (CPOMS) for all Safeguarding concerns. Key personnel have 'access keys' to view information & all staff have received training on how to report incidents / concerns, as well as how to make the Safeguarding Team aware. The Safeguarding Team meet frequently to discuss issues regarding children's wellbeing and safety.**

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