

SAFEGUARDING OVERVIEW

This is an overview of safeguarding at Coppetts Wood. Policies are available from the school office.

CONTENTS

1. Safeguarding Statement
2. Health and Safety Policy
3. First Aid
4. Site Security
5. Attendance
6. Appointment of Staff, Induction
7. Induction of Volunteers
8. Welcoming Visitors
9. Child Protection Policy
10. The Design of the Curriculum
11. Internet Safety
12. Behaviour Policy
13. Anti Bullying Policy
14. Racial Tolerance
15. Photographing & Videoing
16. Whistleblowing

Safeguarding is far wider than child protection. All staff need to be able to identify learners who are in need of Early Help* - these are the vulnerable children in school. Staff may have a safeguarding concern or a child protection concern. Safeguarding is what we do for all children, whilst Child Protection refers to the procedures we use for children at risk of significant harm or who have been harmed.

* Early Help includes:

- Children's Centres who offer support to families with children under the age of 5
- Free Entitlement to Early Education for eligible families the term after their child is 2
- Early Years Vulnerable Children scheme providing funded places for children aged 6m to 5 yrs
- Common Assessment Framework providing a holistic assessment process for families
- Welfare Rights giving financial advice to pregnant women and those with children under 5

1. Safeguarding Children Statement

At Coppetts Wood School the well-being, welfare, health and safety of all children is of paramount importance. We believe that our school is a place where children, parents and staff respect each other and enjoy working together. Parents send their children to school each day with the expectation that school provides a secure environment in which their children are happy and can make progress.

Coppetts Wood School therefore has to ensure that this expectation becomes reality and we ensure a safe environment for all children. Outlined below is how we do this.

2. Health and Safety Policy

The school has a health and safety policy. This is monitored by the governors, through the Finance and Premises Committee and our Health and Safety Governor.

The governors will also carry out an annual monitoring check. The school has two members of staff (the Site Manager and Headteacher) plus a governor who are responsible for health and safety matters. Any concerns from staff are reported to any of the above and the site manager carries out an initial examination, assessing what remedial action needs to take place.

At least termly there is a fire drill that practices efficient evacuation from the buildings. The school also has a Critical Incidents Plan. This details what staff and parents should do in the case of emergencies.

3. First Aid

We have staff in school have undergone First Aid training and there are always members of staff on duty who oversee first aid. We ensure that we meet the statutory requirements for the Early Years Foundation Stage and there is always a member of staff in the Early Years building who holds a current paediatric first aid qualification. We have a well-resourced medical room.

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
- First aid is given administered if needed
- The incident is recorded following school procedures
- Incident/Illness – teachers or TA's speak to the parent, if appropriate when picking the child up at the end of the day or they are contacted by phone. With all head injuries or serious injuries a letter is sent home with the child and parents are contacted immediately by telephone and an ambulance called if required.
- If there is any doubt at all a parent is always contacted.

At Coppetts Wood School it is the policy for a recognised named first aider/member of staff to administer medicines which are brought into school. Medication should only be in

school when absolutely essential. We administer medicine in line with that policy. Parents are, however, welcome to come into school at lunchtime if they wish to administer medicine themselves outside of these arrangements. Parents must complete a request for administration of medicines (available from the office).

4. Site Security

Coppetts Wood School aims to provide a secure site, but the site is only as secure as the people who use it. Therefore all people on the site have to adhere to the rules, which govern it. Laxity can cause potential problems to safeguarding. Therefore:

All staff are expected to be vigilant about site safety and ensure any concerns are reported. Staff are expected to challenge anyone in school not wearing a visitor, governor or staff badge to ensure they should be on school premises. 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 school office. Parents and police will then be informed of the circumstances. Please refer to the Missing Child and Late and Non Collection of Child Policies.

5. Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to inform the school their child will be absent by telephone or note on the first day (see Attendance Policy).

The school works closely with the Local Authority's Education Welfare Officer whenever a child's attendance and punctuality causes concern. Children who are missing education (CME) or who have requested to be taken off role, without having an alternative school place are reported to the local authority. Reasons for making a CME referral may include the distance from home to school being too great, failure to return to school after a leave of absence or 20 or more days of continual absence without an appropriate reason.

Attendance rates are reported each term, 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. An attendance cup is won weekly by the class who has the best attendance/most improved attendance.

6. Appointment of Staff and Induction

At Coppetts Wood School we ensure there is always someone on the appointment panel who has undergone Safer Recruitment Training.

With effect from March 2002, all staff who are appointed to work in school have to undergo an enhanced criminal records search called a DBS check. This search highlights people who have a criminal record or if previous allegations have been made against them. It also identifies any teachers that have been prohibited from teaching. Offers of appointment to Coppetts Wood School will be made on a provisional basis until receipt of the enhanced DBS is received together with references. If potential members of staff are found to have a criminal record the offer of appointment will be reconsidered by the Headteacher and the Governing Body.

We also follow the supplementary advice in the "Keeping Children Safe" Statutory Guidance from the DfE. We follow the requirement for prohibition from teaching check. Staff are also required to self declare if they are disqualified from working with children by association. This check arose from the Childcare (Disqualification) Regulations 2009, which in turn arose out of the Education Act 2006.

The Regulations prohibit anyone who is disqualified themselves under the Regulations, or who lives in the same household as a disqualified person, from working in the relevant settings, including in schools.

The staff and settings covered by the further guidance

The following categories of staff in nursery, primary or secondary school settings are covered by the Childcare (Disqualification) Regulations 2009:

- Early years provision - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range; and
- Later years provision (for children under 8) - staff who are employed to work in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school's choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision.

The Regulations refer to employing a person "in connection with" these provisions and we therefore conclude that:

- Infant and Nursery Schools - All staff and volunteers will be covered
- Primary/Junior Schools - All staff and volunteers are covered as it is unlikely in such settings that staff are always exclusively working with those under the age of 8.

Who is disqualified?

A person is disqualified if **any** of the following apply:

- a) inclusion on the Disclosure and Barring Service (DBS) Children's Barred List,
- b) being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2009 Regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation);
- c) certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2009 Regulations;
- d) refusal or cancellation of registration relating to childcare, 3 or children's homes, or being prohibited from private fostering⁴, as specified in Schedule 1 of the 2009 Regulations;
- e) living in the same household where another person who is disqualified lives or is employed (disqualification 'by association') as specified in regulation 9 of the 2009 Regulations;
- f) being found to have committed an offence overseas which would constitute an

offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom.

Full details of what constitutes "disqualification" are in the Schedules to the Regulations <http://www.legislation.gov.uk/ukxi/2009/1547/contents/made>.

New staff are inducted into safeguarding practices. Newly appointed staff members will be assigned a member of the safeguarding team whose responsibility it is to familiarise new staff with procedures and policy, which affect the health and safety of all at school but especially the children.

7. Induction of Volunteers

Volunteers who help in school on a regular basis must also have an Enhanced DBS clearance and the same checks for disqualification apply. One off occasions do not warrant a check but the volunteer must be supervised at all times. When having extended contact with children, e.g. hearing them read, children should not be left alone with an adult and there should always be a minimum of 2 present. When an adult visitor will be undertaking regulated activity a full DBS will be required. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

8. Welcoming Visitors

All visitors will sign in at the front desk and be given a visitors badge. It is **not** assumed that visitors with a professional role e.g. the police service and health service will already have relevant clearance. DBS clearance is also required for these visitors who work routinely in our school. Staff visiting on a regular basis must have an Enhanced DBS check. Written confirmation that appropriate checks have been completed will be provided to school by their Service Manager. In the case of Health Authority Staff, The Primary Care Trust will provide written confirmation that appropriate checks have been carried out on their staff. Unless school has evidence that visitors have an enhanced clearance they will not have unsupervised access to children.

9. Child Protection Policy

The designated adults for Child Protection at Coppetts Wood School are the Headteacher (Sarah Deale), Inclusion Leader (Julie O'Dwyer) and Pastoral Manager, Julie Locke. The Deputy, Faramade Alawaye, and Assistant Head, Spencer Guy, are also trained in Child Protection and the Deputy is trained in Safer Recruitment. The designated adult in the Children's Centre is the manager Sandra Greenyer. The Governing Body's designated Child Protection governor is Heidi Southall. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Governors and all staff have had appropriate child protection training, which is updated at least every two years, with annual updates.

This school follows DfES guidelines which asserts that reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder. It also asserts that on no occasion should such physical contact be used as a punishment. Please refer to Behaviour Policy, section on Use of Reasonable Force.

All allegations of abuse by or complaints of a teacher will be referred to the Headteacher immediately. The Head teacher will not investigate the allegation itself, or take written or detailed statements, but will assess whether it is necessary to refer to Local Authority Designated Officer (LADO). We will follow the Managing Allegations protocol set out by the LA.

If the Headteacher decides that the allegation warrants further action, they must immediately make a referral to the LADO: 020 8359 2000

For any complaints about the Headteacher the Chair of Governors should be contacted directly.

10. The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as Personal, Social and Health Education addresses relevant issues with the children. Topics include such themes as Drugs, Relationships and growing up, E-safety and Stranger Danger. Children are encouraged to explore and discuss these issues.

The 2011 Prevent Strategy provides guidance around the expectations on schools to take steps to prevent children from being drawn in to terrorism. The Prevent Strategy has been shared with all staff. We are committed to ensuring that our pupils are offered a broad and balanced curriculum that aims to prepare them for life in modern Britain. The British values of *democracy, individual liberty, the rule of law and respect and tolerance* are encouraged in a variety of ways. We encourage our pupils to be inquisitive learners who are open to new experiences and are tolerant of others. Our value system supports the development of the whole child as a reflective learner within a safe respectful learning environment.

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. At all times there have to be appropriate staffing levels and when the curriculum is taking place out of school appropriate and agreed pupil/adult ratios are maintained. The lead adult always assesses visits as to the level of risk and will complete a risk assessment form which will be authorised by the Headteacher before the trip can take place.

The school welcomes visitors to enhance the children's understanding of safety e.g. the Police and the NSPCC. Visiting speakers are always welcome into school so that specialist knowledge can be given to the children to enhance the curriculum.

11. Internet Safety

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. The school has a filtering system and although no filtering system is 100% effective, we aim that it will ensure that content including the following is blocked:

- Discrimination – material that promotes the unjust or prejudicial treatment of people on the grounds of race, religion, age, or sex.
- Drugs / Substance abuse – material that displays or promotes the illegal use of drugs or substances

- Extremism – material that promotes terrorism and terrorist ideologies, violence or intolerance
 - Malware / Hacking - materials that promotes the compromising of systems including anonymous browsing and other filter bypass tools as well as sites hosting malicious content
 - Pornography- material that displays sexual acts or explicit images
 - Piracy and copyright theft – material that includes illegal provision of copyrighted material
 - Self Harm – material that promotes or displays deliberate self harm (including suicide and eating disorders)
 - Violence – material that displays or promotes the use of physical force intended to hurt or kill.
- Staff are expected to monitor children’s use of the internet, bearing in mind the above – in Coppetts Wood School pupils must never be left unattended whilst online and teachers should ensure that this does not happen. If teachers know of misuse, either by a teacher or child the issue should be reported to the E-safety officer or Headteacher without delay.

The E-Safety officer is Assistant Head, Spencer Guy. As Senior Person for Child Protection the Headteacher has overall responsibility for internet safety. Any incidents are recorded.

12. Behaviour Policy

Good behaviour is essential in any community and at Coppetts Wood we have high expectations for this. The discipline of the school is taught by example. Quiet reminders from the Headteacher and the staff bring the need for good behaviour to the children’s attention. There are many rewards available to the children including praise, showing another teacher and certificates. Although the emphasis is always on the positive there are also times when children have to recognise that there are consequences for poor behaviour and decisions in order to maintain the safety and security of all children. For further details please refer to the Behaviour Policy

13. Anti Bullying Policy

At Coppetts Wood School we are committed to providing a safe and secure environment for all our pupils to learn in. We promote an ethos of treating everyone with respect and ensure that there are strategies in place for dealing with bullying sensitively if, and when, it occurs. If bullying does occur at our school, pupils are listened to and both the victim and bully are helped and supported. At Coppetts Wood all staff are sensitive to any signs of bullying and all pupils are expected to tell a member of staff if they know that bullying is happening. The school is not directly responsible for bullying incidents that occur off school premises. However, where a pupil tells of a bullying incident off the school premises to a member of staff, a range of steps are taken depending on the nature of the bullying incident.

At Coppetts Wood Bullying is defined as deliberately hurtful behaviour, **repeated over a period of time**, where it is difficult for victims to defend themselves.

Bullying can take a number of forms:

- Emotional** – which can include being unfriendly, excluding, tormenting, sending malicious e- mails or text messages
- Physical** – which can include theft, damage to property, pushing, kicking, hitting, punching or any use of violence
- Verbal** – which can include name-calling, sarcasm, spreading rumours, teasing

- Racist** – which can include racial taunts, graffiti, gestures
- Homophobic** – which involves discrimination relating to sexual orientation.
- Sexual** – which can include unwanted physical contact or sexually abusive comments

For a further details please see the Anti bullying Policy

14. Racism

At Coppetts Wood pupils will be prepared for an ethnically diverse society. The school works hard to promote racial equality by preventing and challenging racism.

Racism and extremism are tackled in both the RE and in the PSHE curriculum. The children take part in discussions designed to raise awareness and address prejudices.

15. Photographing and Videoing

There has been a lot of controversy recently about adults photographing and filming young people. The concerns are genuine, however at Coppetts Wood School we have taken a sensible, balanced approach, which allows parents to photograph and film providing they follow certain guidelines:

- Images must be for private use only and must not be put on the internet (particularly if a parent posts a picture on the web that shows children other than their own).

Parents consent to the school taking and photographs by signing a permission slip outlining how they can be used upon entry to school. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.

Staff are not allowed to use their mobile phones for taking pictures of children or to have access to their mobile phones when with children except with specific permission from the headteacher. See separate procedures.

17. Whistleblowing

If members of staff ever have any concerns about people working, paid or unpaid, 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. See the Whistleblowing Policy for more detail.

Updated July2017
Reviewed January 2018

