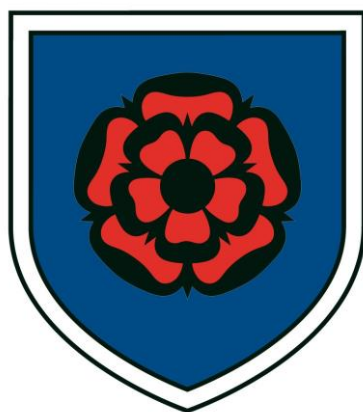


Mossfield Primary School



Safeguarding Policy and Child Welfare



Mossfield Primary School Safeguarding Children Statement

At Mossfield Primary School the welfare 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. We therefore have to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place.

Some of these measures are detailed in separate policy or procedures, which the staff are made fully aware of. Therefore, this Staff Handbook on safeguarding makes frequent reference to other policy documents which are readily available in school. These items are marked with an asterisk in their title. Other areas are relatively brief items which are covered in full in this handbook; these are to be taken as school policy and carefully adhered to.

The Health and Safety Policy and Risk Assessments *

- The school has a health and safety policy, which is monitored by the relevant committee of the school governors.
- A copy of this policy is available to all.
- Risk assessments have been completed for key activities and areas around school. These are reviewed every two years, are shared with staff and other school users. Their aim is to minimise the risk of injury by adopting appropriate control measures and safe working practices in any given situation

Fire procedures *

- In the case of fire, all persons evacuate to their designated muster points. Staff ensure that all children evacuate safely
- Registers are taken and missing persons are reported to the Headteacher.
- The Headteacher and one other then investigate to see if there is a fire or false alarm.
- In the event of fire being observed or suspected 999 is called immediately.
- Each term there is a fire drill that practices efficient evacuation from the buildings.
- The school conducts an annual Fire Risk Assessment and actions from this are implemented.
- Weekly checks of the fire alarm and escape routes are carried out and logged.
- Yearly servicing of the fire alarm and fire extinguishers is also carried out.

Emergency procedures *

- There is an emergency incident plan that details what staff and parents should do in the case of emergencies.
- The school has an emergency 'lock down' protocol, to secure the children inside the building, should this be necessary. Five short rings of the bell followed by one long ring indicate that all children and staff should move indoors, lock doors and windows and ensure all children and adults are accounted for. They should then await instruction from the Headteacher.

First Aid *

In school there are always trained members of staff who volunteer to oversee first aid. There are a number of first aid resources 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 can be consulted, if required. Any first aid intervention must only be performed by qualified and current first aider.
- The incident is logged in the accident folder.
- The school operates to a comprehensive first aid policy.
- For all injuries treated a letter to parents is issued, to inform parents / carers and ask them to be vigilant at home
- If there is any doubt at all a parent is contacted, usually by telephone.
- An Ambulance may be called by any member of staff if it is deemed an emergency situation.
- More serious incidents are reported to the LA (Local Authority) via the web based recording system.

Sick Child

Where a child becomes unwell in school, the following procedures are followed-

- The class teacher makes a quick assessment of the child and decides whether the illness is serious enough to need sending home. In some cases, a quick breath of fresh air, a glass of water, a visit to the toilet or some sympathy from staff may be enough for the child to feel better.
- If appropriate first aid may need to be administered.
- If the child still seems unwell, they should be referred to the Headteacher, as we do not want a sick child to suffer longer than is needed. The head will also assess their condition, and ask the office staff to ring for the parent / carer if appropriate. Alternatively, the child may be asked to sit quietly in the entrance hall or learning mentors room, to see if their condition improves.
- All children who have vomited or are running a fever will have their parents called for straight away.
- If the parent / carer is not available, we will call the next contact numbers on the emergency contact sheet, until somebody is able to come and pick up the child.

- If nobody is able to be contacted, we would aim to keep the child in isolation and make them as comfortable as possible, until they are picked up. We will also speak to the parent / carer and stress the importance of recent and up to date contact numbers.

Parents are informed of the minimum time periods that children must remain off school in cases of vomiting or infectious diseases. As a school we closely adhere to these guidelines to ensure that the spread of infection is minimised.

Administration of Medicines and Drugs *

- Mossfield's policy is that members of staff will not give medicines which could be alternatively administered by parents / carers, at the appropriate times and intervals. For instance, medicines prescribed 3 times a day or less, can easily be properly administered outside of the operating hours of the school. Only in cases where the frequency of administering the medicine is greater than this, or where medication has to be taken at a set time, will the school consider administering.
- Medicine will only be administered where it has been prescribed by a properly qualified medical professional. Documentary evidence of this will be required.
- Prescription medicine will only be administered once the parent fully completes and signs our parental consent form. This details the correct dosages, times and routes of administration.
- Children with more complex or severe medical needs are dealt with on a case by case basis, where appropriate professionals will meet and assess the risks involved. A risk assessment and care plan can then be developed.
- In the case of a pupil needing 'over the counter' medication during the day, parents are welcome to come into school to administer correct dosages. However, school staff are not able to administer such treatments.
- 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 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. In rare circumstances the school nurse will be contacted as a matter of utmost urgency before the parent.

Site security

Mossfield School is a secure site, which is controlled by certain 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

- School gates are locked for half an hour, at the start of school and the end of the school day (8:45 to 9:15 and 14:45 to 15:15). This prevents vehicle movements when children are entering and exiting the site.
- Gates should remain closed and magnetically locked at other times, with access controlled by the school office. All staff are aware of this, when entering and leaving in their cars, during school operating hours.
- Most school doors operate by electro magnetic locks. A fob is required for access. Children and staff are regularly reminded not to allow visitors access to the building, except via the main entrance where they will be vetted and signed in.
- Doors in the early years area should be kept locked on the slip catch only when not in use. They must not be locked using a key, unless the building is unoccupied, as this would be a safety risk in the event of fire.
- Visitors to the early years area must report to the main school office first. Early years staff may only allow access to visitors through the main entrance door in the EY (Early Years) reception area, and only if the visitor is wearing a Mossfield School visitor badge. Children may be 'handed over' at the door if the parent is known to the member of staff.
- Empty classrooms should have closed windows.
- Children should never be allowed to leave school alone during school hours, and if collected by an adult, are signed out at the school office.

Child Pickup routines

- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- In The Foundation Stage and Key Stage 1, **staff must visually check the identity of each and every person picking up the child. The person must be known to them as the parent / carer / regular child minder with appropriate permission / family member with appropriate permission / friend with appropriate permission. No child should be released unless this is the case.** In cases where there may be some doubt, the member of staff should refer the matter to the school office and Headteacher, who will clarify if the person is allowed pick up the child. No person should have access to that child or any others, until their identity and validity have been carefully checked.
- In Key Stage Two, the children are trusted to know who is picking them up, or if they have permission to walk home alone. They are dismissed at the end of the day from their classrooms, and then make their own way to find their parent or make their own way home, depending upon parental instructions. Children know that if they have a problem on any day, they should report to the school office for assistance.

Missing and Absconded Children Procedure

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 Headteacher or Headteacher designate. The policy is-

1. As soon as a child is either seen to leave the premises without permission or is suspected of having gone missing / absconded, the Headteacher or designate head should be informed.
2. The Head will then attempt to ascertain if the child has been seen to leave and has left the grounds, or if they have gone missing, who saw them last, at what time and where.
3. If the child has been seen to leave, the Headteacher will perform a very quick visual check to see if the child can be seen from the school gates. If so, the Headteacher will approach them and attempt to get the child to return of their own accord.
4. If the child is not visible, or will not return, the Headteacher will attempt to contact the child's parents by telephone, to inform them of the situation. The police will then be informed as soon as possible that the school has an absconded / missing pupil. The Headteacher will be prepared to give a full description of the missing child.
5. Depending upon the age of the child and the circumstances of their leaving, the head may also chose to form a search party from available staff, but without compromising the safety and staffing ratios of other children in the school. This would be appropriate if a younger child was involved, or a child with special educational needs, where the dangers to them are greater due to their lack of awareness and maturity. Each case would be judged on its own circumstances by the Headteacher.
6. The search party must carry mobile phones, work in pairs and must be in communication with the school office. They would be given set areas to cover by the Headteacher. They may operate on foot or by private car. If the child is found, they can either be brought back school and the police /parents notified that the search is called off, or in the case of an uncooperative child, be followed discretely and the police be informed of the child's whereabouts, via the school office.
7. If the child has gone missing, but has not been seen to leave the grounds by a member of staff or a number of reliable children, the Headteacher would form a small search party as above, but to check the school grounds and buildings first. Staff may work singly or in pairs and would be given designated areas or buildings to search. Staff will be made aware that a child may be incapacitated or unconscious, and perhaps be in 'unusual' places eg boiler house, outside storage areas containers etc.
8. If there is no sign of the child and a reasonable search had taken place, then the Headteacher would start the procedure above at point 2, assuming the child had left the premises.
9. Once a child is located and returned, it would be the responsibility of the Headteacher to notify the police and parents that the search can be called off and that the child is safe.

Educational Visits Missing Child

1. Planning and risk assessments undertaken before the trip should ensure that consideration is given to all aspects of safety and well-being, including the potential for a child going missing. School uniform should normally be worn for the visit, to aid identification.
2. Adult/pupil ratios must fulfil minimum requirements for different types of visits and different ages of pupils. Group leaders should be thoroughly briefed on what to do and carry mobile phones and relevant contact numbers.
3. Before the visit, pupils are briefed on safety issues and advised that if they find themselves apart from the group they should report to a responsible person, for example, a uniformed member of staff, giving their name and the name of the school.
4. Regular headcounts are made to check that all children are present.
5. Toilet breaks should be escorted by an adult, ideally taking the group at the same time.
6. Where children are organised into groups which will spend time separated at the venue, group leaders are expected to make sure that their children are accounted for. Group leaders should have a mobile phone and the number of the visit leader and school. Visit leaders should have all group leaders' mobile numbers and the number of school. Any child missing from a group should be reported to the visit leader without delay.
7. In the event of a child going missing, the visit leader should perform a quick visual scan of the area to see if they can see the child. If not, they should arrange for the whole party to come back together, by mobile phone and / or adult runners (However, the whole party MUST be left with adequate and safe adult supervision levels). Once the full party is accounted for, minus the missing child, they should arrange to meet at a safe location, close to the last known position of the child.
8. If at a controlled or organized venue, eg zoo, museum etc which has its own staff, the visit leader should then inform a senior member of the venue staff of the missing child, and be prepared to give full details and description of the child.
9. If in a non controlled area eg open countryside, city location etc, the visit leader should inform the police immediately. They should be prepared to give full details and description of the child.
10. Once the full party is gathered together, the visit leader may delegate some adults to join in a search, but the visit leader must ensure that enough adults remain with the full party to ensure safe supervision.
11. In a controlled location, with its own staff, the visit leader and external site staff manager should liaise and decide if and when the police should become involved. This decision should err on the side of caution.
12. Senior school leaders should be informed by telephone as soon as possible, by the visit leader, and be kept informed as the situation develops. If required, Senior school staff will contact the relevant parents, press and Local Authority etc. Visit leaders need to ensure that helpers, other parents or staff etc on the visit do not attempt to contact anybody, using mobiles, other than the visit leader themselves.

13. Non Collection of a Child

Occasionally, parents/carers have emergencies or unplanned events which means they may be late picking up their children. Mossfield School attempts to deal with this sensitively and appropriately. In FS (Foundation Stage) and KS1 (Key Stage 1) the member of staff dismissing the children would identify that a child had not been picked up, and bring them to the school office once all the other children had left. In KS2 (Key Stage 2), children who are picked up and do not walk home alone know that they should report to the school office if there is no one to collect them.

- Once a non collected child is at the school office, the member of staff will wait with them whilst the office staff attempts to contact the parent / carer by phone. In the majority of cases, the parent is contacted, explains how long they will be, and the child remains in the reception area, supervised by the Headteacher / office staff until they are collected by their parent.
- If the parent is contacted by phone, and in emergency wants another adult to pick up their child, this is allowed as long as we are able to ascertain the identity of the person picking the child up, if they are not already known to us.
- If we are unable to contact the parent / carer after a reasonable number of attempts / time, we will attempt to contact one of the other carers listed on the child's emergency contact sheet, in the order they have been arranged by the parent / carer. If we can contact them by phone, we ask them to come and pick up the child, bringing suitable ID to prove who they are if they are not already known to us.
- If we are unable to contact anybody on the emergency contact sheet, we may try to contact people known to us as being family friends, school friends, neighbours, grandparents etc, to try to get in contact with the parent. However, the child **cannot** be taken by any of these people unless explicit consent is given by the parent / carer
- If we are still unable to contact anybody, we will wait with the child until 4:30 pm, which is 1 hour 30 mins after the normal pickup time. At this point, the child will be deemed to have been abandoned by the parent / carer if we have still not heard from them. Social services and the police will then be informed as appropriate.
- Where a child is repeatedly left uncollected or collected late, this would become a matter for concern with the Educational Welfare services and / or Social Services and a CAF (Common Assessment Form) referral would be instigated by school.

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 Education Authority's Welfare officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LA (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.

Appointments of staff and induction of newly appointed staff and work placements*

- The school follows the LA policy on safer recruitment, and applies these principles in its applications processes.
- The headteacher and one governor have completed the Safer recruitment training, as required by law.
- New staff are inducted into safeguarding practices using this document as a starting point. 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.

Disqualification by Association (DBA) Checks

- All Staff and volunteers will complete an annual DBA check. This check asks for information about the person completing the form, as well as asking questions about a person who lives in the same household as them.

Visitors and Volunteers*

- Volunteers, students and other regular visitors/workers must have a CRB (Criminal Records Bureau) check carried out. They will not be allowed to come into school until this check has been carried out and confirmation of suitability has been received.
- Occasional volunteers and visiting workers must also have Criminal Records Bureau clearance (usually from their own employer, college or establishment) if they will come into **any** unsupervised contact with children. The office performs this check, and will record the CRB number and date of check in the schools SCR Single Central Register). Visitors who do not for any reason have clearance will **under no circumstance** be left alone with a child or group of children, and must be at all times supervised by a member of school staff.
- All visitors will be asked to sign in and will be issued with a visitors sticker by the admin staff.

Child Protection Policy*

The designated adults for Child Protection are Mr. Magee (Head teacher) and Mrs Jones (Learning Mentor) and the designated governor is Mrs M Craig. There is a detailed Child Protection Policy, which is available to all. 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 at least every three years.

The school follows the LA policy on the use of physical restraint. This 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 by following the agreed LA procedures, as defined in the LA policy on dealing with allegations made against a member of staff. This policy is available to all in school.

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 discusses relevant issues with the children. Topics include such themes as Drugs, Sex and Relationships and Stranger Danger. 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 taught, such as using equipment properly in PE (Physical Education) and Design and Technology. At all times there has to be appropriate staffing levels and when the curriculum is taking 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*

- The school has developed an internet acceptable use statement, and has a policy and protocols for safe use of the internet. These are detailed in the policy.
- Staff receive training about promoting internet safety, and workshops have been run for parents to help raise awareness of the issues involved. All training is based on materials developed by the police.
- The children are taught specific lessons about internet safety, as part of an agreed scheme of work. These materials are again based on materials produced by CEOPs (Child Exploitation and Online Protection Centre).
- The school is aware and vigilant in areas concerning 'cyber bullying'. This area is dealt with under our anti-bullying strategy.

Equal opportunities*

All children must be able to take a full and active part in every lesson and every measure must be taken to ensure this.

Detailed Guidance is in our-

- Equal Ops statement
- Racial Tolerance policy
- Disabled access scheme and policy
- SEN (Special educational Needs)policy
- Gender Equality policy

Safeguarding pupils who are vulnerable to extremism and radicalisation

Mossfield Primary School is committed to actively promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs; the pupils are encouraged to develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

There is a current threat from terrorism in the UK and this can include the exploitation of vulnerable young people, aiming to involve them in terrorism or to be active in supporting terrorism. Staff in Mossfield school seeks to protect children and young people against the messages of all violent extremism including but not restricted to those linked to Islam ideology, Far Right/Neo Nazi/White Supremacist ideology etc. Concerns should be referred to the Designated Safeguarding Lead (Mr D Magee) who has local contact details to Prevent and Channel referrals. They will also consider whether circumstances require the police to be contacted.

Behaviour policy*

Good behaviour is essential in any community and at Mossfield Primary School we have high expectations for this. A behaviour policy is in operation detailing the rewards and sanctions available to staff. 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:

- Plus Points
- Stickers
- Showing another teacher good work
- Team Points
- Certificates
- Cups

But the sanctions range from:

- A warning (tick on the board)
- A verbal telling off
- Loss of playtime
- Being removed from the class |(sent to another class)
- Reporting to a senior member of staff
- A letter home
- Exclusion

Anti Bullying Policy*

What Is Bullying?

Our definition of bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber All areas of internet ,such as email & internet chat room misuse
Mobile threats by text messaging & calls
Misuse of associated technology , i.e. camera & video facilities

MOST IMPORTANTLY --- It is repeated over a period of time and is deliberately hurtful behaviour on the part of the bully.

We do not usually consider it to be bullying when two pupils have an isolated single quarrel or disagreement.

There may well be an issue which would need to be addressed by the school, but to call it bullying would not be helpful in the initial stages, and partly negate the seriousness with which the school wishes to deal with repeated acts of bullying.

The school's response to this is unequivocal.

School staff 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.

We work to the guidance contained in our detailed anti-bullying policy..

Racial tolerance*

Our Racial tolerance policy states-

Racism in general terms, consists of conduct or words or practices which advantage or disadvantage people because of their colour, culture, faith or ethnic origin. Its more subtle form is as damaging as its overt form.

- Racism is tackled in the RE, PSHE and other areas of the curriculum. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children also.
- Racist incidents are also deemed to be bullying, are dealt with under procedures for this. However, incidents are recorded separately, to ensure consistency of monitoring and reporting. Furthermore, a single incidence of racism is deemed as serious bullying, and responded to accordingly.
- Children in school are continually made aware that racism is simply wrong, and that they must 'speak up' and report any incidents which either happens to them, or that they witness.

Photographing and videoing

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

- Parents consent to school taking photographs by signing a permission slip upon entry to school. Parents who do not wish their children to be photographed or videoed are able to opt out. This will especially apply to children on the child protection register or looked after children, where confidentiality issues may prevent photos being published.
- No picture, video or personal details of a child should be published in any form, including electronic, without the specific agreement and clearance of the Headteacher.
- **PHOTOGRAPHS, IMAGES, VIDEOS AND PERSONAL INFORMATION SHOULD NOT BE REMOVED FROM THE SCHOOL PREMISES.** This means that the use of memory sticks and laptops needs to be tightly controlled by staff users, as they could easily be lost or stolen. Pupil lists or documents containing anything other than a first name and surname are deemed to hold personal information. Annual School Reports are OK, but assessment record, date of birth etc are not. Photographs and videos should only be taken with authorised school equipment and the images must stay only in school. Staff must not use their own personal equipment to record images of children

Confidentiality

- All information about children and parents is confidential and only shared on a need to know basis.
- Confidential written information will be kept securely by the school and appropriate steps taken to ensure that this information is not seen by unauthorised persons or agencies
- School applies all relevant data protection principles to the data it keeps on its ICT systems. All systems are secure and password protected.
- Staff should not discuss children, families or school matters with non authorised persons. They should take appropriate steps to ensure that authorised discussions are not overheard by inappropriate persons.
- ALL STAKEHOLDERS IN THE SCHOOL HAVE A RIGHT TO PRIVACY AND CONFIDENTIALITY WHICH MUST BE RESPECTED BY ALL STAFF.

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