



BARNFIELD PRIMARY SCHOOL

SAFEGUARDING POLICY

Rationale

At Barnfield School and Children's Centre, we aim to ensure that in all possible respects, the welfare of the child is paramount. This policy provides guidance for all staff on the various areas of safeguarding for which we are responsible. We believe that welfare of the children in our care is part of our core work at school and all staff must therefore be aware of their responsibilities in this regard. This policy links very closely with our 'child protection' policy which should also be considered in full when understanding how we safeguard children.

Aims and Objectives

We recognise that it is the responsibility of **all** staff, governors, visitors, external agency staff and volunteers to safeguard children and this policy is therefore intended to provide a framework for at Barnfield Primary School and Children's Centre to ensure that the children in our care are kept safe in every respect. This includes but is not limited to:

- ✓ To ensure there are systems in place so that the children are safeguarded in all aspects of school life
- ✓ To give the highest priority to the safety and welfare of our children
- ✓ To ensure safer recruitment procedures are followed and appropriate checking of staff and volunteers is completed in full
- ✓ To produce a safe and secure environment where all can learn without anxiety and where children feel confident to share concerns that they may have.
- ✓ To provide children with knowledge which will protect them as they become more independent and equipping children with the life-skills needed to keep them safe
- ✓ To ensure adequate staff / pupil ratios and pay due attention to risks both in and out of the classroom environment.
- ✓ To raise staff awareness of best practice with regards safeguarding and child protection with staff
- ✓ To ensure that every member of the school community feels valued and respected, and that each person is treated fairly.

Teaching and Learning

The school teaches the children about Personal Safety and Social Care through the broad themes identified within the current National Curriculum Guidelines for all age groups.

We also aim to respond to issues raised in discussion, seeking to extend the children's learning by giving appropriate responses. Our subject teaching is delivered through our

integrated learning, through the specific PSHE curriculum and by responding to issues as they arise at all times in the school day.

Our Teaching and Learning policy identifies how we work with our children to engage them in their learning and enable them to feel safe, settled and happy while they learn.

Aspects of Safeguarding, Personal Safety and Social Care Adult / Child Ratio

We ensure the adult /child ratio is sufficient to safeguard the children in all situations. In each class we employ a teaching assistant to work alongside the teacher. In Nursery we have a ratio of staff to children which is 1:10, while in Reception the ratio is 1:15 at all times. There are always adults on duty at break and lunchtime in all spaces where children are present (lunch halls /playgrounds / main corridors). School trips are supervised according to a 1:10 adult:child ratio (although this can be adjusted by the Head Teacher in line with the risk assessment for the specific trip. For example, a local walk might demand a lower ratio than a trip involving public transport.).

Child Protection Policy

We have a detailed Child Protection policy that reflects our duty of care for children and highlights the strategies we use. Staff are trained in how to listen to children and how to write up and pass on concerns of any nature about a child. Staff are aware of our members of staff with designated responsibility to whom they can pass concerns. The child protection policy outlines in details different categories of abuse, topical issues that may affect the children in our care and the exact procedures to follow should a member of staff have a concern about a child. (See Child Protection Policy)

Behaviour and Anti – Bullying Policy

Our behaviour policy is shown visually around the school through our ‘School Rules’. All children are reminded regularly through assemblies and class teaching about the importance of the rules. Parents are told about the rules on entry to the school and encouraged to support their children in keeping them. Our anti – bullying statement is contained within our policy and reflects our ethos of encouraging all children to have a positive attitude to everyone. Bullying is challenged whenever it arises and children are encouraged to understand the negative impact. (See Anti-Bullying Policy)

Attendance Policy

Through our attendance policy we promote to parents the importance of ensuring the children develop the habit of school attendance when young as they will be less likely to truant and be exposed to negative situations when older. Our ‘First Response’ policy ensures that any unreported absence is investigated to ensure the safety of our children and so that it can be authorised where appropriate. Absence within school time is only authorised when it is in response to extenuating circumstances (see Attendance Policy). Long periods of unaccounted for absence may be reported to the borough MASH team in line with the Prevent / Counter-terrorism Strategy.

Internet Safety

Children are taught to use the internet in a safe way both at school and at home. Parents sign an agreement for their children to use the internet at school. Children are never left unattended whilst online. Strict LGFL filters block inappropriate material as far as possible (see Internet Safety Policy).

Health & Safety Policy

Our Health and Safety policy is updated regularly and the relevant information is available to parents on the school website. A Health and Safety audit is undertaken by the Health & Safety governor with the caretaker.

Risk assessments are undertaken for all areas of the curriculum and to cover all risks identified in school. Risk assessments are also undertaken before children are taken off site. Preliminary visits are made by teachers to trip destinations when possible (see Health and Safety Policy).

Fire Procedures are displayed around the school and all staff are made aware of these procedures. Each member of staff, including Supply Staff are given copies of the Fire Procedures. We hold regular fire drills which follow the recommendations of the fire brigade. At the start of each school year, staff are told how to use a fire extinguisher and what to do in the event of a fire. They know only to use one in the event that an exit is blocked or someone is in danger. Otherwise they should leave the building by the nearest exit. Staff are aware of the relevant fire meeting points to evacuate to.

All electrical equipment is tested for safety during our yearly test.

Equality Policies

Our Equality policies cover all issues relating to equality whether of gender, ethnicity, culture, religion, disability, educational difference or any other form of diversity. Derogatory comments are challenged and adults explain why the comment is unacceptable. Serious incidents will be reported to the Deputy Head and logged. (see Equalities Policies and Counter Terrorism Policy)

Safer Recruitment

Safer recruitment training is completed by relevant senior staff and governors. A DBS check is completed for all staff prior to starting work in the school and a register of these is maintained by the Office Manager (along with a 'single central record' to reflect all of the necessary details that we need to hold about staff such as references and employment history). The application forms used within school are always standard Barnet forms to ensure that the personal and professional information gathered about an employee is consistent.

(See safer recruitment policy)

Sex and Relationships Education

At Barnfield, we follow the 'Christopher Winter's Project' lesson outlines to educate our children about physical development, body changes and respect for their own bodies. These lessons take place from years 1-6. The lesson content covers the human body, puberty changes, reproduction and also relationships (and in particular, relationships in which we feel comfortable and safe). Adults teaching these lessons respond honestly to children's questions and use correct terminology when referring to the course content. Adults are trained to refer issues should a child ask or state something in these lessons that raises a concern. (See Sex and Relationships Policy and Child Protection Policy)

Drugs Education Policy

We aim to equip children with the knowledge, understanding and skills that enable them to make the sort of choices that lead to a healthy lifestyle. Through special assemblies aimed at KS1, lower KS2 and upper KS2, our teaching about drugs has the primary objective of helping children to become more confident and responsible young people. We teach children about the dangers to health posed by taking certain drugs as well as the difference between prescription and recreational drugs. We aim to equip them with the social skills that enable them to make informed moral and social decisions in relation to drugs in society. The school has a zero tolerance no smoking policy on the school premises. (see Drugs Policy).

Healthy Living

Through our curriculum, our assemblies and through our promotion of events such as "Healthy Week", we actively promote Healthy Lifestyle choices to the children. They are taught the importance of drinking adequate water and are allowed to drink water whenever they wish. They are taught about making healthy choices in food through science projects, through our involvement in the School Fruit and Vegetable scheme, and by our cook actively providing healthy choices at lunchtime. The senior member of staff on duty always ensures that the children have salad and /or vegetables with their hot meal.

The children are also taught the importance of physical exercise through their timetabled P.E lessons offered each week. Every class throughout the school is timetabled to receive two hours of P.E and teachers have been trained to ensure that the children complete sustained periods of physical activity within lessons.

Pupil Voice

The children are encouraged to understand the importance of being able to form opinions and make judgements by having an elected School's Council. They are encouraged to respond to suggestions and to seek ways to improve their school. They are aware that they can influence what is happening in school and to do so having sought the opinions of their peers. The School Council meets monthly and has 1 elected representative from each class from Year 2 to Year 6.

Road Safety

The children are taught about staying safe on the roads through topics identified within the curriculum framework, through practical role play situations, through using visitors from the police and through practical demonstrations when we take children on visits outside the school grounds.

Meeting the Needs of Individual Children

The school endeavours to identify as early as possible any children who need work differentiated to make it more accessible. Staff work closely as teams to identify the best approach for each child and to ensure the child receives sufficient and appropriate support to overcome their barriers to learning. The school has a Pastoral Manager, SENCO, Gifted and Talented Co-ordinator and Ethnic Minorities Co-ordinator. The staff in these roles work together to monitor the needs of children with SEN, emotional / behavioural difficulties or with English as an Additional Language.

Playtimes & Lunchtimes

These times should be enjoyable for children and we seek to ensure that children feel safe and happy in the playground. In addition to lunch supervisors, there is always a member of teaching staff or senior staff on duty to prevent problems occurring. There are at least two adults present on each playground at all times. There is always a member of staff available for first aid help and children are taken to the first aid point by another child or adult as appropriate if needed. The trained Year 6 team of Mediators and Playground Squad are timetabled to be on duty in each playground. This helps to ensure that there are opportunities for all children to be included in activities and feel safe in our outside environments.

Lone Working

At Barnfield, we seek to ensure that the children are always safeguarded to the greatest possible degree. This means that our staffing ratios need to be sufficient to promote children's safe supervision in all activities. Situations do arise within the school day where staff may be alone with a child or a group of children for a variety of reasons and it is important that staff and children feel safe in these circumstances. In these instances, staff are instructed to ensure that they are transparent in their actions; leaving doors and windows open, communicating their whereabouts with other staff and making sure that they remain within close proximity to other adults.

Personal / Intimate Care

The Governing Body is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

We recognise that there is a need to treat all pupils with respect and dignity when intimate care is given. It is essential that every pupil is treated as an individual and that care is given gently and sensitively. No pupil should be attended to in a way that causes distress or pain.

Staff will work in close partnership with parent/carers and other professionals to share information, provide transparency and ensure continuity of care.

Members of staff must be given the choice as to whether they are prepared to provide intimate care to pupils. All staff undertaking intimate care must be given appropriate training.

Staff undertaking Intimate / Personal Care must remember:

- Every child has the right to personal privacy.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.

First Aid

We have a designated First Aider on duty at all times in the school. All of our Teaching Assistants are trained in Paediatric First Aid and several of the staff are trained in 'First Aid at Work' so that all of the children and staff can be cared for. The Welfare Officer oversees the First Aid requirements and medication in the school.

Security

The classroom doors are secured and can only be opened from the inside once the children are in school. There is a door entry system on the external doors to ensure that the site is secure. We also have electronic gates and CCTV cameras to further ensure the safety of our pupils. We have an evacuation policy which seeks to ensure that staff and children are kept safe in the event that we need to lock ourselves inside the school building for any reason (see Evacuation policy)

Our aim is to create an environment which provides as high a level of care as is possible for the children whilst allowing them to develop self care skills of independence and personal responsibility.

At the start of each school year, all staff sign to state that they have read the school Safeguarding Policy which is within the Staff handbook. This ensures that everyone is clear about how to keep the school, staff and children safe. Supply staff are also given a copy of the Safeguarding guidelines in their handbook when they visit the school.

Prevent Duty (Counter Terrorism)

From 1 July 2015 all schools are subject to a duty (under section 26 of the Counter-Terrorism and Security Act 2015) to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the *Prevent Duty for Schools*.

As part of Barnfield Primary School's ongoing safeguarding and child protection duties, we are fully aware of the government's *Prevent Strategy* and are extremely proud of our balanced curriculum which promotes the spiritual, moral, social and cultural wellbeing of our pupils. For more information, please refer to our ‘Counter Terrorism Policy’ which highlights many of the ways that we educate our multi-cultural intake about equality, culture, respect and British values*. This policy can be found on our school website and within the staff handbook.

At Barnfield, we expect all staff to be aware of and to promote the British values (Democracy, Respect, Individual Liberty, Law).

Our staff are aware and have received training on radicalisation and the referral process to take should we suspect that a child is at risk. The designated team know to contact the Channel Panel team or the Barnet lead for Counter-Terrorism (via the MASH team)

Whistleblowing

The governing body seek to run all aspects of school business with full regard for high standards of conduct and integrity. In the event that members of school staff, or governors become aware of activities or behaviours which give cause for concern, the school's whistleblowing policy acts as a framework to allow concerns to be raised confidentially.

All staff need to be aware that it is their duty to raise concerns about the attitude or actions of colleagues in line with the code of conduct/whistleblowing policy (see whistleblowing policy for further information).

Reviewed and Updated: December 2017