

Penllergaer Primary School



Safeguarding Policy

The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights-respecting school we not only teach about children's rights but also model rights and respect in all relationships -
Linked to Articles 3, 19, 32, 33 (CRC)

This policy should be read in conjunction with the City & County's Safeguarding Guidance for Education And Life Learning Services. A copy of this can be obtained from the school office.

“Every Child Matters”

When the government published “Every Child Matters” it raised 5 key issues that were deemed essential in the complete development of each and every child:

- Must be and stay safe
- Must be healthy
- Must be able to enjoy and achieve
- Must be able to achieve economic well-being
- Must make a positive contribution

There was a clearly stated need that, while each area of society has an important part to play in child development, schools must embrace the document both individually and collaboratively.

The government has published a policy “Safeguarding Children” (WAG circular 005/2008) and this school has used this in formulating its own safeguarding statement. The policy also considers WG guidance ‘Keeping Learner’s Safe’.

The Senior Management Team will have the responsibility of ensuring that the school does its best to deliver each of the five key issues.

Penllergaer Primary School Safeguarding Children Statement

At Penllergaer Primary School, 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.

Penllergaer Primary School therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place:

The Health and Safety Policy

The school has a health and safety policy, which is monitored annually by the health and safety committee of the school governors. *See Health & Safety Policy*

Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment. *See H&S and Fire Operational Procedures.*

First Aid

In school there are always trained members of staff who volunteer to oversee first aid. There are a number of first aid kits situated around school. 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 record sheet is logged and placed in the accident file

Following all head injuries and when a first aider considers further medical advice / referral is needed, parents / guardians are contacted by telephone or emergency services are contacted. *See First Aid Policy.*

Administration of Medicines

Introduction

This school will work with parents and the School Health Service to support the regular attendance at school of pupils who need to take medication while at school.

If a pupil has a long term medical condition the school will, in partnership with parents and with medical advice, draw up a health care plan to enable the pupil to participate as fully as possible in the life of the school.

The Headteacher, ALNCo, staff of the school, parents, School Health Service and other professionals all have a role to play and the needs of children are best met when there is good communication between all parties.

Medication is administered on a voluntary basis by staff and therefore parents are asked only to request administration of medicine during school hours when it is absolutely necessary. If at all possible arrangements should be made for medicines e.g. antibiotics, to be taken out of school hours. See *Admission of Medicines Policy and School Health Care Policy*

Role of Headteacher/ALNCO

The Headteacher will:

- determine, in discussion with parents and with the School Health Service, whether the school is able to meet the medical needs of the pupil.
- ensure that staff who agree to administer medicine will receive support and advice on any necessary training from the School Health Service;
- regularly inform parents of the school's policy;
- ensure that **all** teaching, support staff and supply teachers who may need to deal with a medical emergency arising from a child's medical needs know the child's needs and the procedures to be followed;
- arrange the secure storage of medicines.
- arrange for the provision of protective disposable gloves to be used by staff when dealing with spillages of body fluid or when disposing of dressings/nappies.
- arrange for safe process to protect staff and pupils when changing pupils. See *Intimate Care Policy*.

Role of Staff

It is recognized that the administration of medicines by staff is a voluntary activity which staff undertake for the welfare of pupils in this school. Parents are required to complete an administration of medicine request form.

Staff who administer medicines will:

- check the pupil's name, date of birth, prescribed dose and expiry date of medicine before administration;
- check the completed **administration of medicines form** to record details of medicine given;
- ensure that parent/carer is informed if a pupil refuses to take medicine;
- return any unused medicine to parent;
- follow basic hygiene procedures and wear protective gloves when dealing with spillages of body fluid or when disposing of dressings;
- if there is any medical concern about a pupil, parents/carers will be contacted immediately.

Role of Parents

The cooperation of parents is sought to ensure that the child's safety and welfare is foremost. For this reason, non-prescribed medicines will only be administered in exceptional circumstances with agreement of the Headteacher. No aspirin will be administered. If the Headteacher is concerned about giving the medication requested advice will be sought from the School Health Service.

It is very important that parents provide the school with enough relevant information about their child's condition e.g. if there are any side effects of taking particular medication, if any precautionary measures need to be taken prior to physical exercise etc.

Parents should:

- complete the administration of medicines request form if they wish medicine to be administered at school;
- bring medicines to school in the original container, clearly labelled with the pupil's name and date of birth;
- give written instructions preferably from the G.P.;
- ensure that if more than one medicine needs to be given, each is in a separate container;
- ensure that the school has a contact telephone number.

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/ALNCo 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.

Health Care Plans

If a child has a medical condition that require careful management, the Headteacher/ALNCo will consult with parents and with the school doctor and then draw up a Health Care Plan in consultation with all relevant parties.

The plan will be a written agreement with the parent and will set out for staff, parents and pupil, the help that the school can provide and receive.

The Headteacher/ALNCo will be responsible for initiating a joint review of the Health Care Plan at least once a year, or sooner if the medical needs change. Parents are responsible for informing the school if medical needs change.

Educational Visits

All school visits must be planned in advance and risk assessments submitted to the Headteacher and/or LA EVOLVE on-line system (depending on visit category) for approval. Whenever possible pupils will be encouraged to participate in school visits even if on medication. In certain circumstances parents may be asked to assist the school by accompanying the pupil on the visit. If the Headteacher is concerned about whether or not the school can provide for the child's safety or the safety of other pupils, then advice will be taken from the School Health Service or the child's G.P. See *Educational Visits Policy*.

Sporting Activities

All pupils are encouraged to take part in Physical Education and games; for most children physical activity is of benefit for the child's social, mental and physical health.

If there are any restrictions on a pupil's ability to participate in Physical Education these should be included in the individual Health Care Plan.

If children need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication, staff will be made aware of this.

Staff who are supervising sporting activities will be made aware of emergency procedures.

Site Security

Penllergaer Primary School provides a secure site, which is controlled by precise management directives, 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:

- Doors should be closed to prevent intrusion but to facilitate smooth exits.
- Visitors, volunteers and students must only enter through the main entrance and sign in at the school office.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Empty classrooms should have closed windows.
- Pupils are instructed not to open doors to adults who are not staff.
- Staff are expected to challenge any visitor/stranger on school grounds and direct them to the school office.

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 in order for parents and police to be informed of the circumstances. Parents are asked and regularly reminded through newsletters and door signs not to ask a child to open a door for them but to ask to call an adult. *See Security Policy and Traffic Policy.*

CCTV is in operation in and around the main building (phase 1 of installation). *See CCTV Policy.*

The school is used out of hours from time to time (see Charges and Remissions Policy). All lettings are subject to Safeguarding.

Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone immediately. If there is no notification school has a policy of phoning home to ascertain each child's whereabouts.

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. *See Attendance Policy.* If a child is collected early at the end of a school session for various reasons the adult must sign the register at the school office. Any absence must be reported to the school. Parents are expected to complete a *Absence request form* for any holidays or absences during term time, stating address child will be at during their time away from school and the expected return date.

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. This search highlights people who have a criminal record or if previous allegations have been made against them. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the Personnel committee of the Governing Body. The LA is informed directly by the Criminal Records Bureau.

The Headteacher sits on all appointment panels. Safeguarding questions are included in interviews. New staff are inducted into safeguarding practices. Newly appointed staff are assigned a mentor for the induction period. It is the responsibility of the mentors to familiarise new staff with procedures and policy, which affect the health and safety of all at school but especially the children. The Site Manager inducts students and volunteers on H&S (see appendix 1).

Staff Training

Swansea operates a three-year rolling programme for training and all staff attend training at least every three years if not sooner. These training courses enhance knowledge and ability to recognise and respond to situations where children have been harmed or likely to be harmed and considered to be at risk.

In addition, the Headteacher revisits Child Protection Procedures with all staff at the start of the academic year and with Governors at an annual GB meeting. The Headteacher and ALNCo have received additional training in a range of areas such as Domestic Violence,

Induction of Volunteers

Volunteers must also have DBS clearance. For a brief activity, such as a school visit, which does not involve the supervision or close contact of children will under no circumstance be left alone with a child or group. For extended contact with children, when children may be left alone with an adult, or when an adult visitor may be in and around the school building a full DBS search will be conducted. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

Welcoming Visitors

It is assumed that visitors with a professional role e.g. social services or members of the police already have relevant clearance, but the office will endeavour to check this before admittance is granted and a note made of anyone entering without clearance. Registering at the school office requires visitors to sign to indicate they have read Fire Procedures. All visitors to the school must report and sign in at the school office in the top building and are escorted to the area of school they are visiting. Visitors must wear a visitor badge at all times and sign out when leaving.

Child Protection Policy

The designated adult for Child Protection is the Headteacher and the designated governor is the Chair of Governors. There is a detailed Child Protection Policy, which is available from the school office. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. All governors and all staff have had appropriate child protection training, which is updated at least every three years. Child Protection matters are reported to the Governing Body every term.

This school follows guidelines which assert that physical restraint may only 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 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. See *Child Protection Policy*.

Records and Record Keeping

- Well-kept records are essential in situations where it is suspected or believed that a child may be at the risk of harm or likely to be at risk of harm. See *Parent Admissions Information Booklet for GDPR information*.

- These records are kept in a secure place separate from all other records pertaining to the child and accessed and maintained by the designated persons only.
- The sharing of information or records are subject to the agreed City and County of Swansea and S/WBSCB protocols and procedures.

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as Personal, Social and Education discusses relevant issues with the children. Topics include such themes as Appropriate touch, Substance Misuse, Sex and Relationships and Stranger Danger. Children are encouraged to explore and discuss these issues.

Childline contact details are displayed on notice boards around the school.

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. At all times there has 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 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.

Internet Safety

All staff are required to sign a record indicating they have read and understood the internet safety policy. (*See eSafety and Acceptable Use Policy*)

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. Parents are asked each year if they agree to their child using the internet.

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 Headteacher without delay. Pupils are given frequent reminders about e-safety and the school organises an annual e-safety day. Information can also be found in the *Cyberbullying Policy*.

Equal Opportunities

At Penllergaer Primary School we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at Penllergaer Primary School are considered equal in the learning partnership regardless of sexuality, gender, ALN, class, ethnic group or ability. When children have special needs, we make arrangements to inform parents and design specific programmes.

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. Our school motto is "Our school is for everyone" and we promote inclusivity. *See School Equality Plan (SEP)*.

Racial Tolerance

Along with the equal opportunities statement there is reference to Race Equality in our School Prospectus and SEP.

Racism is tackled in both the RE and in the PSE curriculum. 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. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors

work with the children. No racial incidents have been reported in the last 2 years. The school has adopted LA guidance for reporting racial incidents.

Positive Behaviour Policy (Rights & Responsibilities)

Good behaviour is essential in any community and at Penllergaer Primary School we have high expectations for this. 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:

- Positive praise
- Stickers
- Showing another teacher good work
- Certificates
- House points
- Notes home to parents

But the sanctions range from:

- A telling off / reprimand
- Being given a 'time out' for reflection, quiet and self-calming
- Being removed from the class
- Loss of playtime
- Reporting to a senior member of staff
- A letter home
- Exclusion

Staff are discouraged from handling children. However, due to the nature of some of our pupil, restraint may be required. The school has a policy on the Use of Restrictive Physical Interventions for the Management of challenging Behaviour.

Anti Bullying Policy

The Penllergaer Primary School 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. Bullies will not be tolerated. – See *Anti-bullying Policy*.

Photographing and Videoing

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

- At the start of joining our school and then periodically at the start of the academic year parents' consent to school taking photographs/videos by signing a permission form. School photographs that are for use outside of school are anonymous unless

specific permission has been received from parents. See *Admissions Information Booklet for parents*. This includes advice for parents taking photographs.

Whistleblowing and Complaints

If members of staff ever have 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. The school has a current Whistleblowing Policy.

The school has adopted the Local Authority's Complaints Policy (see policy). The school noticeboard contains a summary of our complaint's procedures and process. Pupils are also made aware that they too have a complaints process. Mrs H. Griffiths is the designated person for pupil complaints.

All policies mentioned are available from the school office and can be found on the school website.

Appendix 1 – H&S induction for new staff, students and volunteers

Appendix 2 – Pupil Complaints Procedure

This policy will be reviewed annually or earlier if legislation and/or guidelines change.

Data protection law describes the legal basis for our processing your data as one based on consent. For further information about how Penllergaer Primary School uses your personal data, including your rights as a data subject, please see our privacy notice, our data protection policy and retention schedule which can be obtained from our school office and found on our school website. www.edunet.link/penllergaer/

Penllergaer Primary School

Staff Induction

| | Induction task to be completed | ✓ |
|-----|---|---|
| 1. | Tour of work area and welfare facilities | |
| 2. | Introduction to supervisor and colleagues | |
| 3. | Action to be taken on discovering a fire or hearing alarm (no attempt to extinguish fire) | |
| 4. | Fire warning system explained | |
| 5. | Evacuation procedure:- Stop work and work equipment Leave building by the nearest safest exit Do not stop for personal belongings Do not run or panic Do not re-enter the building until the all clear signal is given | |
| 6. | Emergency exits identified | |
| 7. | Show the locations of the fire assembly points/Asbestos | |
| 8. | Explain the importance of keeping fire exits/ and corridors clear of obstruction | |
| 9. | Accident reporting procedures explained (all accidents must be reported) | |
| 10. | Shown the location of first aid facilities and introduced to first aiders | |
| 11. | Briefed on the company's health and safety policy | |
| 12. | Briefed on data protection | |
| 13. | Briefed on asbestos policy – emergency evacuation procedures and reporting. Orange sign identification around building | |
| 14. | Briefed on Safeguarding | |
| 15. | Policy on manual handling | |
| 16. | Specific instructions for use of electrical and mechanical equipment hazards explained including PPE | |

| | | |
|--|--------------------|---------------|
| I have understood the points above Staff Member Name: | Signature : | Date : |
| Workplace Trainer Name: Jonathan Haines | Signature : | Date : |

PENLLERGAER PRIMARY SCHOOL

PUPIL COMPLAINTS LEAFLET



As a pupil you can make a complaint about any matter concerning your school. By law your school must have a procedure for dealing with complaints from many people including parents and pupils.

Remember - A complaint is more than just a moan or a suggestion for change/improvement. A Complaint is taken seriously and there are set procedures the school must follow.

Where to find the Complaints Procedure

If you want to make a complaint, ask a member of staff for a copy of your school's complaints procedure. It will explain how you go about making your complaint. You can also ask the person named in the procedure as a contact point to find someone to help you make your complaint and guide you through the process. Mrs Griffiths is the school's designated person to hear pupil complaints.

Some things you could complain about are:

- an event – such as a school trip
- anything about your school life – such as homework, school uniform
- school services – such as school meals or the school bus service
- the behaviour of an individual(s) – for example another pupil or member of staff
- something that affects you as a pupil - such as bullying
- something that has happened outside school, but which is connected to the school – such as the behaviour of pupils on a school bus or in the street.

These are only some examples. There may be other things you want to complain about.

Privacy

All complaints will be kept private. This means that normally it will not be discussed with anyone without your consent. However, there are some circumstances where a complaint has to be shared with other people, especially if it means you or another child is in danger of being hurt. If this is the case this will be explained to you.

Making a complaint

When you make a complaint

- everything you say will be listened to,
- you will be asked questions to make things clear,
- you will be dealt with fairly,
- your parents/guardian/carers will not be told you have made a complaint without your agreement,
- your complaint will follow the procedure your school has in place with your agreement,
- you will be allowed to have someone with you to help if you wish. This could be a parent, friend, relative or someone else,
- you will be told how your complaint is progressing,
- you will be told the outcome and given a letter confirming this.

Things for you to consider when making a complaint

- Is your complaint about something which affects the whole school, a group of pupils or an individual pupil? Could you ask the School Council to consider it?
- Could you solve the problem in any other way by talking to your class teacher, support assistant or someone else in school?
- If you decide to ask the school council or an individual member of staff to take up the matter but you are not satisfied with the results you can still use the school's complaints procedure.

Other involvement of pupils

You could be:

- A pupil who is being complained about, or
- a pupil who has seen something happening that is being complained about.

In these situations:

- everything you say will be listened to,
- you will be asked questions to make things clear,
- you will be dealt with fairly,
- you will be allowed to have someone with you to help if you wish – a parent, friend, relative or someone else.

Remember:

Most complaints can be dealt with if you tell someone.

All complaints made to the school are treated seriously.

Malicious or spiteful complaints that are found to be untrue will be punished.

Reviewed Oct 2019

Helen Roberts



Chair of Governors

Penllergaer Primary School