

Garden Suburb Infant and Junior Schools

Safeguarding Statement

Garden Suburb Schools - Safeguarding Children Statement

Safeguarding is inclusive of the child protection agenda but much broader. At Garden Suburb Schools the health and safety of all children is of paramount importance and this policy provides a summary of the policies and procedures that we have in place to ensure the safety and well-being of all our pupils.

At Garden Suburb Infant and Junior Schools we are committed to providing opportunities for all to achieve the highest standards irrespective of attainment, age disability, gender, ethnicity, race or religious conviction. We aim to promote and ensure the overall well-being of all children and staff.

The Health and Safety Policy

Each school has a **Health and Safety Policy** which is monitored regularly by the Premises Committee of The Governing Body. Any concerns from staff are reported to the Head Teacher who carries out an initial examination, assessing what remedial action needs to take place.

Each term there is a fire drill that practises efficient evacuation from the buildings. The school maintains an up to date **Fire Risk Assessment** and **Risk Assessments** for other areas as deemed necessary.

There is also a **Critical Incidents Plan** that details what staff and parents should do in the case of emergencies.

First Aid/Pupil Welfare

The Infant School has a **Children's Welfare in School Policy** and the Junior School has a **Managing Medicines in School** policy, both of which are monitored by the SEN and Pupil Well-being Committee of the Governing Body. We have several fully qualified first aiders in both schools and there is always a first aider on duty during school hours. They all hold a First Aid at Work certificate or Paediatric First Aid Certificate, or in some cases both.

If a child is hurt or unwell during the school day they will be seen by any one of them, and they will administer the appropriate first aid. They will also decide whether a child needs to go home for any reason or if they feel that further treatment is necessary at a doctor or a hospital. It is, therefore, essential that parents keep the school informed of any changes to contact numbers so that they can be called if necessary.

If a child has an allergy to anything, is asthmatic, or has any other chronic condition, the school must be informed in writing and a **Medical Care Plan** completed with our School Nurse.

Site security

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our **Security Policy** ensures that we have in place effective procedures to enable us to achieve this aim. It covers the security of the site, visitors and equipment and is monitored by the Premises Committee of the Governing Body.

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 Response).

The schools work closely with the Education Welfare Officer of the Local Authority whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the

Governing Body and annually to the Government and to all parents.

Each school has an **Attendance and Punctuality Policy** which outlines our procedures and is monitored by the SEN and Pupil Well-being Committee.

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

The schools have a **Recruitment Policy** which clearly details the processes we follow when recruiting new staff and the vetting procedures that we follow. All staff that are appointed to work in school have a criminal records search called a DBS check. This search highlights people who have a criminal record or if previous allegations have been made to them. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the Governing Body. The LA and Schools are informed directly by the Disclosure and Barring Service (DBS).

The Headteacher in each school sits on all appointment panels where the candidates are external applicants. Both Headteachers have undertaken the NCSL training on Safer Recruitment.

New staff are 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. Each school also has a **Staff Handbook** which details important induction information.

Single Central Record

Both Infant and Junior Schools keep a **Single Central Record** of recruitment and vetting checks covering all staff, governors and other adults who regularly work paid and unpaid in school identified by the school as having regulated contact with children (i.e. consultants/catering & finance staff/after school club employees/volunteers who are in school more than 4 times a month, or work with the children unsupervised). Adults who are employed by another company (e.g. LB Barnet, After School Clubs) must have their DBS details confirmed by their employer to the school prior to start, and provide photo ID on their first day in school. The employer is responsible for ensuring details of staff are up to date and correct, although the school will monitor this and will not allow anyone without current information to work in the school. In each school, the Head Teachers are the persons responsible for ensuring that the SCR is clear, complete and always up to date.

Induction of volunteers

Volunteers who meet the frequency criteria of Regulated Activity (once or more a week/four or more days in a 30 day period) and have the opportunity for face to face contact with children must also have DBS clearance. Volunteers who do not meet this criteria and do not hold a current DBS clearance from another organisation will not be able to work unsupervised with children.

Welcoming visitors

It is assumed that visitors with a professional role such as 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. The office will check the identity of visitors on site who are here in a professional capacity (See also Site Security). Any visitor without ID from their professional organisation or where clearance has not been confirmed by their employer will under no circumstance be left alone with a child or group of children, and the Headteacher will be made aware and will make a risk assessment.

Child Protection Policy

The Designated Person for Child Protection in the Infant School is Sarah Sands (Headteacher).
The Designated Person for Child Protection in the Junior School is Eileen Bhavsar (Headteacher).
The Designated Governor for Child Protection is Julia Sanitt.

The Infant and Junior schools have a **Safeguarding Policy**. It is the Governing Body's duty to ensure the policies are reviewed annually and this duty has been delegated in the first instance to the SEN and Pupil Well-being Committee. Certain governors and all staff have had appropriate child protection training, which is updated at least every three years. The Safeguarding Policy for both schools is supported by guidelines on **Good Practice in Intimate Care**.

The Manager of the Barnet School Safeguarding Board can be contacted on 0208 359 4540.

Dealing with Allegations against Staff and Volunteers

It is essential that any allegation of abuse made against a teacher or other member of staff or volunteer is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation. The Infant and Junior Schools have a **Policy for Dealing with Allegations against Staff and Volunteers** which will be followed in the event of an allegation being made. This policy will be reviewed annually by the Staffing Committee of the Governing Body. The Local Authority Designated Officer for Barnet can be contacted on 0208 359 4528.

The Design of the Curriculum

The curriculum in each school deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as **Personal, Social and Health Education** (see **PSHE Policy** for each school) provides opportunities to discuss relevant issues with the children. Themes are supported by specific policies on **Drugs** and **Sex and Relationships** in each school. 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 there has to be appropriate staffing levels and when the curriculum is taken 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. Each school has an **Educational Visits Policy** which outlines procedures and provides planning forms.

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

E safety

It is our duty to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or digital world as would be applied to the school's physical buildings. The schools have an **E Safety Policy** which has been drawn up to protect all parties - the pupils, the staff and the school - and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements. Staff and students working within our school are required to sign an **Acceptable Use Agreement** before accessing school digital technology.

Behaviour policy

At Garden Suburb Infant and Junior Schools we believe in an entitlement to a safe and secure environment where learning, teaching and playing can flourish in a positive atmosphere characterised by mutual respect and trust. We believe that fundamental to this is a whole school approach to behaviour which is both clear and consistent and supported by positive behaviour management strategies. Each school has a **Behaviour Policy** which sets out in detail our expectations of behaviour and supports a consistency of approach.

We recognise that parents/carers are key partners in establishing and maintaining positive behaviour and we will seek to ensure their involvement in and support for our whole school approach.

Anti Bullying Policy

Each school has an **Anti-Bullying Policy** which clearly sets out our approach for dealing with serious inappropriate behaviour. The policies set out the strategies to be followed, how they will be implemented and give a mechanism for monitoring and reviewing effectiveness. In the Infant school the Anti-Bullying Policy is contained within The Behaviour Policy.

Racial tolerance

The schools work hard to promote racial equality and harmony by preventing and challenging racism. If anyone ever feels unjustly treated then the schools welcome and value their response.

Racism is tackled in both the RE and in the PSHE curriculum. The children take part in discussions designed to raise awareness and address prejudices. Our aims and procedures are outlined in our shared Equality Policy.

Photographing and videoing

Increasingly, technology is making it easier for pictures and images to be used inappropriately as printed material or on the web.

We have taken a sensible, balanced approach; taking practical steps to ensure that pictures and images of children taken by staff, parents/carers or the press are done so in a way that reflects the protective ethos of the schools.

- Staff do not use mobile phones in the classrooms during lesson times and do not use them to take pictures of the children.
- Parents are asked not to use mobile phones / cameras around the building unless they are photographing a performance/celebration assembly, or have permission from the headteacher.
- Parents consent to the school taking photographs for various purposes by signing a permission slip upon entry to school.
- There will be occasions during the school year where parents/carers will wish to take photographs or make video recordings of their children taking part in a school activity (for example; assemblies, performances, sports events, school outings and educational visits). In new admissions packs we put a section for parents to sign to indicate that any images they take of school activities will not be used inappropriately. This will ensure that all parents/carers are aware of their responsibilities in this matter.
- We will ask parents/carers with video cameras to sit towards the back of the room during performances to prevent obscuring other people's view.
- It is sometimes possible to create a school video recording of a performance which we give parents the option of purchasing. We will inform all the parents of children taking part before a performance if we are able to do this.
- On occasions we take a set of photographs of a production and take orders from parents for prints.

Extended Services

Extended Services provide: "a range of activities and services, often beyond the school's day, to help meet the needs of its pupils, their families and the wider community" (DCSF)

At Garden Suburb Infant and Junior Schools we offer:

- A varied menu of activities, e.g. study support, music, arts and crafts, sport etc.
- Community Access
- Parenting support, including family learning
- Swift and easy referral

- Wraparound childcare provided on the school site from 8am-6pm, through an external, Ofsted registered provider.

We require that all contacts within extended services are compliant with safer recruitment and safeguarding procedures.

Whistle blowing

If members of staff ever have any concerns about the behaviour or intentions of any person within the building, school grounds or within proximity of children, they have a professional duty to inform the Headteacher / Chair of Governors 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 schools have a **Whistle Blowing Policy** which specifically addresses matters of financial mismanagement and impropriety and which is provided as a reference document to establish a framework within which issues can be raised confidentially internally and if necessary outside the management structure of the school. This document is a public commitment that concerns are taken seriously and action will be taken.

Inclusion

At Garden Suburb Infant and Junior Schools we are committed to providing opportunities for all to achieve the highest standards irrespective of attainment, age, disability, gender, ethnicity, race or religious conviction.

- We aim to promote and ensure the overall well-being of all children and staff.
- We aim to be an inclusive school. We recognise the importance of the range of experiences children, their families, and staff members bring with them to school and we value highly the development of the whole person.
- We recognise that inclusive practice should also extend to parents/carers, staff, governors, school visitors and the wider community.
- We actively seek to remove barriers which can hinder or exclude individuals or groups from learning, working or participating in school life.
- We welcome our responsibilities under the Race Equality, Disability Discrimination and Gender Equality legislation and in these contexts aim to:-
 - ◆ Promote positive images/relationships
 - ◆ Promote active involvement in public life for all
 - ◆ Eliminate discrimination and harassment within school
 - ◆ Ensure accessibility to the building, the curriculum and other services offered by the school.

We have a shared **Equality Policy** as well as policies which address inclusive issues: **Accessibility Plan; English as an Additional Language Policy; Special Educational Needs Policy; Gifted and Talented Policy.**

Complaints

We trust that all parents and children will be happy with their experience of working with our schools. On occasions, however, a problem may arise. A great majority of problems can be sorted out informally - in person, by telephone etc. If a parent/carer thinks that we have not taken action over a significant problem or we have made the wrong decision and they wish to make a complaint we have a joint **Complaints Policy** in place to outline the procedures to be followed.

This policy covers all matters relating to the actions of staff and application of school procedures where they affect the individual pupils concerned, except matters relating to the curriculum, exclusion, admissions, etc... which are subject to separate procedures.