
St. Mary's CE Academy

'Excellence through faith & learning'



Safeguarding Children Policy

*“I have come that they may have life,
and have it to the full.”*

John 10:10

Reviewed: Autumn 2021

Approved by Governors: Autumn 2021

Date of next review: Autumn 2022



Children Policy

At St Mary's CE Academy, we aim to provide a caring environment where every child can thrive and is supported to achieve their unique & amazing potential as a child of God. As such, this means that we aim for the very highest of standards where the health and safety of all children is of paramount importance in order to make sure that they are safeguarded.

Health & Safety Policy

The school's Health & Safety Policy is monitored by the Governing Body. We follow all safeguarding guidelines as laid out by the SSCB (Sheffield Children's Safeguarding Body). The Diocese of Sheffield Academies Trust regularly monitors schools and their provision to ensure high standards of Health and Safety. All adults in the school have a duty to ensure the site is well cared for and in a safe state. They have an obligation to report promptly any concerns to either the Executive Headteacher or the Buildings Supervisor. The Buildings Supervisor will then carry out an initial examination, assessing what remedial action needs to take place.

Each term there is a fire drill that practices a safe and efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment. There is also a critical incidents policy that details what staff and parents should do in the case of emergencies.

In addition to the Health and Safety Policy there is a Whole School Food Policy. This identifies safe practices in the school and the dining areas.

First Aid

At St Mary's CE Academy, there are trained members of staff who oversee first aid alongside the Executive Headteacher / Head of School who ensures that all records, policy & procedure are in place.

First Aid kits are situated in each classroom. When a child is ill, 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
- A note is sent home to parents and a copy of that retained in school
- For head injuries an accident form is always issued
- If there is any doubt at all, a parent is contacted.

The school has a separate 'Administering of Medicines Policy' which contains details of exceptional circumstances under which the school may consider administering medicine. It is the general policy of the school that only two designated members of staff will administer medicines on these occasions and only if the relevant permission forms have been completed by a parent/carer when a pupil requires medication during the day. In the case of a pupil needing medication during the day, parents are also welcome to come into school to administer the correct dosage. For the majority of medicines, a dose before and after school is often perfectly adequate. Naturally the parents should consult doctors before giving any form of medication.

Site Security

Whilst much has been done in recent years to improve the level of security at the school, it is acknowledged that the site is only as secure as the people who use it. As a result, all staff and visitors must adhere to the rules which govern it. As a result:

External gates are locked except at the start and end of each day

- Doors should be closed to prevent intrusion
- Visitors and volunteers must only enter through the main entrance and after making themselves known at the main School Office and then signing in.
- Children will only be allowed home with adults with parental responsibility or confirmed permission
- Children will not be allowed to leave school unaccompanied during school hours
- If collected by an adult during the school day, children must be signed out.

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 be informed of the circumstances.

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 the school will attempt to phone home to ascertain each child's whereabouts.

The school works closely with the Local Authority's Attendance and Inclusion officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to The Diocese of Sheffield Academies Trust and the Local Authority, 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.

Appointment & Induction of Staff & Work Placements

All staff appointed to work in school have a criminal records search called a DBS check. This search highlights people who have a criminal record or who have previous allegations made against them. If a potential candidate is unable to provide a clear DBS the school will not consider them for employment.

A Single Central Record register is maintained for all those adults working with pupils.

The Executive Headteacher / Head of School is involved in all appointment panels where the candidates are external applicants. We always ensure that at least one member of each recruitment panel has undertaken training on Safer Recruitment.

New staff are always 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.

Induction of Volunteers

Any volunteers who wish to work in school meet first with the Executive Headteacher / Head of School for an introductory meeting & fill in a Volunteer Information & Agreement Form. A full risk assessment will then be carried out & volunteers may be required to complete a DBS (Disclosure & Barring Service) check as well as provide a reference. Visitors who do not have full clearance will never be left alone with a child or a group of children. Volunteers will also be inducted & asked to fill out their agreement to the Code of Conduct for Volunteers & Work Experience Students.

Welcoming of Visitors to School

It is expected that visitors with a professional role (for example, the School Nurse 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.

Child Protection Policy

The designated adults for Child Protection are indicated on the Safeguarding Team Induction Poster which is displayed in different areas around school & forms part of staff & volunteer induction.

The school has a detailed Child Protection & Safeguarding Policy. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Certain governors and all staff have had appropriate child protection training, which is updated regularly.

The school also has a policy on physical restraint, i.e. the Positive Handling Policy. St Marys CE Academy, follows the DCFS document Circular 10/98 (Section 550A of the Education Act 1996) as well as the DCFS 'Guidance on the Use of Restrictive Physical Interventions for Staff' which asserts 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 allegations of abuse by or complaints of a teacher will be dealt with following the Sheffield Safeguarding Board procedures. For any complaints about the Executive Headteacher, the Chair of Governors should be contacted via the school office.

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly in subjects such as Personal, Social and Health Education we discuss relevant issues with the children. Topics include such themes as Drugs, Sex and Relationships and the potential dangers posed by others. Children are encouraged to explore and discuss these issues. The issues of child exploitation are dealt with sensitively in SRE for Y5/6 children. Radicalisation and extremism are dealt with in P4C, RE and PSHE. All staff have been trained in 'Prevent Duty' & are alerted to FGM; they are fully aware of the procedure & know what to do if they have suspicions of such practices taking place.

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, whether in school or out on visits, agreed pupil/adult ratios are maintained. The lead adult under the supervision of the Educational Visits Coordinator (EVC) always assesses visits as to the level of risk and all trips are authorised by the EVC.

Visiting speakers, with correct clearance, are always welcome into school so that can give specialist knowledge to the children.

Online Safety

Whilst children are encouraged to use the internet whenever relevant, this use must be carried out in a safe manner. Pupils should not be left unattended whilst online and teachers will ensure that this does not happen in school. If teachers identify misuse, the issue will be reported to the Executive Headteacher without delay. The school's Smoothwall system gives daily updates of any breaches & any questionable searches are always followed up with pupils as necessary.

The Online Safety curriculum provides children with direct teaching as well as regular ongoing reminders regarding staying safe online. Internet Safety Week is celebrated annually in school & reminders are sent home regarding information for parents & workshops are offered.

Inclusion

The school has a separate policy for Equality & Diversity which aims to ensure that everyone is treated fairly; that all children are given equal access to the school and to its curriculum and that all are considered equal in the learning partnership. At St Marys CE Academy, we welcome our duties to eliminate discrimination, advance equality of opportunity and foster good relations in regard to: age (as appropriate), disability, ethnicity, gender (including issues of transgender, and of maternity and pregnancy), religion and belief, plus sexual identity.

When children have special needs we make arrangements to make reasonable adjustments to enable those children to participate in the full range of activities. Children with disabilities will always have the opportunity to take a full and active part in every lesson & activity with every measure taken to ensure this.

We make every effort to prepare pupils for a diverse society. The school works hard to promote equality and harmony by preventing and challenging all forms of prejudice & '-isms'. These aspects are tackled in assemblies, RE & in the PSHE curriculum.

Behaviour Policy

At St Mary's CE Academy, we have the highest of expectations for the behaviour of our children.

Our Behaviour Policy provides a detailed summary of the school's beliefs & practice as well as gives detailed information regarding the rewards and sanctions available to our children. Although the emphasis is always on celebrating pupils' positive behaviour, there are also guidelines as to how poor behaviour will be dealt with in order to maintain the safety and security of all our children.

Anti-Bullying Policy

The school also has a detailed Anti-Bullying Policy & the concept of St Mary's CE Academy, being a 'Bully Free Zone' is one which children are extremely familiar. Direct teaching & regular reminders are given to children plus children are supported to be able to resolve difficulties with each other if & when they fall out.

Anti-Bullying Week is particularly celebrated & reminders are given to parents as to what the policy of the school is & what to do if they feel that this is something that is happening to their child. Although bullying in this school is very rare indeed, the school will always act swiftly with a process of investigation, communication, action & support. Bullies will not be tolerated.

Alongside our Anti-Bullying Policy, we also have a 'No Touch Rule' which means that only positive touch is allowed (hugs, tag games, friendly interactions, etc.) whereas negative touch is outlawed (hitting, kicking, fighting, etc.).

Photographing & Videoing

At St Mary's CE Academy, parents / carers are asked to complete a consent form upon their entry to school signalling if they will allow photographs to be taken of their child and if this can be used for different forms of publicity.

Parents & carers are also informed that there may be times that they may be advised that no images of children are allowed to be taken at public events (such as productions & sports days) & that if they are taken, any photographs or video recordings must only be for their own personal use and that these must not be distributed or posted online.

Whistleblowing

If members of staff ever have any concerns about people working, paid or unpaid, they have a professional duty to inform a senior member of staff 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 follows the Local Authority's policy on Whistleblowing.