



GOWERTON SCHOOL SAFEGUARDING SUMMARY

The Governing Body of Gowerton School believes that there are key issues in the complete development of each and every child. We aim to provide a curriculum that is both broad and deep, which provides equal opportunities for all and in that we have a duty to ensure that each child:

- stays safe;
- is healthy;
- is able to develop his or her talents to the fullest possible extent;
- is able to enjoy and achieve the greatest possible success and the best qualifications;
- makes a positive contribution.

Gowerton School Safeguarding Children Statement

At Gowerton the health and safety of all children is of paramount importance. 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 and policies are put in place:

1. The Health and Safety Policy

The school has a health and safety policy, which is monitored regularly by the sites sub-committee of the school governors. The Headteacher and the Governors oversee the policy. Any concerns from staff are reported to any of the above who carries out an initial examination, assessing what remedial action needs to take place. Twice annually there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment. There is also a critical incidents plan that details what staff and parents should do in the case of emergencies.

2. First Aid

In school there is a Child Welfare Manager (CWM) who is the first point of contact for illness or injuries. There are always trained members of staff available to oversee first aid. First aid equipment is stored in the office, and a travel first aid kit is available for off-site activities. When a child is poorly, or has suffered an accident in school or on the playground there is a protocol for staff to follow:

- a trained first aider is consulted;
- the incident is logged in the accident book by the person responsible for the child at the time of the accident;
- if there is any doubt at all a parent is contacted.

School policy is that members of staff will only give medicines when the parent has requested that staff administer medicine; the decision to meet the request is at the discretion of the Headteacher. For the majority of medicines, however, a dose before and after school is perfectly adequate. Naturally the parents should consult doctors before giving any form of medication. For matters of an intimate nature staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Headteacher or Deputy. In almost all situations the parents will be asked to come into school immediately so that they are part of the decision making process for such matters. All medicines are stored in a locked cupboard in the CWM's room.

3. Site security

Safeguarding Compliance

Gowerton has a comparatively large and spread campus, with students and teachers needing to move between buildings. The school has installed CCTV

All people on the site have to adhere to the rules which govern it or there may be potential problems to safeguarding. Therefore:

- Certain areas of the school have restricted access during the winter months and field use is reviewed according to the weather;
- Allocated teaching staff undertake supervisory duties in all areas of the school during break and lunch times
- All visitors must report to the main reception and after signing in should be given a visitors badge which should be returned when they leave the premises. Salto locks fitted in the main reception area restrict access to the school;
- Children will only be allowed home or to leave for appointments with parental permission and after having their planner/note signed by Form Tutor, PLC or CWM;
- Children are not allowed off the school premises at lunchtimes, unless they are collected for an appointment or go home ill;
- Should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the office. Then parents and police will be informed of the circumstances;
- Visitors who use the school site do so only with the express permission of the Headteacher; this permission can be withdrawn at any time.

3a. Site Security

Traffic Management Procedures

As you are aware, the school has Traffic Management procedures in place to ensure the school site is safer for staff, students, visitors and contractors.

The school site has a 5mph speed limit in place, which must be strictly adhered to at all times.

Vehicles and their contents are left at the owner's risk

Student & Visitor Parking

A change in parking arrangements is to be implemented from September 1st 2015. Parking spaces at the front of the school **should only be used by 6th Formers/Visitors.**

Staff Parking

All staff should park in **B, C and Park Road** Car parks. Ample car parking spaces are available.

Internal gates are in place and are closed from

- A Block Internal gate - 8.45 am.
- F Block Internal Gate – 8.25am

In addition, Park Road traffic/pedestrian gates will be closed throughout the school day.

There is to be no access/egress from this entrance after 8.45am. **Site Access will be from Cecil Road ONLY.**

These gates will be reopened at 3.10pm for staff/student egress.



Cecil Road main gates are closed between 2.55pm – 3.10pm. There is to be no staff/student vehicle movement during these times. Please do not attempt to drive through pupils exiting the school site; please wait until the Main Gates are reopened.

For those members of staff that wish to leave the school site during the day, please ensure that vehicles are parked offsite, or arrangements made with the caretaker via the reception.

Please do not park on the grass verges in these areas. Parking of any vehicles is not permitted on the front drive.

The road between E2 & E3 is not a vehicle route. Bollards have been installed to prevent access to these areas, in an attempt to create a safer environment for all pedestrians.

Deliveries

Deliveries have restricted access to the site. Kitchen Suppliers have been instructed to deliver before 7.30am. In the unfortunate event of a supplier arriving after this time, delivery vans/lorries must park in the designated delivery bays outside D1, and deliver items by hand.

Vehicles

Please could you ensure that the office is made aware of any changes to your vehicle:

- Make
- Model
- Colour
- Registration etc.

4. Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone. If there is no notification Gowerton has a policy of contacting home to ascertain each child's whereabouts (First Day Contact). The school works closely with the Local Authority's Education Welfare Officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LA, annually to the government and to all parents. Positive measures are in place to encourage children to attend regularly and punctually and the school is aware of its right to take legal action against parents who do not ensure good attendance and punctuality.

5. 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 DBS check. There is also a check with the EWC if appropriate. This search will show details of any criminal convictions. If staff are found to have content on their

certificate the information is considered by the Headteacher and the Governing Body. Staff are informed directly by the Disclosure & Barring Service and are responsible for producing the certificate to the Responsible Officer at the school within seven days of receipt. The Headteacher sits on all appointment panels where the candidates are external applicants. New staff are inducted into safeguarding practices. Newly appointed staff are assigned a mentor for the induction period. It is the responsibility of the mentor to familiarise new staff with procedures and policies which affect the health and safety of all at school but especially the children.

6. Induction of volunteers

Volunteers who work unsupervised with children are required to have DBS clearance. For a brief activity, such as a school visit or occasional helping out in class, which does not involve the supervision or close contact of children, a DBS check is not required. The Administrator performs this. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children. There is also a requirement to obtain two references for persons who will have significant contact within the school.

7. 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 Reception will check this before admittance is granted. Anyone entering is required to sign in and out of the school site and a 'Visitor's' badge must be worn.

8. Child Protection Policy

The designated staff member for Child Protection is Miss K Lawlor, Senior Assistant Headteacher and the designated governor is Mrs Debbie Lloyd. It is the Governing Body's duty to ensure the Child Protection Policy is reviewed annually, which is done through the Behaviour and Welfare Working Party and any deficiencies within the policy addressed immediately. All governors and staff have had appropriate child protection training, which is updated at least every three years. All staff receive regular guidance regarding Child Protection matters on INSET training days. Child Protection matters are reported to the Governing Body every term.

This school follows guidelines which assert 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. All staff have received guidance regarding physical restraint. All allegations of abuse by, or complaints of, a teacher will be dealt with following the Local Safeguarding Board procedures. For any complaints about the Headteacher the Chair of Governors should be contacted directly.

9. The Design of the Curriculum

The curriculum deals with safeguarding in two ways.

Firstly, the curriculum, in subjects such as Personal and Social Education discusses relevant issues with the children. Topics include such themes as Drugs, Sex and Relationships and Stranger Danger. Children are encouraged to explore and discuss these issues.

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. All schemes of work have been audited for safeguarding matters. 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. Visiting speakers, with correct clearance are always welcome into school so that can give specialist knowledge to the children.

10. 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 on the Admission Form, and annually in the updated information request. Pupils must never be left unattended whilst online and staff should ensure that this does not happen. If staff know of misuse, either by a staff member or child the issue should be reported to the Headteacher without delay. The Headteacher has overall responsibility for internet safety.

11. Equal opportunities

Within the school prospectus there is a statement for equal opportunities which asserts: "Gowerton seeks to ensure that no person receives less favourable treatment on any ground or conditions that cannot be justified...including race, nationality, colour, ethnic origin, gender, material status or disability." The school is aware of its

responsibilities under the Disability and Discrimination Act. Children with disabilities are able to take as full and active part in every lesson as is practicable, having regard to the age and restrictions of the school site, and every reasonable measure is taken to ensure this.

The Specialist Teaching Facility currently offers places to 16 pupils within the Autism and Asperger's Spectrum and pupils are fully integrated into the life of the school.

12. Behaviour policy

The ethos and values of the school aim to provide an ordered caring environment in which every pupil feels safe and secure and is able to enjoy school life and be happy in school. The school has high expectations of its pupils and students in all spheres:

behaviour, academic achievement and extra-curricular involvement. All pupils are expected to behave courteously and show consideration for the needs and rights of others. The school Discipline Policy is reviewed annually through the BWWP sub committee. All school staff are employed under the Code of Conduct for School-Based Staff issued by the City and County of Swansea.

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. There are numerous rewards available to children:

- Stickers
- Showing another teacher good work
- Certificates
- Headteacher's award certificates
- Special privileges
- Attendance 'raffles prizes'
- Letters/postcards home

The sanctions range from:

- Verbal warnings and behaviour noted in planners
- Time spent in the Inclusion room working in isolation
- Break and lunchtimes taken at alternative times from their peers
- A letter home
- After school or lunchtime detention
- Disciplinary meetings with Governors
- Exclusion

A Home/School Contract is issued to every new pupil when he or she starts at the school.

Staff are discouraged from handling children except when they deem it is safe to do so. All members of STF Unit staff are trained in Positive Handling/MAPPA so that they do not harm either themselves or others.

13. Anti-Bullying Policy

At Gowerton the definition of bullying is: "A systematic and extended victimisation of a person or group, by another or group of others." 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, and always in partnership with parents. Bullies will not be tolerated. There is a more detailed Anti-bullying Policy.

14. Racial Equality

Along with the equal opportunities policy there is also a Race Equality Policy. We want our children to be prepared for an ethnically diverse society. The school will work hard to promote racial equality and harmony by preventing and challenging racism. If anyone ever feels unjustly treated then the school welcomes and values a response. Racism is tackled in both the RE and in the PSE curriculum.

15. Photographing and videoing

There has been a lot of 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 the school taking photographs is agreed by signing the Admission Home School Contract in Year 7. Parents are asked to write in to school if they have any objections to their child being included.

16. Whistle blowing

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. Gowerton School has a current Whistleblowing Policy.

17. Complaints

Gowerton School has a complaints procedure in line with the Welsh Assembly Government's guidelines. Anyone wanting a copy of the current procedure should contact Mrs Medina Evans, Clerk to Governors, who will make details available.

POLICY NAME: Safeguarding Summary

REVIEWED BY: Behaviour & Wellbeing Working Party

DATE REVIEWED: 14/03/17

DATE TO FGB: 05/04/17

SIGNED: _____ *Debbie Lloyd* _____

PRINT NAME: Mrs Debbie Lloyd (Chair of Governors)

DATE NEXT DUE TO BE REVIEWED March 2018