



**CASTLE PARK SCHOOL**

*Learning For Life*

# **SAFEGUARDING POLICY**

REVIEWED: September 2017

SIGNED:

  
.....(Chair)

Castle Park School is part of the Kendal Primary Multi Academy Trust, an exempt charity and a company limited by guarantee. It is registered in England and Wales under the Company Number: 9996478



## **SAFEGUARDING POLICY**

**Safeguarding children and protecting them from harm is everyone's responsibility."**

*(Working Together to Safeguard Children, HM Government 2015)*

### **CASTLE PARK PRIMARY SCHOOL SAFEGUARDING STATEMENT**

The Health and Safety of the children in our care is of great importance. Parents send their children to our school with the expectation that we provide a secure environment in which their child can be happy, learn and develop. In order to provide this safety there are a wide range of measures in place as follows:

#### **❖ CHILD PROTECTION**

Safeguarding children is a priority for everyone. Staff in school are in a good position to keep a watchful eye on children and their safety, and to protect them from harm. If staff or parents have concerns about any child, they have a duty to inform **Cumbria Safeguarding Hub (0333 240 1727)**.

The designated adults for Child Protection at our school are Mrs H Richardson (Headteacher), Mr N Stoker (Deputy Headteacher) and Mrs S Brooks (Inclusion Manager). (Please refer to the Child Protection Policy)

All allegations of abuse by or complaints about a teacher will be dealt with following Cumbria Local Safeguarding Board guidance. For complaints about the Headteacher, the Chair of Governors should be contacted directly.

#### **❖ APPOINTMENT OF STAFF AND INDUCTION OF NEWLY APPOINTED STAFF AND WORK PLACEMENTS**

All staff that are appointed to work in our school have a criminal record search called a Disclosure and Barring Service (DBS) check. This search highlights people who have a criminal record or if previous allegations have been made against them. All appointments are subject to a DBS check.

The Headteacher, or a member of the Leadership Team, always sit on appointment panels where external candidates are appointed. The Headteacher, members of the Leadership Team of the school and a panel of governors have completed Safer Recruitment training.

New staff, students on placement and volunteers are inducted in the safeguarding procedures of the school. Newly appointed staff are assigned a mentor for the induction period. It is the responsibility of the mentor to familiarise new staff with procedures and policies, which affect the health and safety of everyone at school.

#### ❖ **INDUCTION OF VOLUNTEERS**

Volunteers who regularly work in school must also have DBS clearance. Volunteers who do not have, or do not yet have DBS clearance will not be left unsupervised with pupils.

#### ❖ **WELCOMING VISITORS**

It is assumed that visitors with a professional role (e.g. a member of the police force or school nurse) will have the relevant DBS clearance. Any other visitor without confirmed DBS clearance will not be left unsupervised with pupils.

#### ❖ **RACIAL TOLERANCE AND UNDERSTANDING**

Any racially motivated incidents will not be tolerated by the school and action will be taken immediately. All racial incidents are reported to the Local Authority. (Please refer to the school's Single Equality Statement.)

#### ❖ **EQUAL OPPORTUNITIES**

We endeavour to ensure that every child in our school can play a full and active part in all aspects of school life. (Also see our school Single Equality Scheme.)

#### ❖ **WHISTLEBLOWING**

School staff are expected to behave in a professional manner at all times. A policy is in place for staff to share information with the Headteacher if they become aware of unprofessional practice. (Please refer to the Whistleblowing Policy.)

### ❖ **ATTENDANCE**

Excellent attendance is expected of all children, but when children are unwell, parents are expected to confirm absences by telephone before 9.00 a.m. If there is no notification, school will contact parents as soon as possible to ascertain the reason for the absence. Where this is unsuccessful, a message / messages will be sent to parents to inform school about the absence.

If a child's attendance or punctuality is a cause for concern, school will work closely with the Educational Welfare Officer (Mr Andy Bachelor) to remedy the situation. Where attendance falls below 90% at any time, parents will be required to meet with the Headteacher or Educational Welfare Officer to discuss measures to improve attendance and punctuality.

### ❖ **THE DESIGN OF THE CURRICULUM**

The curriculum teaches safeguarding in various ways. In subjects such as PSHE, pupils explore relevant and age appropriate issues such as drugs or sex and relationships. The curriculum is designed so that safety issues within subjects are discussed and safe practice taught e.g. using equipment properly in PE and DT or assessing and managing risk safely. At all times, we have the appropriate staffing levels and when the curriculum includes off-site learning opportunities, appropriate pupil / adult ratios are maintained. The lead adult always risk assesses off-site learning opportunities and final authorisation for the activity is given by the Headteacher.

The **Kidsafe Programme** is completed in KS1 and LKS2. The NSPCC also deliver programmes to pupils to teach them how to keep safe and how to report a disclosure. On-going personal safety lessons are a regular feature of the curriculum throughout the school.

### ❖ **INTERNET SAFETY**

Our children are encouraged to use the internet as much as possible, both in school and by accessing our school website at home. In school time, children are not allowed to access the internet without an adult being present. Our computer system at school runs appropriate software to block the accessing of inappropriate sites. (Please refer to the E-Safety Policy.)

## ❖ **BEHAVIOUR**

Good behaviour is essential in any community and at Castle Park School we have high expectations for the conduct of pupils. Although the emphasis is always on the positive, there are times when sanctions need to be imposed in order to maintain an orderly and purposeful environment for all. There are numerous rewards available to children:

- verbal praise
- stickers
- showing another member of staff good work e.g. Headteacher Awards
- gold nuggets
- being highlighted in assembly as Star of the Week
- house points

However, the sanctions include:

- verbal correction
- being removed from the class
- loss of privilege (e.g. playtime)
- reporting to a senior member of staff
- after school detention
- internal or external exclusion

As a last resort physical restraint may be necessary but this is only used by Team Teach trained staff.

(Please refer to the Behaviour Policy and Behaviour Leaflet for Parents.)

## ❖ **ANTI BULLYING**

Castle Park School defines bullying as 'The systematic and extended victimisation of a person or group of people by another person or group of people.'

The school's response to this is unequivocal: in the event of bullying, an adult must be informed and immediate action will be taken.

Through PSHE children learn that silence is the bully's best friend. Although bullying in the school is rare the school will always act swiftly with a process of investigation, communication and action. Bullies will not be tolerated.

(Please refer to the Anti-bullying Policy.)

### ❖ **PHOTOGRAPHING AND FILMING**

There can be a lot of controversy about adults photographing and filming young people. The concerns are genuine, although at Castle Park School we seek to keep them in perspective. To ensure we have parental consent we ask parents to complete the 'Consent Form for Pupils' Photographs / Webpages' form, available from the school office. All staff refer to these when using images of children. No child's image will be used publicly unless parental consent has been given.

Castle Park School is part of the Kendal Collaborative Partnership. KCP have a Digital Images Policy which states that parents may photograph and film school events involving their child BUT these images/recordings are for the viewing of close family and friends only and are NOT to be shared via social media or published on the internet. The ONLY exception to this is when the image or recording is of their child/children AND NO OTHERS.

### ❖ **HEALTH AND SAFETY**

The school has a Health and Safety Policy, which is monitored regularly by the Health and Safety Committee on behalf of the full governing body. The Headteacher and the H & S committee oversee the policy. Concerns from staff or parents are reported, following which the Headteacher or H&S committee assess what action needs to take place.

Each term there is a fire drill that practices the efficient evacuation of the buildings. In-vacuation procedures are also practised. The school conducts an annual Fire Risk Assessment. The following are also checked: fire alarms, fire equipment, locations where there is known to be asbestos, fire door returners and emergency lighting. There is also a critical incident plan that details procedures in cases of emergency.

### ❖ **SITE SAFETY**

Castle Park School provides a secure site, but the site is only as secure as the people who use it. The following procedures are in place:

- the main school gates are locked between 8.30 a.m. and 3.30 p.m.
- KS1 playground entrance is locked after 9.00 a.m. until the end of the school day.
- gates around KS2 playground perimeters are closed from 9am, re-opening at 2.50pm.
- all entrance/exit doors are closed during the school day.

- visitors must only enter school through the main entrance and will be asked to sign in and out. They will be given a visitors badge on entry and will hand this back on departure.

EYFS, KS1 and year 3 children will only be allowed home with adults with parental responsibility or confirmed permission. An 'adult' is deemed to be someone over the age of 16.

Children are never allowed to leave school alone during school hours, and when collected by an adult, must be signed out (and back in where appropriate).

If a child leaves the school premises without permission, staff never chase after a child. The incident is reported immediately to the office staff who inform parents and police of the circumstances.

#### ❖ **FIRST AID**

In school there are always trained members of staff who oversee and administer first aid. There are a number of first aid kits around school and when a child has an accident or is poorly we follow the following protocol:

- a trained first aider is consulted,
- if appropriate the incident is logged in the accident book,
- where there is a head injury a 'Head Injury Note' is issued and we ensure parents are informed,
- and where there is any doubt about the nature or seriousness of the injury or illness, then parents are contacted.

Medicines will only be administered by a member of staff to pupils with an on-going or lifelong condition requiring medication during school hours. However, the decision to meet this request is at the discretion of the Headteacher. An 'Administration of Medicines Form' must be completed. All medicines held in school are kept in a locked cabinet.

A parent may be requested to come into school to administer the medicine directly to their child. For the majority of cases, administering medicine before and after school is more than sufficient and parents are encouraged to do this in such cases.

Signed:  Chair of Governors

Date: September 2017

Review date: September 2019