



CULGAITH CE SCHOOL

**SAFEGUARDING AND WELL-BEING
IN OUR SCHOOL**

Signed Chair of Governors following approval by Governing Body:

Linette Hall

Date: 3rd May 2017

Date next review due: May 2018

Person/Committee responsible for review: Safeguarding Committee

This policy is written with regard to 'Keeping Children Safe in Education' DfE (July 2015), 'Working with Children in Education' DfE (March 2015) and 'The Prevent Duty' DfE (June 2015).

This policy is available on our school website and is available on request from the school office. We also inform parents and carers about this policy when their children join our school and through our school newsletters. We actively encourage parents and carers to comment on this policy through our regular questionnaires and consultation sessions. The policy is provided to all staff (including temporary staff, students and volunteers) at induction. In addition, all staff are provided with Part One of the statutory guidance 'Keeping Children Safe in Education' DfE (July 2015) and 'The Prevent Duty' DfE (June 2015).

Breakfast Club

Parents/carers deliver children to the leader and write their initials in the register.
See also: risk assessments for Breakfast club, hot drinks.

Arriving at School

By bus – children are put on the bus by parents/carers and are in the care of the bus driver. A member of staff meets the bus, helps the children alight and sends them to their entrance. Occasionally the bus arrives early and if this happens then the bus driver will wait for a member of staff or will escort the children into the school grounds. School doors are opened when the bus arrives so that children can come straight in to their classroom.

With parents/carers – parents/carers bring their children to the classrooms or cloakrooms. They are encouraged to come into the classrooms and to help choose a new book, or just to chat and settle their child.

Children are taught that they must stay in their classroom once delivered to school so that staff know where they are and no-one is tempted to follow a parent or to leave the premises.

See also: risk assessments for classrooms.

Icy conditions: grit is placed to allow a path to the front door and a sign warning people to use the front door only is put outside. The path outside school is gritted outside our gate.
Icy patches: these are gritted if they are on the walkways to Nursery, Class 1 or Class 2 door and the main door. The path outside school is gritted outside our gate.

Register (Attendance)

The register is taken by 9.10 am and by 1.10 pm. If anyone is absent and we haven't had a message from their parents/carers then a member of staff contacts the parents/carers to determine the reason for absence. This also serves to alert everyone if a child has failed to come into school without the knowledge of parents/carers.

Register data helps alert us to unusual or persistent absence which needs to be reported to Education Welfare.

Learning and Teaching Sessions

Staff are responsible for making a daily visual risk assessment check of the rooms they are using before the children arrive. Any faulty equipment or hazards should be removed or made safe.

See: risk assessments for classrooms

PE sessions have risk assessments linked to the different sorts of physical activity.

Children should be made aware of these.

Indoor PE - Children have bare feet unless they have a varruca, which may be covered depending on doctor's advice, shorts and a t shirt.

Outdoor PE - Children have trainers, shorts and t shirt or track suit depending on weather. Ear studs must be covered by micropore tape and long hair must be tied back.

Changing for PE – children's privacy must be respected, blinds to the playground should be closed when children are changing and a sign is put on the classroom door so that adults other than staff (eg parents/carers, visiting coaches etc) are able to respect the children's privacy. Children who wish to change in a toilet cubicle must be allowed to do so. Staff should ensure that another member of staff is aware that children are changing for PE and the connecting door between the classrooms can be opened if required.

There is a 'Changing for PE sign which can be placed on classroom doors.

See also: Child Protection Policy – if staff are concerned by any marks on a child noticed when changed for PE they must follow the CP procedure and inform the designated person for child protection (the head teacher).

Staff undertake risk assessments for activities outside of the usual eg use of special equipment, activities involving food. The risk assessment can be done with the children or read to them before the activity. For low risk activities the assessment can be verbal, written risk assessments are to be done on the school's risk assessment proforma.

Cooking sessions have a specific risk assessment which should be shared with the children.

Lifting and Handling

Children are taught to carry chairs by the seat with the back facing away from them. They can carry PE mats in pairs (Class 2), in 4s (Class 1). The benches should only be carried by children under careful adult supervision and only by the strongest children, one at each end, lifting together and everyone else out of the way. Class 2 put back the sand pit cover as a team.

Adults should use their own knowledge of their strength and ability to assess any lifting risks. The water tray is best emptied by two people and the sand pit cover can be left on the edge of the sand pit rather than being lifted. Heavy deliveries should be split before being moved and staff should work together to move anything heavy using bent knees and a straight back.

Staff should not move or lift anything if they have any condition which makes this unadvisable.

Staff will not lift or carry children except in the case of an emergency.

On the rare occasion when a child refuses to move or get up, or if they have fallen and an injury is suspected, an adult will stay with the child while help is sent for.

Intimate Care

From time to time a child may need care of an intimate nature whilst they are at school. For example, they may have had a toilet accident or need to change their clothes for some reason (mud/wet, nosebleed/sick etc) or they may wear nappies and need to be changed. The term 'Intimate Care' also covers the possibility of an older girl starting her period.

We are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given.

All staff at Culgaith CE School are committed to Safeguarding our pupils.

The child's welfare and dignity is of paramount importance.

Whenever this type of care is needed all staff need to be sure that both children and adults are safeguarded by adhering to the following guidelines, bearing in mind our Child Protection procedures and by taking note of the actions on the intimate care risk

assessment. All adults in school are also bound by the whistle blowing policy which insists on reporting of any concerns to the designated person (ie Head teacher or Chair of Governors). Any allegations which a child may make are not left unchallenged or unrecorded.

Guidelines:

When intimate care is necessary,

- Adults must tell at least one other adult what has happened and what they are going to do. The second adult must act in a supporting role either by being a second carer or by checking part way through the care process.
- The older girls learn, as part of their Sex and Relationships work, about the changes that will be happening to their bodies. They are told that a female member of staff will help and support them should they start their period at school and staff know where to find anything the girls may need. Disposal guidelines are as follows: soiled clothes to be bagged to go home if necessary, soiled towels to be double bagged and placed in the staff toilet bin. The girls can do this themselves.
- Most children will be given a change of clothes and a bag for the dirty clothes and asked to go into a toilet cubicle to get changed, with the door shut. Other internal doors will be left open. The adult will be in the cloakroom verbally supporting the child to check they are managing.
- If a child needs help with the changing process, this must happen in the cloakroom with all doors open.
- If a child needs to be cleaned after a toilet accident, then this can happen in a toilet cubicle with the door open.
- Nappy changing needs to be done on the changing mat in the sink area of the toilets or in the cloakroom with doors open.
- If a child's accident is not toilet related and requires them to go home then they should stay in their soiled clothes (except for changing a top layer jumper or fleece) so that their parent/carer can change them at home.
- The adult caring for the child must always report back to the person they told in the first place when the care process has been completed.
- The adult administering intimate care will vary (ie not the same adult every time)
- Spillages of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely and hygienically by double bagging and removing from school to the external bin. Adults will wear disposable plastic gloves and aprons and wash themselves thoroughly afterwards. Other children will be kept well clear while such substances are being dealt with.
- If children have a high level of special need and need particular or high level intimate care, staff will be given appropriate training. In these cases individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.
- Parents are informed about intimate care incidents.

Drinking water

Children are given a water bottle when they join our school and we have a set of tops for when children need theirs renewing.

We follow environmental health recommendations and wash water bottles daily and sterilise the tops once a week with boiling water or a manufactured safe steriliser.

Snack Time

A member of staff must be present during snack times.

Fruit container is checked daily for gone off fruit which is disposed of.
Children and adults wash hands and, when epidemics are present, hand gel is used.
Any cutting of fruit must be done by an adult keeping the knife at a safe distance from others. The knife must be returned to the staff room immediately after use.
Children remain seated whilst eating and drinking and behave sensibly.
Staff must announce loudly that they are about to carry hot drinks to others and children must freeze until drinks are safely delivered. Drinks must be carried and passed round rather than over children.
Apills must be cleaned up and dried or wet areas labelled or blocked off to avoid slipping.
See also: Crisis Management, Healthy Eating, Carrying of Hot Drinks

Outside Playtime

A visual check outside is done by an adult and children are taught to be vigilant in looking out for hazards. Any faulty or broken equipment or other hazard should be removed or area made safe or out of bounds.

Suitable clothing – All children need to wear wellies every playtime. These are kept in school. If a child forgets their wellies they need to stay in the playground.

See also **Sun Safety** below.

In winter extra layers, hats and gloves can be borrowed if children are cold or have forgotten their own.

At least one adult will be outside with children. (This does not necessarily apply in Class 1 during teaching sessions when some children may choose to be outside. At these times children have a restricted area in which to be, the door to outside is open at all times and the teacher checks outside regularly.)

Games which require space eg football are kept to specific areas. Children are taught to use playground equipment safely and not to use it in ways which are dangerous eg skipping ropes or hoops round necks.

The climbing frame will not be used when wet.

The wild area will not be used in high winds.

Children are taught that they do not throw or run with sticks, they do not throw stones or move heavy ones around and they do not walk on the pond covering.

Children are taught to avoid nettles and not to put things from the outside area in their mouths. They are also taught to report any dead animals or 'poo' found in the outside area which is then immediately removed by an adult into the outside bin.

Children are taught to raise the alarm if something is wrong outside by running to tell the adult eg a stranger in the outside area, an animal in the grounds, another child hurt or behaving inappropriately.

Children are taught that they must tell the supervising adult if they need to go inside for some reason.

If children bring water bottles outside eg in hot weather, they must sit down to drink.

A first aid kit is taken outside by the supervising adult for the treatment of minor accidents, these are then written in the accident book and a note sent home. The first aid bag also

contains 2 emergency cards, one is sent in with a responsible child when the member of staff outside needs assistance (RED CARD MARKED – EMERGENCY). The other is sent in if the outside member of staff identifies danger which requires that the police are contacted. (YELLOW CARD MARKED – DANGER PHONE POLICE).

See also: Risk assessments for outside areas, Crisis Management.

Lunch Time

Lunch time playtime (outside) is covered by the same procedures as other outside play times. The mid-day supervisor carries a minor accident bag and must report accidents to the class teacher.

Lunch time (eating) – children go to get their dinner one table at a time and younger children are helped by older children. They are told to stand back from the table in case the dishes are hot but are protected by the insulated boxes. Children must sit down to eat and are taught to use their knife and fork safely. Any foods which have risk attached to them e.g chicken on the bone tend to be for older children with chicken off the bone given to younger children, however if younger children choose chicken on the bone they are told about the bones and are given help to cut up.

Sun Safety

Children need sunhats and sun cream. (Sun cream must be provided by parents/carers. Children must not use other people's sun cream unless permission is given by parents/carers). Hats can be borrowed.

Children need to put on their own sun cream (with support if necessary). If they have none and the weather is very hot then they must play in the Wild Area or under the shelters.

Clothes need to have short sleeves rather than none and must keep tops on.

Water bottles need to be available and children are reminded about drinking regularly and about refilling their bottle.

Parents and children are reminded about all the above. However, if a child has no hat and none are available for borrowing, then they must play in the Wild Area in the shade. In extreme heat all children will play in the Wild Area or under the shelters. If a child comes to school in a top with no sleeves they will be given a cardigan or t shirt to wear over the top when outside.

Home Time

Children going home by bus are checked by a member of staff and taken to the bus where they are checked in terms of seat belts by either the member of staff or by the bus driver.

Children collected from school sit on the carpet in Class 1 and wait until their name is called by the member of staff who is checking that parents/carers are present at the back of school. If there are changes to collecting arrangements parents/carers must inform us and the arrangements are written on the board in Class 1 or staff are told. If parents/carers have not informed us and the change in arrangement is not on the board then staff must contact parent/carer to confirm new arrangements.

Children are taught to wait for their adult before going out of the school gate, which is kept closed until children have left the site. If a child is seen going through the gate without their adult then they will be spoken to at the time or the next day by a member of staff.

Après School/After School Clubs

The Home / School agreement covers after school clubs and the usual safeguarding procedures about being collected, activities etc apply. Parents/carers sign their children up for the clubs and staff take a club register at the start of the session.

External coaches have to provide evidence of enhanced DBS clearance and undertake their own risk assessments.

Sleep Over In School – Class 2

The sleep over date is not publicised outside of school.

Contact information is collected from parents/carers for the time of the sleep over. All safety procedures to do with children being inside or outside at school are followed. The sleep over risk assessment is followed and reviewed after each sleep over.

Outings/Trips

For local trips not requiring transport we have a blanket permission from parents so separate slips are not required.

Risk assessments are followed and reviewed.

For further afield trips specific permission is sought from parents. Risk assessments are followed, including those supplied by the place to be visited. If no risk assessments are available from the place to be visited staff will do a pre-visit and establish a risk assessment (this to be done with involvement of children where possible).

Children usually walk in pairs and adults walk in front and behind a line of children or with their group. and children are reminded to walk away from any roads. Only adults with fully enhanced DBS checks are given responsibility for a group without a member of staff. Whenever possible children are grouped or paired in mixed ages in order that the younger children have older role models and older children take a small share in caring for the younger children.

Ratios vary depending on the activity but the baseline will be:

Class 2, 1:18. Class 1 1: 6, Nursery 1:2.

Visitors

Visitors must sign in at the school entrance. They are asked to read the brief fire safety notice in the signing in file.

Visitors who are supervising children without a member of staff present are subject to enhanced DBS disclosures.

Visitors who have not had DBS disclosures are not left with children.

Visitors who undertake activities which involve risk with the children will be asked to provide a risk assessment which needs to be shared with the children.

Requests to visit for a particular purpose from people not known to the school eg students doing research should be verified by a third party eg course leader

Car Parking Outside School

Parents/carers are asked to park sensibly, making sure they respect the yellow zig zags outside school and that they do not park directly opposite school. This is to ensure that pedestrians have a safe place to cross and to allow other traffic to pass safely.

Photographs/Videos

Currently we have an annually renewable permission from parents/carers about using photos of children for display and record purposes. We also have permission to allow children to be photographed by the press without names.

Currently we do not put any photos of children on our websites or on our VLE and if we are asked to be part of a project that will result in children's photos, or film of them, being used online specific permission is sought from parents/carers.

Parents who take photos at an event are reminded that they should not publish these photos on any social media sites without the permission of the parents of other children

who may also be in the photos. The governors have a letter which can be sent, if required, setting out our position and requirements.

Safe use of ICT

Children are taught about the safe use of passwords and log ons and there are strict rules about other people's passwords being private.

The children have safe use sessions as part of their ICT learning. Safety talks for parents/carers are offered occasionally. The safety aspects of any ICT developments will always be a prime consideration.

Candles

Candles are used in school when it is somebody's birthday and on other occasions. The risk assessment is followed. The lighter is kept out of children's reach in the staff room. We talk about the fire risk associated with candles to the children.

Child Protection

The Child protection policy clearly sets out the procedure. The designated person has Level 3 training and the safeguarding governor is also trained.

The CP procedure summary is given to all people on placement or supply.

Staff understand that they are in a position of trust in relation to all children in our school.

They will take their responsibility seriously and remember that they are a role model and a professional, and they will maintain appropriate professional boundaries.

Phone calls to school about children

If school receives a phone call asking for information about a child eg from an outside agency such as social service, the member of staff taking the phone call must take a number from the caller saying that they will call back. They must check with the head about the information required and the number given by the caller verified before any information is given.

Accidents and Emergencies eg, injuries, no water/electricity/heating, local incident, fire, missing children

Minor accidents are recorded in our file and a note is sent home to parents or they are told at the end of the day (occasionally we phone parents at home if neither of the above has happened).

More serious accidents/incidents are reported to the Health and Safety team or the police. An accident form must be completed and a copy sent to our Health and Safety team (Kym Allan) If a serious accident/incident occurs we phone parents to let them know and record the incident.

Also see **Fire Safety** and **Unforeseen Closure of School**

First Aid : The Head teacher is the Appointed Person and has the relevant training. The early years staff have the relevant Early Years First Aid training. The out of hours leader has First Aid training

Security (inc lone working)

The front door of the school is security locked whenever children are present. Staff are also advised to use the security lock when working in school, especially when working alone. When working alone staff are also advised to ensure that someone else knows of their whereabouts and expected time of return.

The other doors in school are not locked during the day because of the need for children to access the outdoors. Children are taught to tell staff of any strangers on the premises and staff check that gates are shut.

Recruitment

The school follows the advice given by the local authority under Safer Recruitment.

Adverts for posts include a safe recruitment statement.

Interview panels include at least one member who has had Safer Recruitment training.

Appointments are made subject to satisfactory safety checks on enhanced disclosure and evidence of identity and qualifications.

Staff Mobile Phones

Staff may use their mobile phones in the staffroom or office and during non-contact times only **except** when the phone is being used for emergency purposes when on a trip or off site (eg on the Recreation Ground). Staff must never take photos with their mobiles in school under any circumstances.

Displays

These should be clear of radiators and items must be secured to the wall so that nothing drops on to anyone.

Heights – Ladders must be used by adults only (there is a tall and a short in school which are checked regularly). A ladder must be used to attend to anything high. When the tall ladder is being used there should be two people present, one to climb and one to steady.

Fastenings – drawing pins are not used other than in the staff room and office. Blue tack/glue or staples guns must be used. Staple guns must only to be used by adults, and with care.

Fire Safety

Fire Drill information is displayed in all rooms in school with a simplified version for children and a brief version in the visitors signing in file.

Regular fire drills are held at different times of the day.

Fire alarms are checked on a rota basis.

Equipment is serviced regularly and staff have received training, though are advised not use extinguishers except to enable escape for the children and staff if there is no other exit.

Risk assessments are reviewed regularly with specialist advice.

See also: Crisis Management Policy

Unforeseen Closure of School

This could be due to weather, water, electricity or heating failures or other incidents that would require closure. The head teacher must inform the chair or vice-chair of governors and the health and safety team at Cumbria County Council as soon as possible.

If school closes before the start of the school day staff will attempt to make the decision before 7.30 so that people do not set off for breakfast club, however this is not always possible. School operates a phone system with key parents/carers in different villages.

Staff phone these key parents/carers who then phone the parents/carers on their list. The list has home and mobile numbers where possible. Staff also contact local radio stations, and other staff who may be affected

If school closes during the day then staff are responsible for contacting all parents/carers and the bus operator from school and a member of staff will stay at school until all children have been collected.

Other related documents:

Working Together to Safeguard Children
Statement of Purpose
Golden Rules
Supporting Pupils with Medical Conditions
Healthy Eating
Equality Policy
Crisis Management Plan
Health and Safety Policy
Fire Procedures
Attendance Policy
Child Protection Policy

Risk assessments
Human Resource policies
Staff Well-being
Performance management
Confidentiality Policy
The Prevent Duty
Keeping Children Safe in Education
Code of Conduct Guidance for Staff and
Other Adults who work with children
Safer Recruitment Policy

We also believe that the learning and teaching in our school makes a significant contribution to safeguarding and well-being for both children and staff.