

SAMUEL WHITE'S INFANT SCHOOL SAFEGUARDING POLICY

VISION

Our vision is one of everyone working together within the school community, in a happy, caring, safe environment to inspire, excite and challenge every individual to achieve lifelong skills through a joy of learning.

AIMS

We aim to ensure that all children

- Grow and learn in a caring and safe environment where every second counts and every child matters
- Are part of an inclusive broader curriculum and achieve their full potential
- Have confidence and high self esteem
- Respect themselves, each other and the environment
- Are able to work and play independently and collaboratively
- Are supported fully by the parents and the community

These aims are designed to ensure that the school meets the needs of all:

- Without discrimination, harassment or prejudice against anyone on the grounds of gender, race, colour, religion, nationality, ethnic or national origins, ability, disability and social circumstances.
- Through recognising, valuing and celebrating diversity and preparing pupils to be part of a diverse society.
- Through inclusive educational practice.
- Through actively promoting good personal and community relations.
- By having clear, consistent procedures for dealing with all forms of bullying and harassment.

The EYFS states that "children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them. The welfare requirements are designed to support leaders and practitioners in creating a school/setting which is welcoming, safe and stimulating, and where children are able to enjoy themselves, to grow in confidence and to fulfil their potential".

The statutory framework sets out the legal requirements which cover safeguarding including children's welfare, staff premises, environment and equipment, organisation, documentation and reporting.

To fulfil our commitment at Samuel White's Infants School to safeguard and promote the welfare of our children we will have:

- Clear priorities for safe guarding and promoting the welfare of our children
- A clear commitment by the Head teacher, Senior Leadership and Governing Body to the importance of safeguarding and promoting our children's welfare
- A clear line of accountability within the school for ongoing review and development of work on safeguarding and promoting the welfare of our children.
- A process of recruitment and human resources management procedures that take account of the need to safeguard and promote the welfare of our children, including arrangements for appropriate checks on new staff and volunteers
- Procedures for dealing with allegations of abuse against members of staff and volunteers
- Arrangements to ensure that all staff undertake appropriate training to equip them to carry out their responsibilities effectively, and to keep up to date by training at regular intervals; and that all staff, including temporary staff and volunteers who work with our children, are aware of the school's arrangements for safeguarding and promoting the welfare of all children.

- Policies for safeguarding and promoting the welfare of our children, including a child protection policy, and procedures that are in accordance in guidance and locally agreed inter-agency procedures
- Arrangements to work effectively with other organisations to safeguard and promote the welfare of our children, including arrangements for sharing information
- A culture of listening to, and engaging in dialogue with our children- seeking children's views in ways that are appropriate to their age and understanding, and taking account of those views in individual decisions and in the establishment or development of services
- Appropriate whistle-blowing procedures, and a culture that enables issues about safeguarding and promoting the welfare of our children to be addressed.

Governors have a particular responsibility to maintain an overview and to ensure that the two key aspects of safeguarding arrangements are met.

1. A safe learning environment, with reasonable steps taken to ensure risks of harm to children's welfare are minimised
2. Child welfare concerns are responded to appropriately, working to agreed policies and procedures in partnership with other agencies.

Safeguarding areas:

- Protecting children from harm
- E-safety
- Health and safety
- Bullying
- Racist abuse
- Meeting the needs of children with medical conditions
- Providing first aid
- Drug and substance misuse
- School security
- Safeguarding staff

EYFS safeguarding and promoting children's welfare

Specific legal requirements

INFORMATION AND COMPLAINTS

- The school must engage with, and provide the following information for parents: the types of activities provided for the children, the daily routines, the staffing, food and drinks provided for the children, the school's policies and procedures e.g. admissions policy, equality of opportunity policy, safeguarding policy, the complaints procedure (available on request) details for contacting OFSTED and an explanation that parents can make a complaint to OFSTED should they wish.
- The procedure to be followed in the event of a parent failing to collect a child at the appointed time
- The procedures to be followed if a child goes missing
- The school must obtain necessary information from parents in advance of a child being admitted to the school including contact details, health and dietary needs, legal contact and parental responsibility for the child.
- Written permission must be requested at the time of admission to the seeking of any necessary emergency medical advice or treatment in the future.
- Parents must be given free access to developmental records about their child. However, a written request must be made for personal files on the children and providers must take into account data protection rules when disclosing records that refer to third parties.

Reference:

- Admissions Policy
- Complaints Policy
- SIMs data and detail

PREMISES AND SECURITY

- The premises, both indoors and outdoors, must be safe and secure
- The School team must only release children into the care of individuals named by the parent
- The School team must ensure that children do not leave the premises unsupervised
- The School team must take steps to prevent intruders entering the premises

Reference:

- Attendance, Registration and Punctuality Policy
- Child Protection Policy
- Health and Safety Policy
- Visitors in School Policy
- Welfare Policy
- Complaints Policy

OUTINGS

- Children must be kept safe whilst on outings
- For each type of outing the school team must carry out a full risk assessment, which includes an assessment of required adult: child ratios. This assessment must take account of the nature of the outing, and consider whether it is appropriate to exceed to normal ratio requirements in accordance with the school's procedures for supervision of children on outings. The assessment must be reviewed before embarking on each specific outing

Reference:

- Educational Visits Policy
- School Risk Assessment Plan
- Health and Safety Policy

EQUALITY OF OPPORTUNITY

- The school must have and implement an effective policy about ensuring equality of opportunities and for supporting children with learning difficulties and disabilities
- The school must have regard for the SEN Code of Practice

Reference:

- Disability Equality Policy
- English as an Additional Language Policy
- Equality, Diversity and Community Cohesion Policy
- Inclusion Policy
- Equal Opportunities Policy

MEDICINES

- The school must have an effective policy on administering medicines. The policy must include effective management systems to support individual children with medical needs.
- The school must keep written records of all medicines administered to children, and inform parents

- The school must obtain prior written permission for each and every medicine from parents before any medication is given.

Reference:

- First Aid Policy
- Medicine in Schools Policy

ILLNESS AND INJURIES

- OFSTED and the LA must be notified of any serious accident, illness or injury to, or death of, any child whilst in their care, and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.
- The school must notify the local child protection agencies of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.
- At least one person who has a current paediatric first aid certificate must be on the premises at all times when the children are present. There must be a least one person on outings who has a current paediatric first aid certificate. First Aid training must be approved by the Local Authority and consistent with guidance set out in the Practical Guidance for the Early Years Foundation Stage.
- The school must have a first aid box with appropriate content to meet the needs of children
- The school must keep a record of accidents and first aid treatment. Parents/carers must be informed of any accidents or injuries sustained by the child whilst in the care of the providers and of any first aid treatment that is given.

Reference:

- Child Protection Policy
- First Aid Policy
- Medicines in Schools Policy

FOOD AND DRINK

- Where the children are provided with meals, snacks and drinks, these must be healthy, balanced and nutritious. Those responsible for the preparation and handling of food must be competent to do so.
- Fresh drinking water must be available at all times.

Reference:

- Healthy Schools materials
- PHSE curriculum
- EYFS curriculum guidance and welfare requirements

SMOKING

- The school operates a no smoking policy

Reference:

Health and Safety Policy

BEHAVIOUR MANAGEMENT

- The school must have an effective behaviour management policy which is adhered to by all members of staff
- The school must not give corporal punishment to a child for whom they provide early years provision and, so far as it is reasonably practicable, shall ensure that corporal punishment is not given to any such child by:
- Any person who cares for, or who is in regular contact with, children
- Any person living or working on the premises

Reference:

- Behaviour management policy
- PHSE curriculum/SEAL
- EYFS curriculum

SAFEGUARDING STAFF

The Headteacher, staff and governors share an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for our children to learn; and
- Identifying children who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and school.
- The school is familiar with the Safeguarding Children and Safer Recruitment in Education document and applies the principles and practice in recruitment and selection of staff, recruitment and vetting checks and dealing with allegations of abuse against teachers and staff.
- In addition the Headteacher has completed the online CWDC Safer Recruitment training and LA approved Child Protection training Phase 2 (March 2010) is planned.

REVIEW

This policy was agreed by Governors in February 2010. The Personnel Committee and staff will review the policy annually and make recommendations to the Full Governing Body for any necessary amendments. The next review will be in February 2011.

Headteacher.....Date.....

Chair of Governors..... Date.....