



# SAFEGUARDING POLICY FOR LLANBEDR C IN W SCHOOL

## INTRODUCTION

The Governing Body of Llanbedr Church in Wales School 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.

This Safeguarding Policy makes reference to the following aspects which support the safeguarding and promoting the welfare of pupils:-

- Child Protection;
- Health and Safety;
- Bullying;
- Equal Opportunities;
- Harassment and discrimination;
- Racist abuse;
- Drug and substance abuse;
- First Aid;
- Pupils with medical conditions;
- Sex and relationships education;
- Safeguarding in the curriculum;
- Safety on educational visits;
- Internet safety / e-safety;
- Issues specific to a local area;
- Site security;
- Attendance;
- Safe recruitment;
- Induction;
- Welcoming visitors;
- Behaviour and Discipline;

- Physical intervention and restraint
- Photographing and videoing;
- Whistleblowing;
- Communication with parents and learners;
- Activities beyond the school day; and
- Complaints.

## **SAFEGUARDING STATEMENT**

The Governors and staff of Llanbedr Church in Wales 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. The Governing Body of Llanbedr Church in Wales School responds to the objective of keeping 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.

Governors and staff in Llanbedr Church in Wales School will work together with other agencies in order to achieve the above objective.

At Llanbedr Church in Wales School the health and safety of all children is of paramount importance. Parents 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 and school staff, 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.

## **CONTACTS**

**The Designated Teacher for Child Protection/Safeguarding for the School is: Sadie Ricketts**

**The Deputy Designated Teacher for Child Protection/Safeguarding for the School is: Gavin John**

**The Nominated Governor for Child Protection/Safeguarding for the School is: Malcolm Thomas**

### **1. Child Protection**

The school's Child Protection Policy, together with an **APPENDIX** providing details of definitions of child abuse and procedures for addressing Child Protection issues is attached to this Safeguarding Policy.

### **2. Health and Safety**

The school has a Health and Safety Policy which is monitored regularly by the school Governing Body. The Headteacher and Governors oversee the Policy and staff are required to report any concerns to the Headteacher who will either carry out or arrange an initial examination, assessing what remedial action needs to take place. The Policy addresses fire drills, and efficient emergency evacuation from the building, health and safety risk assessments, fire risk assessments and procedures for addressing critical incidents.

### **3. Bullying**

The school's Anti-bullying Policy, is part of the Behaviour and Discipline Policy. The school defines bullying as:

Bullying is defined as deliberately hurting another person, repeatedly over a period of time. Bullying results in pain and distress to the victim.

The school's response to any incidents of bullying 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, and always in partnership with parents. Bullying will not be tolerated.

#### **4. Equal Opportunities**

The school's statement on Equal Opportunities states:

Llanbedr C in W School is committed to the need both to eliminate unlawful discrimination and to promote equality for pupils, staff and others using school facilities.

The school is committed to giving all pupils every opportunity to achieve the highest standards by:

- taking account of their varied experiences and needs;
- offering a broad and balanced curriculum;
- having high expectations of all pupils

This statement is published in the School Prospectus and the school's Equal Opportunities Policy.

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. Further details are provided within the school's Equal Opportunities Policy, which is published as a separate document.

#### **5. Harassment and Discrimination**

The school's response to issues of harassment and discrimination is included within the Equal Opportunities Policy. The school will not tolerate any issues of harassment and discrimination, whether carried out by adults or children, and its response to such issues is included within the above Policy.

#### **6. Racist Abuse**

Along with its Equal Opportunities Policy, the school also has a Strategic Equality Plan. It is important to the Governing Body for pupils at the school to be prepared to live in an ethnically diverse society. The school will make every effort to promote racial equality and harmony by preventing and challenging racism. Racism is tackled in both the RE and PSE curriculum. The children take part in discussions designed to raise awareness and address prejudices. From

time to time, visitors work with the children also and all racist incidents are reported to the Local Authority and Governing Body when they occur.

## **7. Drug and Substance Abuse**

The school maintains a separate Drug and Substance Misuse Policy, which is linked to the school's Behaviour Policy, and provides appropriate support for any children who may be involved in drug and substance abuse. In addition, these issues are addressed, on a regular basis, as part of the curriculum and further details are provided in the school's separate policy on Drug and Substance Abuse.

## **8. First Aid**

**The school has trained members of staff who take responsibility for First Aid. The appointed person is Miss Sadie Ricketts who must be contacted in the event of first aid being required. The staff responsible for administering First Aid are: Jane Morgan and Lisa Lewis.**

First Aid equipment is stored in the office and a travel First Aid kit is available for off-site activities. Detailed procedures as to action to be taken in the event of an accident or a child falling ill are included within the First Aid File in the staffroom and emergency procedures by school telephone points.

## **9. 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 Headteacher/or members of staff will only give medication when the requirement is set out in 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 non-teaching staff to administer the medication if teachers are not prepared to undertake this task. Appropriate training is provided for staff required to administer such medication as diazepam, medazelin, 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.

Further details in relation to administration of medication are provided in the school's Administration of Medication Policy which is a separate document.

## **10. Sex and Relationships Education**

The provision of sex and relationships education is addressed through a separate policy covering this aspect or the school's PSE Policy or the school's Curriculum Policy.

## **11. Safeguarding in the Curriculum**

The school's curriculum addresses Safeguarding issues in two ways. In the first instance, the curriculum, in subjects such as personal and social education, discusses 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.

## **12. Safety on Educational Visits**

**The member of staff responsible for educational visits is: [Gavin John](#)**

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/DBS check of the transport driver, appropriate comfort breaks, appropriate curricular opportunities, and means of emergency communication. Further details can be found at the back of the Health and Safety Manual.

## **13. 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, through resources such as those provided by the CEOP (Child Exploitation Online Prevention). 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 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 Headteacher without delay.

#### **14. 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 visitors will have the door answered by a member of staff. Pupils are not permitted to open the door to any visitor.
- If the conduct of a visitor is inappropriate the Headteacher will be informed immediately. In the Heads absence, Mr Gavin John should be informed.
- The School Gates are to be kept closed.
- The gates at the top entrance are locked when not in use.
- Parents are required to sign blue book at entrance if their child is picked up before the end of the school day or if their child is dropped off after close of register in the morning.

#### **15. Attendance**

It is recognised that children who truant by either not attending school when their parents believe 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 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.

#### **16. Safe Recruitment**

The school adheres to the Authority's guidance in relation to safe recruitment and this includes the involvement of a Governor or 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 headteacher ensures that all staff, governors and volunteers working with children are in possession of a valid CRB/DBS certificate. Arrangements for recruitment are set out in a separate recruitment policy.

## **17. Induction**

All new members of staff and new volunteers are provided with induction in relation to their role and this induction, either before the role is taken up at the school or immediately after the role is taken up at the school 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, along with the Child Protection Policy, will be read by the member of staff/ volunteer, and a signature obtained to prove that they have read and understand the documents. This will be clarified through a conversation between the member of staff/volunteer and the Child Protection Officer.

## **18. Welcoming Visitors**

Arrangements for the welcoming of visitors are included within the site security arrangements, referred to above.

## **19. Behaviour and Discipline**

Issues of behaviour and discipline are addressed in separate policies and these include such issues as rewards for appropriate behaviour and sanctions where behaviour is inappropriate. An incident book is kept locked in the Headteacher's Office and for more serious incidents.

## **20. Physical Intervention and Restraint**

Physical Intervention and Restraint is only carried out by staff who have been trained in appropriate procedures. The school expects every effort to be made to de-escalate a situation, prior to physical intervention, and the physical intervention scheme used by the school is TeamTeach. Appropriate support is provided for both pupils and staff who are involved in physical intervention.

## **21. Photographing and Videoing**

School cameras, videoing equipment, iPads, etc should be used to record pupils taking part in educational activities. If a member of staff uses their camera or

phone they must download pictures onto a school computer before leaving the premises. Staff are not permitted to video pupils on personal equipment. Parental permission is required for using photos and videos for newspaper articles, videos, etc.

## **22. Whistleblowing**

Whistleblowing is covered in a separate policy. If members of staff have any concerns about the behaviour or intentions of any person within the building, school grounds or in the 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.

## **23. Communication with Parents and Learners**

The school makes parents 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. Learners are made aware of what to do if they have a concern through discussions in PSE lessons and information posters placed around the school.

## **24. 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 headteacher 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. In instances where the

governing body does not have the authority to terminate the arrangement, it will ensure that such matters are referred, as a matter of urgency, to the controlling body.

**25. 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*, and, in addition, has complaints information for children so that children, staff and the public are able to submit their complaints, in respect of the school, including Safeguarding complaints and concerns that Safeguarding action has not been taken.

Signed:

Chair of Governors: \_\_\_\_\_ Date: \_\_\_\_\_

Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

Date for Review: \_\_\_\_\_