

Chorley, St. Mary's
Catholic Primary School
and Nursery

Safeguarding Policy



November 2015

Vision and values

St. Mary's Catholic Primary School is a welcoming community, who live out Catholic values, rejoice in learning, and celebrate all achievement.

Our aim is:

- To be a happy, Christian family upholding the values of love, justice and respect;
- To educate learners enabling them to achieve their full potential through an inclusive curriculum with memorable experiences;
- To nurture a sense of belonging and to welcome and work in partnership with families, the parish and our wider and global community.

The policy outlines the commitment of the staff, pupils and governors of Chorley St Mary's Catholic Primary School and Nursery to ensure that the health, safety and wellbeing of all members of the school community is given highest priority.

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 provides a secure environment in which their children can flourish. Therefore, we have to ensure that this expectation becomes a reality. In order to do this a wide range of measures are in place.

Health and Safety Policy

The school has a health and safety policy. This is monitored by the Safety Committee of school governors. The Headteacher, School Business Manager and Health and Safety Governor oversee the policy on a routine basis. 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. Emergency repairs are carried out by Lancashire Property Service, through our insurance with Lancashire County Council. Each term a fire drill is carried out to ensure that efficient evacuation is practised. The school conducts an annual Fire Risk Assessment. There is also an Emergency Planning Team which details what school should do in an emergency. Please refer to the Health and Safety Policy.

Accident reporting, Recording and Investigation

Accidents in school are monitored by the headteacher. Serious accidents are brought to the attention of the headteacher immediately to enable appropriate action to be taken and an investigation to be completed. The accident book is completed and an HS1 is submitted to the Local Authority. The accident book is monitored by the headteacher to enable trends to be identified. Where trends are found remedial action is taken to ensure that incidents do not recur.

First Aid

In school there are always trained members of staff who oversee first aid. Signs are located in by first aid stations detailing who the first aid trained members of staff are. When a child is ill, or has suffered an accident in school or in the playground, there is a protocol for staff to follow:

- A first aid trained member of staff is consulted
- All accidents are logged in the appropriate (year group) accident book and a slip is issued to the child to pass to parents
- Where there is any doubt or concern, a parent is contacted

School staff will not administer medication to pupils. For antibiotic courses, a dose before school and a dose immediately after school is usually sufficient. In the rare circumstances where a dose must be given during the school day and a parent or responsible adult is unable to administer then the head teacher may agree to administer on the parent's behalf. Please see medicines policy for details

Cleaning of Bodily Fluids

Where bodily fluids need to be cleaned, this is the responsibility of the support staff. All cleaning fluids including sanitisers are kept in the Site Supervisor's room. Aprons and gloves are to be worn.

Site Security

St Mary's provides a secure site, but it is only secure as the people who use it. All people on site have to adhere to the rules to ensure that safeguarding pupils is not compromised. Therefore:

- The main gate is secured with a combination lock. The gate to the boiler house is padlocked.
- Visitors must only enter through the main entrance and report immediately to the office to sign in. They will be given a visitors badge.
- Children will only be allowed home with parental responsibility or confirmed permission.
- Children are never allowed to leave school alone during school hours, and if collected by an adult, signed out.
- Should a child leave the school premises without permission, staff should inform the Headteacher immediately who will contact parents and the police.

Attendance and Punctuality

Excellent attendance and punctuality is expected of all children, but when children are unwell parents are expected to confirm the absence by telephone before 9.30am. If no notification is received, parents will be contacted. The school works closely with the Local Authority and other agencies where a child's attendance causes concern. Please refer to the Attendance Policy.

Staff Appointments and Induction

All staff who work in school are subject to an enhanced clearance through the Criminal Records Bureau (CRB) / DBS (Disclosure Barring Service) or List 99 through the Local Authority. Where a member of staff is found to have a criminal record, the appointment is considered by the Headteacher and Governors. The Local Authority is informed. All staff complete Disqualification by Association on appointment. In all recruitment panels a member of staff have undertaken DfE 'Safer Recruitment' training. New members of staff are inducted into safeguarding practices. Newly appointed staff are given induction by the heads teacher to familiarise new staff with procedures and policies which affect the health and safety of all at school but especially the children. Supply staff are employed through a supply agency and are compliant with vetting checks.

Induction of Volunteers

Volunteers working regularly in school are also subject to enhanced DBS clearance. It is assumed that professional visitors, i.e. school nurse, specialist teachers, speech therapists, police etc. will have the relevant clearance and the office will endeavour to check this before admittance is granted. Any visitors entering the building without clearance will be accompanied when working in areas near children.

Child Protection

The designated senior leader (DSL) for child protection is Patrick Smyth (Headteacher) with Mrs Mason (Deputy Head teacher) as backup. The Child Protection Governor is Mrs Rogerson (Chair). All staff receive the appropriate and relevant training every three years. The child protection policy is reviewed annually. The staff follow the procedures detailed in the Child Protection Policy.

Curriculum

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as PSHCE discusses relevant issues with the children. Topics include themes such as drugs, alcohol and tobacco education, sex and relationships and anti-bullying. Children are encouraged to explore and discuss these issues.

Secondly, the curriculum is designed so that the safety issues within a subject are discussed and safe practices taught, such as using equipment properly in PE or Design Technology.

We ensure that curriculum visits out of school adhere to correct ratios and appropriate risk assessments are undertaken. Visits are always checked and authorised by the headteacher. All educational trips are put on the Lancashire Evolve computerised system and we follow Lancashire County Council's procedures.

Internet Safety

Children are encouraged to use the internet as much as possible to aid their studies, but at all times in a safe way. Internet access in school is subject to the Local Authority's Smartfilter system. Pupils are never left unattended whilst online and if inappropriate images appear, pupils know to switch off the monitor immediately and inform the teacher. If teachers know of misuse, either by a teacher or child, the issue must be reported to the Headteacher without delay. As Child Protection Officer, the Headteacher has overall responsibility for internet safety. Staff have been warned about the dangers of using social networking sites such as Facebook and Twitter and consequences for misuse. Please see the Esafety Policy, Acceptable use of the Internet Policy, and IT Policy.

Equality of Opportunity

Our Single Equalities policy outlines the commitment of the staff, pupils and Governors of St Mary's Catholic Primary School to ensure that equality of opportunity is available to all members of the school community. For our school, this means not only treating everybody equally and having high aspirations for all, but understanding and tackling the different barriers which could lead to unequal outcomes for different groups of pupils in school. We seek to celebrate and value the achievements and strengths of all members of the school community.

Behaviour

Good behaviour is essential in any school for safety and at St Mary's we have high expectations for this. Although the emphasis is always on the positive, there are also times when sanctions have to be faced in order to maintain the safety and security of all children. Please refer to our Behaviour policy for more details.

Anti-Bullying

At St Mary's, the definition of bullying is '*conduct intended to cause hurt, either physical or psychological which is unprovoked and continues over a long period of time.*' This includes everyone irrespective of race, age, sex or gender. Children are encouraged to tell an adult immediately and allegations are investigated promptly, and if necessary, action taken. Please refer to our Good Behaviour and Anti-Bullying Policies.

Photographs and Videos

All parents sign a permission slip at the start of their child's entry to St Mary's, an agreement which allows parents to specify the level of permission they give for the use of photographs in school and for external usage. If there is any doubt regarding using a child's photograph taken in school, double checks would be made with the parent.

Whistleblowing

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 immediately. 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. Please refer to the Whistleblowing Policy.