Meadowlane

Primary School

[](http://meadowlaneprm.cardiff.sch.uk/)

Safeguarding Policy

**The Named Personnel For Safeguarding Are:**

**Child Protection Officer: Ms Rebecca Woodward**

**Deputy Officers for Child Protection: Mrs Hannah Dean**

**Mrs Cath Turner**

**Looked After Children: Mrs Hannah Dean**

**Nominated Governor: Mr Mark Willmore**

**Useful Contact Numbers**

**Children’s Services Intake and Assessment Tel: 02920536490**

**Cardiff Multi Agency Safeguarding Hub (MASH) Tel: 02920338506**

**Central Police Station Tel: 101**

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| **Headteacher** | **Chloe Ford** |
| **Chair of Governors** | **Mark Willmore** |

**September2018**

# Introduction

# Moorland Primary School is a multicultural school, based in St Mellons in Cardiff. We admit children from the age of 3 – 11, from a variety of social, cultural and religious backgrounds. We aim to provide a broad and balanced curriculum tailored to individual pupil needs, which will enable all children to achieve their maximum potential. We also strive to ensure that all pupils develop an enthusiasm for and a love of learning. Keeping children safe in all aspects of their learning and development is a key priority for us and this policy outlines the ways in which we aim to do this.

# Equal Opportunities and Race Equality

The school is committed to working towards equality, promoting positive approaches to difference, and fostering respect for people of all cultural and social backgrounds whatever their age, race, sexual orientation, faith, ethnicity, gender, appearance, language, disability or additional learning need. Developing positive relationships between pupils of all backgrounds is an essential aspect of the work of the school. Staff are committed to ensuring that all pupils achieve the highest possible standards in an inclusive environment. We are pro-active in tackling and eliminating discrimination and providing positive, non-stereotyped role models for all pupils. Through monitoring and evaluating our provision within the school improvement planning cycle, we aim to minimise the potential for discrimination and ensure that all learners have equality of opportunity.

**Safeguarding Aims**

The aim of this policy is to ensure that all our children and adults feel safe and secure in our school environment. It is crucial that all stakeholders recognise that the safety and well-being of everyone is central to all that we do in school and that it is everyone’s responsibility to secure this.

A safeguarding policy is not a policy that can stand alone; it is reliant on many other policies and procedures being in place within the school environment. This policy therefore needs to be read in conjunction with a knowledge and understanding of the following policies:

Child Protection

Health & Safety

Anti-bullying

Behaviour Management

Use of Reasonable Force

Personal and Social Education

Data Protection

Attendance

Additional Learning Needs

Equality Policy

Sex & Relationships Education

Online Safety

Safe Recruitment

Caring for Vulnerable Children

Whistleblowing

Visitors and External Speakers

Many other policies will also refer to the safety and well-being of children in our care and guidelines for staff about safe contact with children.

**Child Protection**

At Meadowlane Primary School we have a Designated Child Protection Teacher (DCPT) whose role it is to take lead responsibility for dealing with child protection issues.

At Meadowlane this is the Deputy Ms Rebecca Woodward. In her absence Mrs Hannah Dean, the Additional Learning Needs Co-ordinator (ALENCO) or the Mrs Cath Turner will deputise. All have received recent and up to date training in child protection.

A record of all staff training can be found in the school safeguarding file along with a record of all employed staff and volunteers training. Disclosure and Barring Service (DBS) checks are held on the office managers computer.

Basic awareness training is delivered by the DCPT and Deputy DCPT on an annual basis and any new comers to school are given an induction talk which includes initial advice on child protection.

Our school policy on Child Protection is written in accordance with WG guidance, locally agreed inter-agency staff, governors and volunteers. The policy is reviewed and updated each year. Records of child protection cases are stored in a locked cupboard, copied before being sent to a forwarding school and then stored for the recommended period of 25 years. A record of interventions is also kept in a child’s private and confidential file, with a system on children’s usual record files for identifying any child on the child protection register.

**Health & Safety**

The school policy includes many aspects to ensure our children and staff are safe and that we adopt the correct procedures, training and strategies within the school building and community to keep them safe. Security is of the utmost importance. All visitors to school must sign themselves in and out upon entering and leaving the school reception area and children are taught to not open any doors or gates for any adults who do not work in school.

**Anti-Bullying**

The school Anti-Bullying Policy outlines our procedures for dealing swiftly and effectively with any incidents of bullying and working closely in partnership with the families of victims and perpetrators of bullying.

**Behaviour Management**

We have high expectations of standards of behaviour at Meadowlane and this contributes to the well-being, safe keeping and ethos of our school community. The policy is clear to all and available on our school website to view.

**Use of Reasonable Force or physical intervention**

We have a policy on `Use of Reasonable Force` which was written using the guidelines published by WG. Staff have received training in using these Team Teach strategies. There is a form to be completed by any member of staff involved in an incident of physical restraint.

**Personal and Social Education/Health & Well Being**

One of the most important aspects of safeguarding in a Primary School is teaching the children how to keep themselves safe. In this scheme of work the children experience many opportunities to learn how to do this. Many experts such as the police, health service and the local education authority support us in the delivery of these aspects of the curriculum.

**Prevent Duty for Schools**

From July 2015 all schools have a duty to safeguard children from radicalisation and extremism. This means we have a responsibility to protect children from extremist and violent views the same way we protect them from other dangers. Importantly, we can provide a safe place for pupils to discuss these issues so they better understand how to protect themselves. Staff have received training in Prevent.

**Data Protection Policy**

This policy highlights all the ways in which the school complies with the new General Data Protection Regulations and how we keep the personal data for all our pupils, parents and staff secure.

**Attendance Policy**

As well as promoting good attendance for all our pupils with first-day absence follow-up, it also includes specific reference to ensuring that we contact the social worker for any pupils with unexplained absences who are on the Child Protection Register. We do not take any pupils off roll until we have confirmation that they are registered in another school. This policy is a cluster attendance policy.

**Additional Learning Needs**

In this policy we recognise that children have different learning needs and this may also be reflected in their understanding of how they need to keep themselves safe. Risk assessments are undertaken for pupils with additional learning needs that might affect their mobility or their impact on other children.

**Equalities**

Our school ethos encourages our children to respect each other and to care for one another regardless of age, race, sexual orientation, faith, ethnicity, gender, appearance, language, disability or additional learning need. Every child is special and experiences the best opportunities that can be offered in a safe and caring environment.

**Sex and Relationships Education**

This policy outlines our curricular provision in this area and the aspect of keeping themselves safe from inappropriate touching is an important part of the children’s learning.

**Online Safety**

All staff have a responsibility to teach our children how to use the internet safely in school and at home. All staff have read our internet safety policy. There is a series of online safety lessons which each class teacher is responsible for delivering in partnership with the Digital Leaders. The online safety manager also delivers half termly online safety assemblies. In addition parents can email an online safety address on the school website to access any support they require. We also use outside agencies to support educating our pupils and parents.

All members of the school community are encouraged to use social media responsibly. Inappropriate use of social media is monitored and challenged.

The online safety policy includes an acceptable use agreement for all stakeholders and outlines the resources which we are using in school to access the internet.

**Safe Recruitment**

All new employees and volunteers are subject to an enhanced disclosure through the Disclosure and Barring Service and two references are always sought prior to any appointment.

**Caring for Vulnerable Children**

Many of our pupils have additional learning or medical needs which make them more vulnerable than their peers. Staff are aware of the individual needs of every pupil and ensure that they are sensitive and supportive to all pupils. Pupils with more complex medical conditions have detailed Care Plans in place which are drawn up in conjunction with parents and the School Nurse. Staff working one to one with these children are trained to manage their care needs sensitively and also to protect themselves from potential allegations.

**Administration of Medicine**

This policy outlines the many ways in which we are managing children’s health needs within the school and how we are engaging with health professionals in this process. It is the school’s policy for staff (if they are willing) to administer medication on behalf of parents where a medicinal consent form has been completed. Medication is kept securely, in the fridge if needed.

**Whistle Blowing Policy**

This policy is adopted from Cardiff Council and gives staff guidance on how to report any issues of misconduct they might become aware of in the course of their work.

**Visitors and External Speakers Policy**

This policy outlines the procedures for the signing in and accompanying of visitors throughout their time in the school. We also ensure that any curriculum or collective worship in-put is always supervised by a member of staff and that any inappropriate messages are challenged.

This policy is reviewed annually.

**ADVICE FOR STAFF AT SCHOOL**

**(taken from NEOST (National Employers’ Organisation for School Teachers) Guidelines and from the Education Workforce Council Guidelines)**

**Private meetings with pupils**

* Staff and volunteers should be aware that private meetings with individual pupils may give rise to concern. While there will be occasions when a confidential interview or a one to one meeting is necessary, wherever possible, such interviews should be conducted in a room with visual access, or with the door open, or in a room or area which is likely to be frequented by other people, and another pupil or adult should be present or nearby. Where such conditions cannot apply, staff should ensure that another adult knows that the interview is taking place.
* Meetings with pupils away from the school premises should only be arranged with the specific approval of the head teacher.

**Physical Contact with pupils**

* Physical contact may be misconstrued by a pupil, parent or observer. Touching pupils, including well intentioned informal and formal gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to serious questions being raised. As a general principle staff must not make gratuitous physical contact with their pupils. It is particularly unwise to attribute touching to their teaching style or as a way of relating to pupils.
* Any form of physical punishment of pupils is unlawful as is any form of physical response to misbehaviour unless it is by way of restraint. It is particularly important that staff understand this both to protect their own position and the overall reputation of the school.

**Where physical contact may be acceptable**

* There may be occasions where a distressed pupil needs comfort and reassurance which may include physical comforting such as a caring parent would give. Staff should use their discretion in such cases to ensure that what is, and what is seen to be by others present, normal and natural does not become unnecessary and unjustified contact, particularly with the same pupil over a period of time. Where a member of staff has a particular concern about the need to provide this type of care and reassurance they should seek the advice of the headteacher.
* Some staff are likely to come into physical contact with pupils from time to time in the course of their duties. Examples include: showing a pupil how to use a piece of apparatus or equipment; demonstrating a move or exercise during games or PE, and; contact activities at a youth club. Staff should be aware of the limits within which such contact should properly take place and of the possibility of such contact being misinterpreted.
* There may be occasions where it is necessary for staff to restrain a pupil physically to prevent him/her from inflicting injury to others or self-injury, damaging property, or causing disruption. In such cases only the minimum force necessary may be used and any action taken must be to restrain the pupil. Where an employee has taken action to physically restrain a pupil he/she should make a written report of the incident in the form prescribed by the school’s policy on restraint.

**Caring for pupils with particular problems**

* Staff who have to administer first aid should ensure wherever possible that other children or another adult are present if they are in any doubt as to whether necessary physical contact could be misconstrued.
* Wherever possible staff who have to help children with toileting difficulties should be accompanied by another adult, and pupils should, wherever possible, be encouraged to change themselves. It is accepted that there will be some situations where pupils will present particular problems for staff and the emphasis will be on what is reasonable in all the circumstances.

**Teachers should ensure that**:

* they are aware of the potential dangers of being in a one-to-one situation with a pupil at any time but especially outside the school setting.

This includes:

* giving lifts to pupils
* visiting their homes or contact in a social context
* photographing or videoing of pupils which must comply with school guidelines

**Teachers should ensure that**:

* they conduct conversations with a pupil about sensitive issues professionally
* they have regard to the safety and welfare of pupils

**Teachers should ensure that they do not**:

* have inappropriate physical contact with pupils
* engage in personal correspondence with pupils
* discuss their own personal relationships with pupils
* swear at pupils, use offensive names or make inappropriate remarks about their gender, race, religion, sexual orientation, appearance, age, language or additional learning needs.