

# Ashley Hill Primary School



## Safeguarding Children Policy

## Ashley Hill School Safeguarding Children Procedures Policy

**The purpose of this policy is to ensure that we properly protect the children who attend Ashley Hill Primary School.**

**It is a statutory requirement that all staff, both teaching and non-teaching, who work at Ashley Hill, read and understand this policy.**

**We aim to keep children safe by ensuring we display high standards and take all reasonable steps to protect children from harm.**

We will ensure that the Safeguarding policies of the Isle of Man Department of Education and Children will be wholly adopted by the school. The purpose of this policy is to ensure that the 5 key outcomes of the Children's Plan are met:

- Being Healthy
- Staying Safe
- Enjoying Life and Achieving
- Making a Positive Contribution
- Prospering

At Ashley Hill Primary the health and safety of all children is our key priority. 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.

### **Safeguarding Procedures**

The school has clear Safeguarding Procedures that must be followed if there is a concern about a child's safety or well-being. If staff have any concerns about any children they should fill in a note of concern form which can be found in the back of this file. See the **Safeguarding Children Procedure Policy/Policy on keeping and Auditing Child Protection Records.**

**All staff who work at the school who come into contact with children and in whom the children have trust will be given appropriate CPD in matters relating to Safeguarding.**

### **Health and Safety**

The school has a health and safety policy, which is monitored regularly. The Headteacher, and the Governors oversee the policy. Each term there is a fire drill that practices efficient evacuation from the buildings. There is also an emergency plan that details what staff and parents should do in the case of emergencies. In school there are always trained members of staff who volunteer to oversee first aid for further information please refer to the **Health and Safety policy.**

### **The use of Force to Control or Restrain Pupils**

The school follows the guidance in the Department of Education policy on 'The Use of Force to Control or Restrain Pupils.'. Staff are discouraged from handling children however staff follow guidance 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, see the **Positive Handling Policy.**

## **After School Collection of Children**

### **At the end of the School Day**

At the end of the school day, children should be ready to be collected by their parents/carers. Coats, reading folders, etc should all have been gathered and parents should not have to wait for long for their children. Children should leave their classroom base, via the external classroom doors and **should only be allowed to go if a parent/carer is there to collect them or if they have permission to go home unsupervised.** They should always leave school calmly and sensibly.

### **Collecting Children From the Playground**

Parents will collect reception children via the reception playground. A member of staff will oversee the handover to you.

Parents of children will wait outside the classroom doors.

If children have permission they are free to walk home at the end of the school day.

In the best interest of the safety of all the children, we would request that a parent speaks to a staff member who is supervising the children, saying which child is being collected.

If parents have made arrangements for a relative or friend to collect a child, Mrs Taylor will inform you before 3 o'clock, and this person must say who they are when they collect your child.

## **After School Arrangements**

Parents are asked to complete a form to advise us of any alternative arrangements regarding children's collection from School on a regular basis.

Children travelling on a service bus or attending an after school club, will be supervised in side school by a nominated member of staff.

## **Attendance**

Excellent attendance is expected of all children, but when children are unwell parents should confirm their absence by telephone. If there is no notification school has a policy of phoning home to ascertain each child's whereabouts. The school works closely with the Authorities Welfare officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each month to the Department of Education.

## **Medicines**

Medicines are not permitted in school, except for Asthma inhalers, children who require an asthma inhaler should register this need with the School Office on the form provided and inhalers must be in school AT ALL TIMES. Staff will check that asthma inhalers are available before leaving a classroom for any activity elsewhere in the grounds of the school or for any off site activity. Children requiring other medicines should take them before and after school, if a dose is required at lunchtime parents will need to attend school to administer it for further guidance refer to the **Guidance for Schools on the Administration of Medication and Medical Care.**

If children soil themselves they will be offered the opportunity to clean themselves up and given a fresh set of clothing (parents will be informed). In extreme cases particularly with very young pupils, the Senior Education Support Officers will clean the child if necessary in the presence of another member of staff.

## **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 CRB check. This search highlights people who have a criminal record or if previous allegations have been made them. It is the responsibility of all staff 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 Criminal Records Bureau clearance. 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 CRB search will be conducted. The Department of Education and Children Human Resources Section 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**

It is assumed that visitors with a professional role i.e. the School Nurse or members of the police already have relevant clearance but the office will endeavour to check this before admittance is granted and a note made of anyone entering without clearance.

### **Photographing and videoing**

There has been 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.
- School photographs that are for use outside of school are used to celebrate successes and permission is sought from each parent in writing that they are happy that images of their child can be used from time to time in this way, either in print in newspapers or on the school's website.

### **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 the management 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 Isle of Man Government Department of Education, Sport and Culture has a current **Whistleblowing Policy** for further details.

### **The Design of the Curriculum**

The curriculum deals with safeguarding in two ways. Firstly through the curriculum relevant issues are discussed with the children. Topics include such themes as how to stay healthy and safe, safety when using the internet and also Stranger Danger. 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 Design and Technology. 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, for further details see the **Risk Assessment Policy**. 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 without delay. As Child Protection Officer the Headteacher has overall responsibility for internet safety. For further details see the **E-safety Policy**.

## **Equal opportunities**

Within the school prospectus there is a statement for equal opportunities which asserts: Ashley Hill Primary 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.

## **Behaviour policy**

Good behaviour is essential in any community and at Ashley Hill Primary 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. For further details see the **Behaviour Policy**.

## **Anti Bullying Policy**

The Ashley Hill Primary definition of bullying is: "A systematic and extended victimisation of a person or group, by another or group of others." Bullying can be verbal, physical or via the use of modern technology. 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. For further details see the **Anti-bullying Policy**.