

Kirkby Church of England Safeguarding/Child Protection Policy Purpose and aim

Kirkby CE Primary School's whole-school safeguarding policy aims to provide clear direction to all adults and others about expected codes of behaviour in dealing with child protection issues. The policy also aims to make explicit the school's commitment to the development of good practice and sound procedures. The purpose of the policy is, therefore, to ensure that child protection concerns and referrals are handled sensitively, professionally and in ways that support the needs of the child. The policy was approved and ratified by the Governing Body during the Spring Term 2019. Due to its importance it is now reviewed on an annual basis.

NB Please note that where we use the term 'parents' this should be understood to refer to parents, carers and guardians with primary care responsibility for the child.

Introduction

This School Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the school and is an over-arching document which demonstrates how everyone working in or for our school service, shares an objective to help keep children safe from harm and abuse. We follow the definition of 'Safeguarding' adopted by Ofsted which they summarize as follows:

- protecting children and learners from maltreatment
- preventing impairment of children's and learners' health or development
- ensuring that children and learners are growing up in circumstances consistent with the provision of safe and effective care
- undertaking that role so as to enable those children and learners to have optimum life chances and to enter adulthood successfully¹
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We aim:

- to ensure that children within our school feel safe at all times
- to ensure that all stakeholders are safe and feel that they are able to put the welfare of the children first without concern that there will be any negative consequences attached to their actions
- to ensure that all adults who have contact with children in school have been properly vetted and cleared as suitable to work and support children in our care/charge
- to ensure that all adults who have contact with children in school have been trained to undertake their safeguarding responsibilities effectively

1 'Working together to safeguard children', Department for Education and Skills, 2006;
www.education.gov.uk/publications/standard.publicationDetail/Page1/WT2006

School Setting Commitment

- We establish and maintain an ethos where children and young people feel secure and are encouraged to talk and are listened to.
- We include in the curriculum and 'core' activities opportunities for children and young people to acquire skills and attitudes to both resist abuse in their own home and to prepare themselves for the responsibilities including parenthood in their adult lives
- All staff whether permanent or temporary and volunteers who work with children, will be given a written statement about policy and procedures and names of relevant contacts within their organisations

Providing a safe and supportive environment

Safer Recruitment and Selection

The school pays full regard to current DCSF guidance 'Safeguarding Children and Safer Recruitment in Education' January 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult, including volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinizing applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capability for the job. It also includes undertaking interviews and where appropriate, undertaking ISA Children's List checks (formerly List 99 and POCA), Criminal Records Bureau checks and providing honest and accurate references when individuals move on.

In line with statutory changes, underpinned by regulations, the following will apply:

- a CRB Enhanced Disclosure will be obtained for all new appointments to our school workplace (including volunteers, where appropriate).
- this school is committed to keep an up-to-date single central record detailing a range of checks carried out on our staff, volunteers and governors.
- all new appointments to our school workforce from overseas or who have lived outside the UK will be subject to additional checks as appropriate.
- our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy.

- identity checks will be carried out on all appointments to our school workforce before the appointment is made, in partnership with the Local Authority.
- The following staff have undertaken and completed the National College for School Leadership Safer Recruitment training* and one of these staff members will be in attendance at interview for all staff and volunteer appointments:

Headteacher: Mair Hindmarsh

School governor: Helen Messham

Safer Working Practice

Our school will comply with the Government Office's 'Guidance for Safer Working Practice for Adults Who Work with Children and Young People' and Knowsley MBC child protection procedures at all times.

Safe working practice ensures that pupils are safe and that all staff, volunteers and governors:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- work in an open and transparent way.
- work with other colleagues where possible in situations open to question.
- discuss and/or take advice from school management over any incident which may give rise to concern.
- record any incident or decisions made.
- apply the same professional standards regardless of gender, race, disability of sexuality.
- are aware of the 'Whistle Blowing' policy.
- are aware of confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Safeguarding Information for Pupils

All pupils in our school are aware of a number of members of staff who they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff with responsibility for child protection and know that they can also talk to the Learning Mentor, Classteacher or Ta's. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm through PCSHE.

The Senior Designated Person for child protection in our school is: Mair Hindmarsh.

The deputy Senior Designated Persons for child protection in our school is Kate Knox.

Partnership with Parents

The school shares a purpose with parents to educate, keep children safe from harm and have their welfare promoted.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information until we have permission or it is necessary to do so to protect a child.

Kirkby CE Primary School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents to discuss any concerns they may have with Kirkby CE Primary School. We make parents aware of our Safeguarding and Child Protection Policies and also inform them of the services offered by the Learning Mentor and other partner agencies.

School Training and Staff Induction

*See also: Information for supply teachers leaflet and **Adult volunteer helpers policy***

The school's Senior Designated Person with responsibility for child protection and any named deputies undertake specific child protection training which includes how to undertake their role. They also undertake inter-agency child protection training provided by the Knowsley MBC Safeguarding Children Board. Refresher training is undertaken at two yearly intervals.

All other school staff, including non-teaching staff, volunteers and governors, undertake appropriate in house training to equip them to carry out their responsibilities for child protection effectively. This is kept up to date by refresher training at three yearly intervals as a minimum requirement.

Site Security

Kirkby CE Primary School aims to provide a secure school site but recognises that 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. It is recognised that laxity can cause potential problems to safeguarding. Therefore, the school ensures that:

- gates are closed except at the start and end of each day.
- doors are kept closed to prevent intrusion at key times.
- visitors and volunteers only enter through the main entrance and must sign in at the office.
- children are only allowed home with adults/carers with parental responsibility or when confirmed permission has been received in advance.
- empty classrooms have closed windows.
- children are not allowed to leave school alone during school working hours and if

collected by an adult over the age of 16, 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 office.

Parents and Police will then be immediately 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. If there is no notification school has a policy of phoning home to ascertain each child's whereabouts (First Day Callout). The school works closely with the Authority's Welfare officer whenever a child's attendance and punctuality cause 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, carers or guardians who do not ensure good attendance and punctuality.

Welcoming other Professionals

Visitors with a professional role, such as the school nurse or members of the Police should have been vetted to work with children through their own organisation. When there is a planned visit to the school, the Headteacher and school Administrator will ensure that written confirmation is received from the employing organisation that the said individual has been vetted through the CRB, within the last three years and cleared to work with children.

When the said individuals make adhoc or unplanned visits to the school, they will be accompanied by a staff member at all times and not allowed to have any unsupervised access to the children until confirmation of their vetting status has been confirmed. No examination/medical treatment of any child will be allowed unless the professional has suitable clearance prior to their visit.

It is recognised that in emergency situations when the Police are called, perhaps to deal with an unruly pupil/adult, it may not be possible to confirm their identity before access to the school site is allowed. The Headteacher will use their professional judgement to effectively manage these situations.

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, in subjects such as Personal, Social and Health Education relevant discussions around related issues take place with the children. Topics include such themes as Drugs, Alcohol, Sex and Relationships, Stranger Danger, and e-safety issues. 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 explained, such as using equipment properly in PE and Design and Technology. Appropriate staffing levels will be maintained at all times when the curriculum is being delivered outside of the school site. Appropriate and agreed pupil/adult ratios are always maintained. The lead adult always risk assesses visits and trips to ensure children are safeguarded and protected from harm before the event is finally authorised by the Head teacher, who is the School Educational Visits Coordinator.

Visiting speakers, with correct clearance and/or constant supervision are always welcome into school so that they can give specialist knowledge to the children.

SEN / Inclusion Opportunities

Within the School Prospectus there is a statement on 'Inclusion Opportunities' which asserts:

"At Kirkby CE Primary School we welcome all children. Where a child has a recognised disability we will make all reasonable adjustments to accommodate their needs in school. This will include the availability of resources and accessibility of the school building and site. We will make every effort to ensure that children with Special Educational Needs maintain their entitlement when they enter the school."

Policy to be reviewed annually.