



SAFEGUARDING POLICY

'In these stones horizons sing'
(Gwyneth Lewis, Welsh poet)

Safeguarding Children

This policy applies to all staff, including senior leaders, paid staff, volunteers, agency staff, the Governing Body or another person working within our school environment.

It should be read alongside the overarching Humber Education Trust (HET) Safeguarding policy.

It has been developed in accordance with the principles established by the Children Acts 1989 and 2002, Keeping Children Safe in Education, 2018 and Working Together, 2018. The school/academy will also refer to, and follow the policies and procedures developed by Hull Safeguarding Children Board (HSCB) <http://hullscb.proceduresonline.com/index.htm>

In this school we will believe that every child matters and make sure that we meet the needs of the children in our care. We will not leave a child behind.

At Maybury Primary school we take seriously our responsibilities under Section 175 of the Education Act 2002 to safeguard and promote the welfare of our pupils, to minimise risk and work together with other agencies to ensure appropriate arrangements are in place within our school to identify, assess, and support those children who are suffering harm and to keep them safe and secure whilst in our care.

Ethos

The health, safety and wellbeing of pupils at Maybury Primary School is of the utmost importance. All children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of harm or abuse. Working in partnership with all our key stakeholders is essential for promoting young people's welfare. We follow correct procedures to ensure issues are reported promptly and accurately

We will endeavour to keep children safe at Maybury Primary School by:

- ensuring pupil's welfare is at the heart of everything we do;
- adopting, developing and applying safeguarding practices through policies and procedures;
- recruiting staff and volunteers safely, in accordance with national guidance;
- promoting a positive, supportive and secure environment where pupils can develop a sense of being valued and heard in their own right;
- ensuring all staff are able to recognise the signs and symptoms of abuse through ongoing training, and are aware of the school's procedures for reporting concerns;

- developing and implementing a curriculum to help pupils stay safe, recognise when they do not, and identify who they can talk to;
- ensuring all members of our school community know who is the Designated Child Protection lead and cover;
- working with parents/carers to build an understanding of the school's responsibility to ensure the welfare of children, and the need to refer to other agencies, if necessary;
- working collaboratively with partner agencies, and identifying when early interventions are required;
- creating and maintaining an effective culture of vigilance, which allows staff/volunteers to report unsafe practice.

Safeguarding Information for pupils

All pupils in our school are aware of a number of staff who they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff with responsibility for child protection and know who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. We use Jigsaw PSHE materials to help pupils learn how to keep safe.

The Senior Designated Person for child protection in our school is **Mr. C Williams**. The Deputy Designated Person for child protection in our school is **Mrs. D Baron**. These coordinators are supported by the Head. The Designated Governor for Child Protection is **Mr. S Gibson**.

All concerns must be discussed with the above-named coordinators and recorded using the 'CPOMs' recording program- See **Appendix 1** for guidance. Visitors to the school should record their concerns using the Child protection concern visitor record sheet- kept at the front office- **See Appendix 3**. This should then be handed to one of the named coordinators, who will log the information onto the CPOMs system and deal with according to the procedures (**See Appendix 2**).

The coordinators, in discussion with the Head, will decide on the action to be taken in response to the concerns. In some cases the concerns can be addressed in school. The Head/Coordinators may decide to discuss concerns with the parents/carers. The Head/Coordinators may decide to refer to Social Care if the child is deemed at risk and the Head/Coordinators will usually inform the family of this referral. If the child is deemed to be at risk of further harm as a result of this referral the Head/Coordinators will refer to Social Care confidentially.

In the Foundation Stage and Key Stage 1, in line with current Safeguarding advice from the NSPCC, no child should be collected by a person under 16

years of age. Except where there is reasonable excuse, written or verbal permission from parents will be obtained where children are to be picked up by another adult.

We encourage parents to discuss any concerns they may have with us. We make parents aware of our Safeguarding Policies and parents are aware that they can view these policies on request. The safeguarding policy can also be accessed through the school website. <http://www.mayburyprimaryschool.co.uk/>

School Training and Staff Induction

The school's Senior Designated Person with responsibility for child protection and any named deputies undertake specific safeguarding training which includes how to undertake their role. They also undertake inter-agency safeguarding training provided by the Hull Safeguarding Children Board.

All other school staff, including non-teaching staff, volunteers and governors, undertake appropriate in-house updates/training to equip them to carry out their responsibilities for child protection effectively. This is kept up-to-date through refresher training, at least three intervals per year, as a minimum requirement.

The following staff have undertaken and completed the National College for School Leadership Safer Recruitment training and at least one of these staff members will be in attendance at interview for all staff and volunteer appointments:

Headteacher: Alison Grantham
Senior Leaders: Craig Williams, Emily Dines, Claire Donnelly
School Business Manager: Claire Winship
School Governors: Richard Morrell (Chair), Pam Brown

Liaison with other agencies

Working together with professionals in other agencies is essential for the effective management of Child Protection. The school works in partnership with the psychological service, health professionals, SENSS, social workers and many other agencies to promote the welfare of all children.

First Aid (see also Medication Policy)

In school the member of staff trained to oversee first aid is **Mrs D Baron**. The members of staff trained in Paediatric First Aid are: **Mrs D Baron** and **Mrs C Damodaran**.

First aid kits are situated around the school in the following locations:
Staff Room; Community Room; Foundation Area

Health and Safety Policy (see separate 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 and the Health & Safety log book. Any concerns from staff, volunteers, governors or pupils are reported to any of the above and the site supervisor carries out an initial examination, assessing what remedial action needs to take place.

Site Security

Maybury Primary School 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. The school ensures that:

- gates are locked except at the start and end of each day.
- doors are kept closed to prevent intrusion.
- wherever possible 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.
- empty classrooms have closed windows.
- children are not allowed to leave school alone during school working 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. Parents and Police will then be immediately informed of the circumstances.

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, in subjects such as Personal, Social, Health and Citizenship Education (Jigsaw) relevant discussions around related issues take place with the children. Topics include such themes as Drugs, Alcohol, Sex and Relationships, Stranger Danger, and e-safety issues. 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 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 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

Behaviour Policy (see separate policy)

Good behaviour is essential in any community and at Maybury we have high expectation in this area. The school has a Behaviour Policy and a Code of Behaviour that must be adhered to by all children and a copy is available from the school office. This is shared with parents and is available on the school desktop and from the school office.

Staff are discouraged from handling children but where they deem it the safest thing to do, guidance and training has been given on safe methods of restraining a child so that they do not harm either themselves or others.

Anti-Bullying Policy (see separate policy)

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 available on the school desktop and from the school office.

Policy review

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

Related school/academy policies:

This policy should be read in conjunction with the following internal policies: ***HET Safeguarding policy, Online safety, Anti Bullying, Behaviour, Attendance, Health & Safety, Supporting Children with Medical Needs, First Aid policy, Looked After Children, Staff Code of Conduct, Jigsaw-PSHE, Young Carers, Physical Intervention, Intimate Care, Whistle Blowing, SEN, Inclusion, Data Protection, Equal Opportunities, Educational Visits and Single Equality.***

This policy has been approved by the Governing Body of Maybury Primary school and will be reviewed on an annual basis, unless changes in guidelines or legislation require an earlier review.

Signed:

C. Williams

C.Williams

Policy reviewed and revised: January 2019

Adopted by Governors:

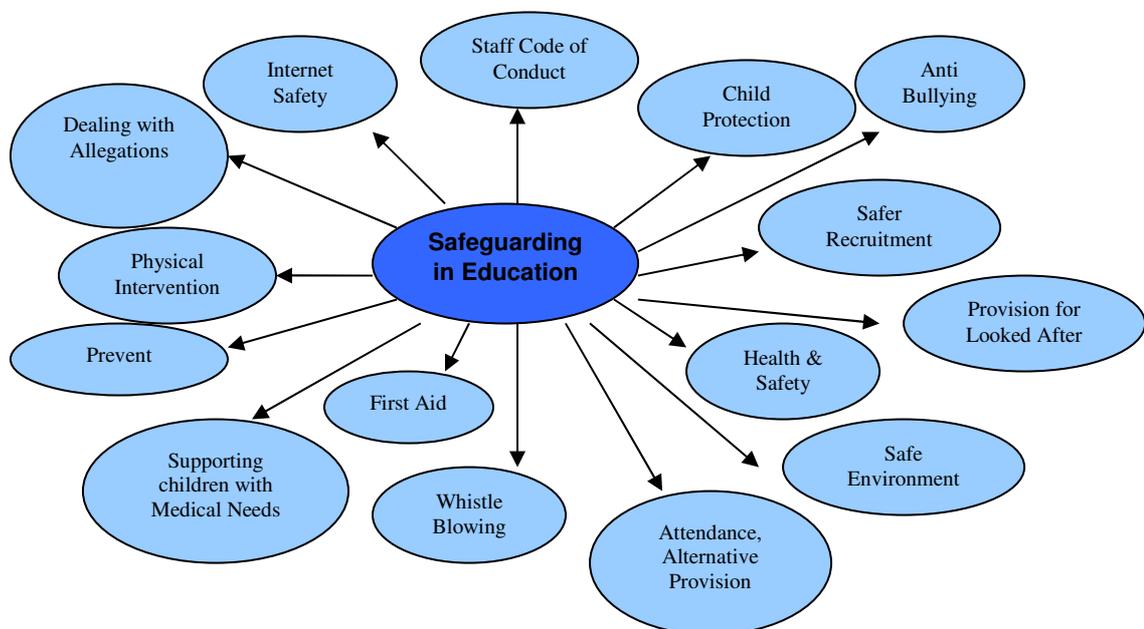
Review Date: January 2020

Appendix 1

Definition of Safeguarding

Safeguarding is the process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.

Ofsted has defined the term Safeguarding as 'being not just about protecting children from deliberate harm. It includes issues for schools/academies such as: *bullying; harassment and discrimination; health and safety; safer recruitment; educational visits; radicalisation; internet safety; supporting children with medical needs; attendance; physical intervention; providing first aid; school security; issue which may be specific to the local area or population, eg Domestic Abuse.*



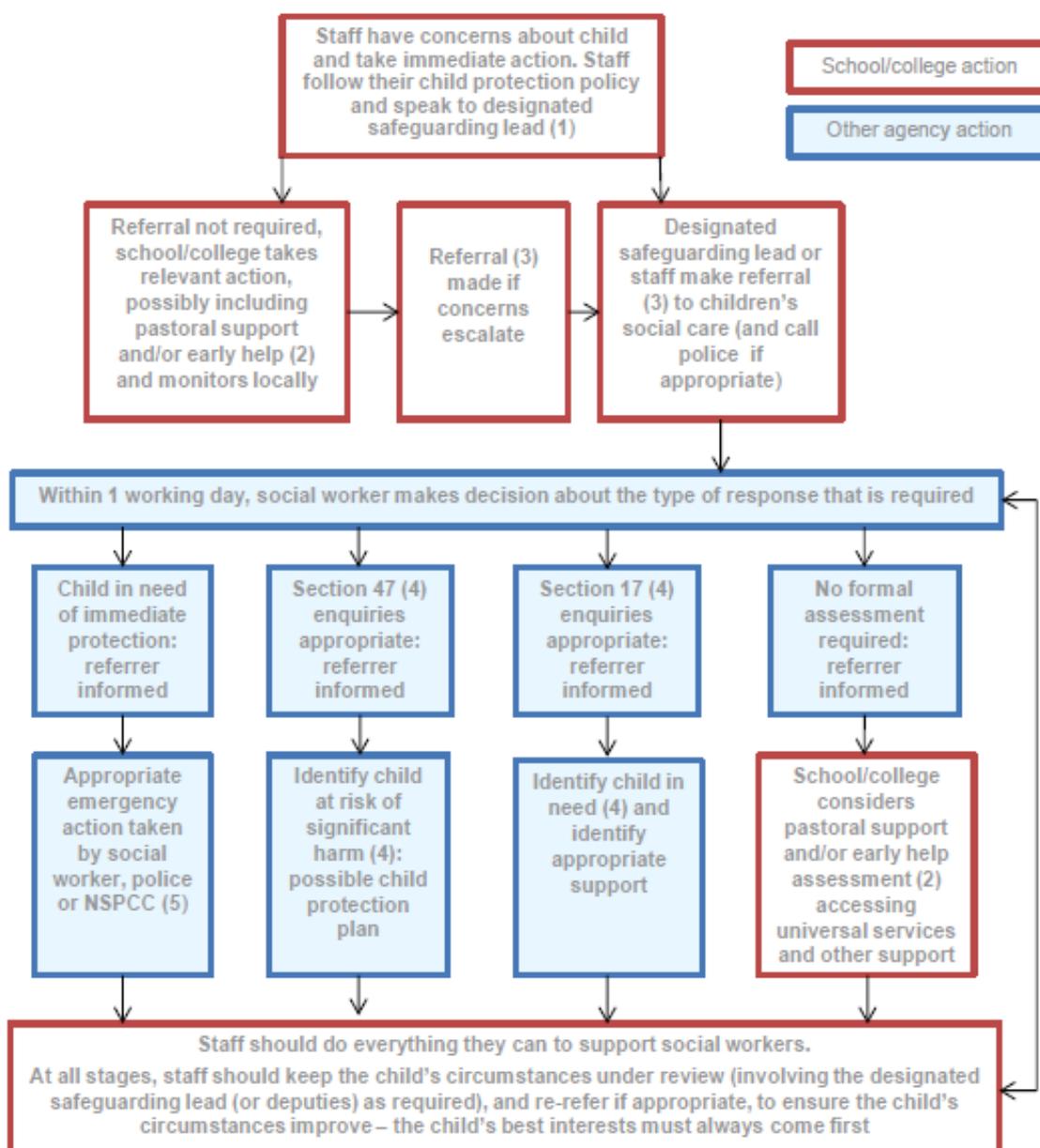
For further information see the overarching HET Safeguarding policy.

There may be some instances where a child does not confide in you, but you become suspicious because of overheard conversation or through drawings/stories. Disclosures may also occur through a third party.

Report such incidences to the Child Protection coordinators as soon as possible.

Everyone at Maybury will teach our children to learn and empower them to broaden their horizons.

Actions where there are concerns about a child



(1) In cases which also involve a concern or an allegation of abuse against a staff member, see Part Four of this guidance.

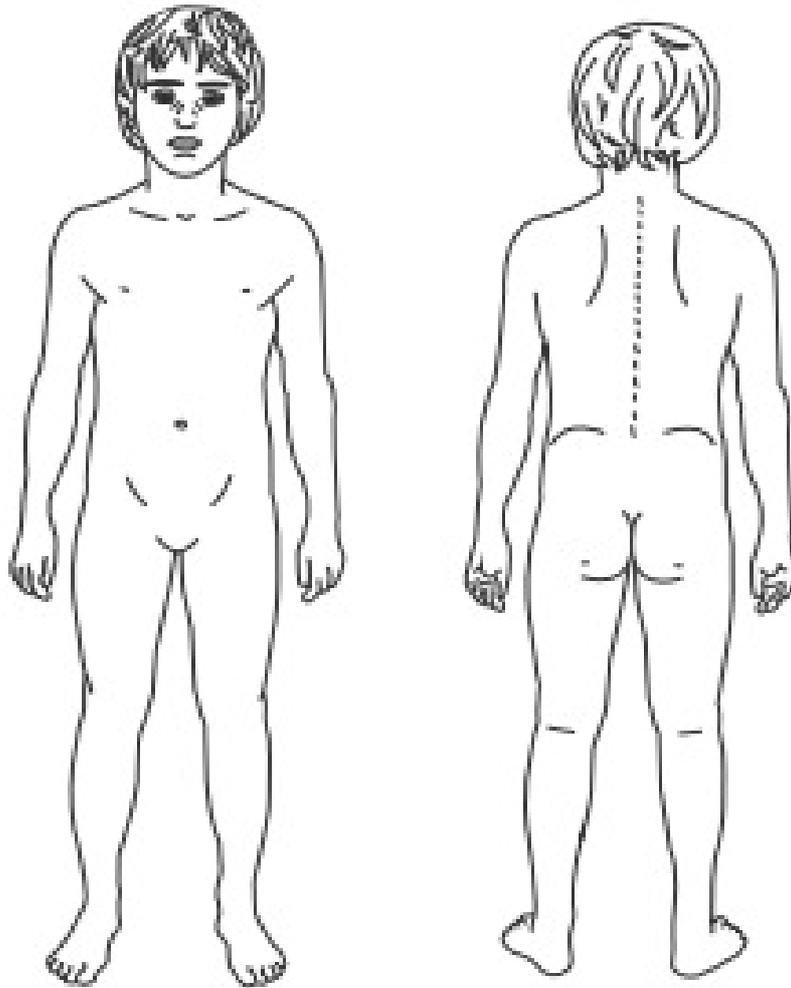
(2) Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.

(3) Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children](#).

(4) Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter One of [Working Together to Safeguard Children](#).

(5) This could include applying for an Emergency Protection Order (EPO).

Child Protection Record of Concern - Body Map



Description of mark or bruise:

- 1 Type
- 2 Size
- 3 Colour
- 4 Tenderness
- 5 Other relevant information:-

Name of Adult making record:

Signature: