

# HIGHCLARE SCHOOL

## SAFEGUARDING POLICY

### Introduction

The “Safeguarding Children and Safer Recruitment in Education” document (in force from January 2007) sets out the responsibilities of schools to safeguard and promote the welfare of children and young persons. It states that:

“Everyone in the education service shares an objective to help keep children and young people safe by contributing to providing a safe environment for children and young people to learn in education settings”.

This is fully consistent with Highclare’s first aim which is:-

“To provide high quality teaching and to encourage independent learning and individual excellence within a secure and happy environment”.

It also supports the five key areas of “Every Child Matters” and the key commitments of the Early Years Foundation Stage (See Early Years’ Policies and Procedures).

The safeguarding children document requires schools to have in place policies and procedures, which should be shared with parents, to deal with the issues of safety and the protection of children. Schools should also work in partnership with other agencies to protect children.

Highclare has a wide range of policies and procedures in place to meet the shared objective stated above.

A brief summary of these policies and procedures will be given. For full details please refer to the school handbook unless otherwise indicated.

These policies and procedures will be identified below in alphabetical order.

1. Anti-bullying
2. Appointment of staff, induction of newly appointed staff and work placements and volunteers.
3. Behaviour\discipline
4. Child Protection
5. Complaints
6. Curriculum
7. Data protection\photography and videoing
8. Equal opportunities (including racial toleration)
9. E-safety
10. First Aid
11. Health and Safety
12. Internet Safety (see separate ICT handbook)
13. Medical conditions
14. Monitoring absence
15. Restraint Policy
16. Site security
17. Welcoming visitors

### Anti-bullying

Bullying of any kind is not acceptable at Highclare and it is the responsibility of all adults in the school to enforce this. If bullying does occur all children and parents should be able to tell and know that incidents will be dealt with promptly and effectively.

The full policy outlines definitions of bullying, signs of bullying and procedures to deal with it.

### **Appointment of staff, induction of new qualified staff and work placements and volunteers**

All staff who are appointed to work at Highclare are CRB checked. If the search highlights anyone who has a criminal record or previous allegations against them, the appointment will be reviewed by the Headmistress, and the Board of Governors. The Headmistress sits on all appointment panels for external academic staff and the HR Manager for non-academic staff. Both have undergone Safer Recruitment Training.

There is an induction policy for all new staff. Each member of staff has a mentor. The mentors familiarise new staff with all procedures and policies particularly those relating to the safety and protection of children. There is a separate policy for students and adults on work placement and volunteers.

### **Behaviour\Discipline Policy**

Highclare has high expectations of good behaviour. This is part of our ethos and embodied in our third aim: “To develop the values of self respect and self discipline, alongside tolerance and respect for others and the environment”. This is rewarded by various means, e.g. red points, certificates etc. However, there is a range of sanctions available, if necessary, which are detailed in the Discipline Policy.

### **Child Protection Policy**

The ‘Every Child Matters’ agenda is a vital part of Highclare’s Child Protection policy and procedures. Children’s safety, happiness and health is at the core of the school’s philosophy. Although the prime focus of the school is to secure the best educational provision for each child, we are committed to the highest standards in protecting and safeguarding the children entrusted to our care at all times.

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff of the school will often, by virtue of their day to day contact and knowledge of the children, be well placed to identify such abuse and offer support to children in need.

We will ensure that arrangements are in place for:

- all reasonable measures to be taken to minimise the risks of harm to children’s welfare
- all appropriate actions to be taken to address concerns about the welfare of a child, or children, working to agreed local policies and procedures in full partnership with other local agencies. Highclare follows the procedures of Birmingham Safeguarding Children Board (BSCB)
- all persons working at this school to be made aware of this policy and the procedure to follow

The Designated Senior Person for Child Protection at Highclare School is the Headmistress. The Deputy Designated Person for Child Protection at Highclare School is the Pastoral Head of the Senior School. Their roles and that of all staff within the school are detailed in the Child Protection Policy.

All staff are aware of policy, procedure and Designated Personnel.

### **EYFS**

Within the EYFS settings, there are also Designated Persons who consult with the Headmistress if there are any Safeguarding issues.

### **Curriculum**

Safeguarding children is addressed in various ways via the curriculum.

- some lessons, particularly PSHE deal with topics like drugs, sex and relationships, stranger danger
- safety issues and safe practices are dealt with in individual lessons e.g. Science, Home Economics and P.E.
- when planning educational visits outside school staff follow the Education Trips pack and arrange appropriate staff ratios and complete risk assessments
- visitors who come into school to support the curriculum have to sign in, wear I.D. badges and be accompanied by staff.

### **Complaints**

A procedure exists to protect children and ensure any complaints are dealt with appropriately.

### **Data Protection Policy**

Under Highclare's Data policy parents are informed that photographs and videos of children may sometimes be used in school publications, displays in school and marketing literature.

When parents sign the school contract the parents have the right to refuse permission for their children to be involved in the above. The staff then make sure that these children are not included in professional videos and photographs that are taken.

### **Equal Opportunities Policy**

The Every Child Matters agenda is an integral part of Highclare's Equal Opportunities policy, which promotes a safe and healthy environment in which pupils can enjoy and achieve. It also complements one of the school's aims which is to "develop the values of self respect and self discipline alongside tolerance and respect for others".

All pupils will have equal access to the curriculum and have opportunities to make positive contributions and achieve success regardless of race, gender, religion, colour, social background, disability or sexual orientation. The strategies to deal with this are outlined in the Staff Handbook.

### **First Aid**

Highclare School believes that First Aid facilities are very important to the welfare of pupils, staff and visitors. The policy therefore:-

- makes provision for effective, safe first aid cover for pupils, staff and visitors.
- ensures that all staff and students are aware of the system in place.
- highlights awareness of Health and Safety issues within school and on school trips, to prevent where possible, potential dangers or accidents.

Details of provision, responsibilities and recording are detailed in the Staff Handbook.

### **Health and Safety**

The School has a Health & Safety Officer who chairs a termly Health & Safety Committee, made up of staff from all sites, plus catering staff.

The Health & Safety Officer reviews the Health and Safety policy regularly and reports on Health and Safety issues to the Board of Governors.

Health and Safety is placed on all agendas of the SLT. Fire drills are practised twice a year and records kept. There is an annual fire inspection and equipment is checked. There is an Emergency Procedures policy in the Staff Handbook to use in the event of a critical incident.

### **Internet Safety / E-Safety**

A comprehensive e-safety policy covers all areas of e-safety. Cyberbullying is deemed totally unacceptable.

Use of the internet is used widely in many curriculum areas. KS1 and KS2 children are supervised whilst using the internet. The senior pupils sign an agreement about use of computers in school, including appropriate use of the internet. Pupils are also advised in ICT lessons and via other routes e.g. assemblies about internet safety at home. There is an E-Safety Committee which advises on the safe use of the internet to both pupils and parents using the newsletter and meetings.

### **Medical Conditions Policy**

Highclare School is an inclusive community that aims to support and welcome pupils with medical conditions.

- a) This school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- b) Highclare School aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:
  - be healthy
  - stay safe
  - enjoy and achieve
  - make a positive contribution
  - achieve economic well-being

- c) Pupils with medical conditions (when practical and age appropriate) are encouraged to take control of their condition. We believe if pupils feel confident in the support they receive from the school, this will help them to do this.
- d) This school aims to include all pupils with medical conditions in all school activities.
- e) It is the aim of the school to help parents of pupils with medical conditions feel secure in the care their children receive at this school. This is achieved by good communication within school and consultation with parents and health professionals\support agencies involved in pupils' health care. There are First Aiders on all sites to support pupils with medical needs in school.
- f) The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- g) Highclare School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- h) Staff at Highclare are aware of the common medical conditions that affect children at this school and are offered training on the impact this can have on pupils.

**Monitoring of absence**

From September 2009 all pupils from Reception upwards are registered electronically. The receptionist checks with office staff to see if absences have been covered by a telephone call or Leave or Absence form. If not, parents of all pupils who have absences which are not accounted for are telephoned and the times of the calls noted. If the receptionist fails to make contact with parents by the end of Lesson 2, the Heads of Site will be informed.

**Site Security**

The safety of the pupils is of paramount importance. We therefore have high degrees of security in place:-

- all external doors and some internal doors have security codes
- there are security gates on all sites
- there are CCTV cameras on all sites which are monitored in the offices
- there are CCTV cameras and audio recorders on all school buses
- visitors to the school are monitored - see "Welcoming visitors"

Pupils up to end of Year 6 are only allowed home at the end of the day if they are collected by a person with parental responsibility. They can also travel on school buses or go into TOPS. School must be notified in advance if any agreed collection arrangement is changed.

Pupils up to Year 6 must be collected by a person with parental responsibility if they need to leave school during the day.

Senior pupils who need to leave school during the day must either be collected or their parents must give prior notice to the school if they are to travel independently.

**Welcoming visitors**

All visitors report to the main site entrances, sign in and are given I.D. badges by the receptionists, once they have checked the visitors are expected. Visitors who are not personally known to the school will be escorted to the relevant part of the school and handed over to a member of staff. A summary of Child Protection information for visitors and volunteers should be displayed for them on all sites.

<b>Written by:</b>	<b>Adopted by the Board:</b>	<b>Review Date:</b>
MV/September 2009	February 2010	July 2010