



Building Skills For Life – Meithrin Sgiliau Bywyd

**Ysgol Gymunedol Llangynidr
Llangynidr Community Primary School**

Safeguarding Policy

Revised: October 2014

Agreed by Staff: October 2014

Adopted by Governors: October 2014

Review Date: September 2015

**The interest of the child is paramount in all considerations of welfare and safeguarding. Safeguarding children is everyone's responsibility“
Safeguarding Children: Working Together Under the Children Act 2004.**

AIM

To ensure that children are effectively safeguarded from the potential risk of harm at Llangynidr Primary School and that the safety and well-being of the children is of highest priority in all aspects of school life. To help the school maintain the ethos whereby, staff, pupils, parents, carers and governors feel able to articulate any concerns comfortably, safe in the knowledge that effective action will be taken as appropriate.

INTRODUCTION

The Governing Body recognises that, in order to support the complete development of each and every child, they have a duty to ensure that each child:-

- stays safe;
- is healthy;
- is able to enjoy and achieve;
- is able to achieve economic wellbeing;
- makes a positive contribution.

At Llangynidr Primary School the health and safety of all children is of paramount importance. Parents and carers send their children to school each day with the expectation that the school will provide a secure environment in which their children can flourish. The Governing Body, school staff and volunteers therefore, make every effort to ensure that this expectation becomes a reality. In order to do this, a wide range of measures and policies have been put in place, the policies that should be consulted are:

- Child Protection policy
- Health and Safety
- Behaviour (including anti-bullying)
- Sex and relationships education

SAFEGUARDING STATEMENT

The Governors and staff of Llangynidr Primary School are fully committed to adhering to section 175 of the Education Act, 2002, which requires Local Authorities and Governing Bodies of maintained schools and institutions to have arrangements for exercising their functions with a view to safeguarding and promoting the welfare of children. We keep children and young people safe by:-

- creating and maintaining a safe learning environment for children and young people;
- identifying where there are child welfare concerns and taking action to address them, where appropriate, in partnership with other agencies; ensuring that children are listened to if they are expressing concerns; and the development of children's understanding, awareness and resilience through the curriculum.

The Governing Body recognises that achieving this objective requires a system designed to:-

- prevent unsuitable people from working with children and young people;
- promote safe practice and challenge poor and unsafe practice;

- identify incidents in which there are grounds for concern about a child's welfare, and initiate or take appropriate action to keep them safe; and
- contribute to effective partnership working between all those involved in providing services for children and young people.

CONTACTS

**The Designated Teacher for Child Protection/Safeguarding for the School is:
Karen Jenkins**

**The Deputy Designated Teacher for Child Protection/Safeguarding for the
School is: Sian Shepherdson**

**The Nominated Governor for Child Protection/Safeguarding for the School is:
Mr Jody Oliver.**

1. First Aid

**The school has trained members of staff who take responsibility for First Aid.
The staff responsible for First Aid are: - Claire Watson, Alison Jones and
Katharine Myatt.**

First Aid equipment is stored in the staff room and a travel First Aid kit is available for off-site activities. All accidents are noted in the accident book, and procedures are followed for head injuries to report the incident to the parent/carer and for more serious accidents the Head teacher reports to the authority.

2. Pupils with Medical Conditions

The school's stance in relation to the administration of medication is that members of staff will only give medicines when the parent has completed and signed the appropriate form requesting that staff administer medication; the decision to meet the request is at the discretion of the Head teacher/or members of staff.

For children with ongoing or specific medical needs a Healthcare Plan provided through the school Nursing Service. Teachers are entitled to refuse to administer medication and, in the event of a pupil attending the school who requires medication, either on a regular or emergency basis, arrangements will be made for parents or carers to administer the medication. Appropriate training is provided for staff required to administer such medication as insulin, epipens etc.

For matters of an intimate nature, arrangements for support of such pupils within the school will be agreed prior to admission of the pupils and every effort will be made to maintain the dignity of the young person involved.

3. Safeguarding in the Curriculum

The school's curriculum addresses Safeguarding issues in two ways. In the first instance, in subjects such as personal and social education, we discuss relevant issues with the children and topics such as drugs, sex and relationships are included within this subject. Children are encouraged to explore and discuss these issues.

Secondly, the curriculum is designed so that safety issues within each subject are discussed and safe practices taught for example using equipment properly in PE and Design and Technology. The school audits all its schemes of work to ensure that Safeguarding is addressed. At all times, appropriate staffing levels are provided within the teaching environment and, when children are taught offsite, the required adult: pupil ratios are maintained. The school will use visiting speakers, where appropriate, in order to enhance the learning experiences of the children and young people.

4. Safety on Educational Visits

The member of staff responsible for educational visits is: Maria Davies

All educational visits are carried out in accordance with the Authority's guidance on undertaking educational visits and this guidance includes adult ; pupil ratios, the organisation of transport, ensuring a CRB check of the transport driver, appropriate comfort breaks, appropriate curricular opportunities, and means of emergency communication. All off site visits are checked and approved by the head teacher via the EVC system. Further details are provided in the school's Educational Visits Policy, which is a separate document.

5. Internet Safety / E-Safety

The school takes seriously its responsibility for encouraging children to keep safe online and Internet safety is addressed, with the pupils. Internet safety is addressed in a separate policy, which is regularly reviewed. Children should be encouraged to use the Internet as much as possible, but at all times in a safe way. Parents and carers are asked to confirm their agreement for their child to use the Internet. Pupils must never be left unattended whilst online and staff will ensure that this does not happen. If staff know of misuse, either by a staff member or child, the issue will be reported to the Head teacher without delay.

6. Site Security

The school makes every effort to provide a secure site and therefore, all people on the site have to adhere to the rules that govern it. The arrangements for maintaining site security are as follows:-

- All gates are closed during the day with all but the main gate being locked
- No children are allowed off site during the day unless collected by a responsible adult with prior arrangement with the school, or they are under the supervision of staff.
- If a child leaves the premises without permission the police are called immediately
- Visitors to the school are asked to sign the visitors book so a record of people on site is accurate at all times, and they wear a visitors badge so that staff and pupils can identify a visitor.

7. Attendance

It is recognised that children who truant by either not attending school when their parent/carer believes that they are there or who abscond from school without permission, place themselves at risk and, therefore, the school maintains a separate Attendance Policy. This addresses such issues as procedures for parents/carers to report the illness of a child, contact with the home in the event of an absence, the involvement of the Education Welfare Officer, publication of attendance rates and

reporting of information, in respect of attendance to the Governing Body and the Local Authority. In addition, it includes positive measures to encourage children to attend regularly and punctually at the school. It also makes reference to the Authority's entitlement to take legal action against parents who do not ensure good attendance and punctuality.

8. Safe Recruitment

The school adheres to the Authority's guidance in relation to safe recruitment and this includes the involvement of a Governor and member of staff who has undertaken Safer Recruitment training, provided by Powys Human Resources, on all appointment committees, the inclusion of safeguarding questions in the interview and the taking up and retention of written references for successful candidates. The head teacher ensures that all staff, governors and volunteers working with children are in possession of a valid DBS certificate.

9. Induction

All new members of staff and new volunteers are provided with induction in relation to their role, either before the role is taken up at the school or immediately after the role is taken up at the school. This includes being given a copy of the Powys Local Safeguarding Children Board publication entitled 'A Quick Guide to Child Protection, Protecting and Caring for the Children and Young People of Powys'. It is expected that this will be read by the member of staff/ volunteer, and a signature obtained to prove that they have read the document. Understanding of the document will be clarified through a conversation between the member of staff/volunteer and the Designated Teacher for Child Protection, or their Deputy.

10. Physical Intervention and Restraint

The school has adopted the Team Teach policy and physical intervention and restraint is only carried out by staff who have been trained in these procedures. The school expects every effort to be made to de-escalate a situation, prior to physical intervention. Appropriate support is provided for both pupils and staff who are involved in physical intervention and a record of any Team Teach incident is recorded and reviewed on a regular basis, if necessary at personal intervention plan will be formulated to manage any child where regular physical intervention is required. Parents and Carers will be notified of any incident involving their child at the earliest opportunity.

11. Communication with Parents and Learner

The school makes parents and carers aware of its Safeguarding Policy and Procedures, and the need to share information with other agencies if necessary, when admitting pupils. On admitting pupils, the school will also seek clarification as to who has parental responsibility, in respect of the pupil, and, in relation to non-custodial parents, will ensure that they receive their entitlement in respect of information regarding school events, as provided to any other parent, and reports on progress in respect of the pupil(s) concerned.

12. Activities beyond the School Day

All school activities which extend beyond the school day, including breakfast clubs, out of school clubs, lunch time activities and educational visits, are fully covered by the school's Safeguarding and Child Protection policies. Any issues of a Child Protection concern and consideration of Safeguarding matters that relate to these

activities are responded to in accordance with the school’s Child Protection Policies and Procedures. When outside bodies make use of the school premises, outside of the school day, for example community activities on school premises, the organisers of these activities must assure the head teacher and the designated teacher for Child Protection that they have in place appropriate Child Protection and Safeguarding policies which reflect the All Wales Child Protection Procedures if their activities involve children. The governing body reserves the right to terminate agreements for the use of the school premises, outside of the school day, where it is their responsibility, if they become aware of failings in terms of Child Protection or Safeguarding.

13. Complaints

The school has in place a Complaints Procedure, which is based on the model included in Welsh Government Circular: 011/2012, *Complaints Procedures for School Governing Bodies in Wales*.

Signed:

Chair of Governors: _____ Date: _____

Head teacher: _____ Date: _____

Date for Review: October 2015