

# Springbank Primary School



## Character Education Values

Courtesy-Forgiveness-Determination-Self-Discipline-Gratitude-Honesty

Our whole school vision is:

Springbank Primary is a place where all of our children and staff will have the opportunity to excel. Everyone will be safe, happy and cared for. Our curriculum and values will inspire everyone in the school family to be motivated and curious learners and offer core skills, knowledge and enrichment to enable all to gain the foundations for a quality future and a love for life-long learning.

In all we do we remember our school motto:

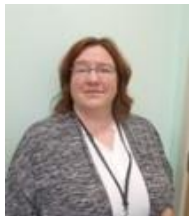
**Caring-Happy-Healthy-Sporty-Scientific**

## School Values

Sportsmanship-Tolerance- Appreciation- Respect-Friendship-Integrity-Sensitivity-Helpfulness

## Creating a Safeguarding Culture Statement

October 2020



Policy Lead: Dawn Wigley



Link Governor: Sara Dunn

## Strategic Business Committee

Springbank Primary School is committed to equal opportunities for all. It is our aim that every policy is written to have a positive impact on every child/all children irrespective of race; religion; gender; sexual orientation or age.

Springbank = success for all

There is a key that unlocks every child's learning, our job is to find that key.

Every staff member and governor must take the responsibility and accountability to ensure the procedures within this policy are delivered and implemented as per Springbank School Policy.

## **Safeguarding Statement**

At Springbank Primary School, the health, safety and well-being of every child and member of staff is of paramount importance, with the expectation firmly rooted in our school vision. Our mission is stay safe! Excel! We always take the time to actively listen to our pupils and families and take seriously what they tell us. Our aim is that children will enjoy and be safe during their time as pupils in this school. Our overarching aim is to have systems and procedures that are embedded which will protect our children from abuse or neglect which would impair their health or development.

We work closely in partnership with parents to help all our children achieve their full potential and give them optimum life chances so they can enter adulthood successfully. We will play our part to make sure every child grows up in circumstances that provide effective care.

Our concern about a child may mean that we have to consult other agencies even before we contact parents. The procedures, which we follow, have been laid down by the Nottinghamshire Safeguarding Children's Partnership, which the school has adopted and refined to match our context. The LA Child Protection Policy is in line with the KCSIE for the safety of all. We are always fully alert to triggers which may signify potential child protection issues, our staff are regularly trained and empowered to voice any concerns in a timely way. We know it is our duty to report all concerns.

In conjunction with the Child Protection Policy, the school's Governing Body has adopted and accepted additional policies. These policies are detailed on our policy list and are designed to work hand in hand to ensure that all children in our school can flourish. We aim to develop not just a policy but a full safeguarding ethos and culture at Springbank Primary that interweaves in to all we do in a school day. This will protect any child that is suffering, or likely to suffer significant harm as a result of abuse or neglect.

### **The Health and Safety Policy**

The school has a detailed Health and Safety Policy, which is monitored regularly by the safety governor.

The Premises Team and the Safety Governor oversee the implementation of the policy. Any concerns from staff are reported to any of the above who will carry 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 conducts an annual Fire Risk Assessment and staff training.

There is also a critical incident and emergency plan that details what staff and parents should do in the case of emergencies.

### **First Aid**

In school there are always trained members of staff who are paid an honorarium to oversee and manage first aid. There are a number of first aid kits 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 is consulted.
- Currently changed to be in-line with COVID restrictions.

- All incidents must be logged on the school electronic accident sheet and the child seen by a senior leader.
- All incidents are logged on a yellow first aid form and the body map is completed, which is signed by the first aider and PP by the senior leader before a text or phone call is sent to the parent/carer. The yellow slip is sent home with the child. This is currently paused due to COVID-19 restrictions.
- All head bumps are recorded electronically and the body map completed and a text or phone call is made to parents to inform them of the injury.
- For head injuries a head bump note is issued with an advice slip.
- If there is any doubt at all the parent's/emergency services are contacted.
- Where a child needs to go to hospital to be checked, an SR3 form is filled out and the incident logged on the well worker system.
- All near misses and major injuries are inputted on to the LA well worker site.

#### Current First aid protocol due to current COVID restrictions

- All first aid incidents are reported to the senior leader on duty that day and child seen.
- All incidents are passed to the office verbally for a text or phone call to be made to parent/carer.
- All first aid incidents are recorded on the school's electronic system for audit purposes.
- For head injuries an email is sent with an advice slip to parent/carer.
- If there is any doubt at all the parent's/emergency services are contacted.
- Where the child needs to go to hospital to be checked, an SR3 form is filled out and the incident logged on the well worker system.
- All near misses and major injuries are inputted on to the well worker site.

#### **Administering medication**

School policy is that only named members of staff give medicines when the parent has completed and signed the appropriate form requesting that school administer medicine. (Due to current COVID restrictions, parents are asked to email the school office with permission for the medication to be given) For the majority of medicines, however, a dose before and after school is perfectly adequate. The medication needs to have been prescribed by a doctor or pharmacist.

For matters of an intimate nature staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Head Teacher, Safeguarding Officer or Assistant Head Teachers. 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.

Refer to: policies for First Aid, Medicines and Intimate Care.

### **Site security**

Springbank Primary provides a secure site, but the site is only as secure as the people who use it. Therefore, all people on the site are asked to take responsibility to adhere to the rules, which govern it. We understand that laxity can cause potential problems to safeguarding. Therefore:

- Gates are checked throughout the day.
- The main exit is fob locked to prevent intrusion. We use the fob entry/exit system but only staff and governors are authorised to use it. In case of emergency, the doors will open automatically.
- Visitors only enter through the main entrance and after signing in. They are given and asked to wear a visitor's badge on entry.
- Pupils are only allowed home with adults with parental responsibility or confirmed permission.
- Children are never allowed to leave school alone during school hours and if collected by an adult, 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 the police will then be informed of the circumstances immediately.

### **Attendance**

Excellent attendance, when children are well, is expected of all children, but when children are unwell, parents are expected to confirm absence by telephone or text as soon as possible. If there is no notification, school has a policy of first day calling and texting home to ascertain each child's whereabouts. Home visits are also undertaken to all vulnerable children and where siblings are absent at the same time.

The school works closely with Early Help whenever a child's attendance and punctuality causes concern. Attendance rates are reported annually to the government through the census and all parents through newsletters and achievement assemblies and weekly attendance meetings.

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. New DfE guidance is always implemented rigorously and in a timely manner. We await 2020/21 guidance.

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

All staff that are appointed to work in school have an enhanced DBS, prohibition and disqualification check. This search highlights people who have a criminal record or if previous allegations have been made against them. If staff are found to have a criminal record the appointment is considered by the Head teacher and the Governing Body to see if the conviction or caution would render them unsuitable to work with children.

The Head teacher and link governor sits on all appointment panels where the candidates are external applicants. The Head teacher, recruitment governor, ITT lead, Assistant Head teacher, Head teacher PA and an associate governor have undertaken the Safer Recruitment Training. New staff have a full induction into safeguarding practices before starting. Newly appointed staff are assigned a mentor for their induction period and beyond if they are

NQT/RQT. 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.

### **Induction of volunteers**

All volunteers who have an opportunity for regulated contact with children are scrutinised for the type of DBS needed. We ask the following questions: Is the volunteer supervised? If yes a standard DBS is obtained and a Risk Assessment undertaken.

Is the volunteer not supervised? If no an enhanced DBS with Barred list and prohibition check is obtained.

### **Welcoming visitors**

It is assumed that visitors with a professional role i.e. the School Nurse or members of the police already have relevant clearance but the office still checks this with the LA/firm's annual letter before admittance is granted. Official identification is checked before entry. The Head teacher PA keeps a record of all forms, DBS checks and confirmation that safeguarding checks have been carried out are recorded on the school's Single Central Record.

### **Child Protection Policy**

The Designated Safeguarding Lead Julie Vaccari and the Deputy Safeguarding Lead is Adam Lumley. The full-time safeguarding officer is Dawn Wigley. The staff safeguarding representative for Child Protection is Kerry Williams. The designated link governor is Miss Sara Dunn. There is a Child Protection Policy. It is the Governing Body's duty to ensure the policy is reviewed and approved annually and any deficiencies within the policy addressed immediately. Certain governors and all staff have had appropriate whole school child protection refresher training, which is updated at least every three years.

The child protection policy is supported by the Behaviour and Attitude Policy; This school follows the DfE guidelines which 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. A record is filled in every time physical restraint is used and kept in the behaviour and attitudes folder. Parents are notified on each occasion. Our mission is to diminish the use of physical restraint.

All allegations of abuse by or complaints of a teacher will be dealt with following the Local Safeguarding Board procedures. For any complaints about the Head teacher the Co-Chairs of Governors Claire Carroll/Caroline Cantwell should be contacted directly.

### **The Design of the Curriculum**

The curriculum deals with safeguarding in two ways. Firstly, through subjects such as Character Education, Personal, Health, Relationship, Sex Education and Physical Education where relevant issues are discussed and debated with the children. Topics include such themes as D.A.R.E. (Drugs, Awareness, Resistance, Education), Emerging Threats and Stranger Danger. Children are encouraged to explore and discuss these sensitive and complex 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 and Design and Technology. At all times there are appropriate staffing levels and when the curriculum is taken out of school the 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 EVC co-ordinator Mr Adam Lumley or in his absence Mrs Julie Vaccari the Head teacher.

Visiting speakers, with correct clearance are always welcomed into school so they can give specialist knowledge to the children. This is currently paused due to COVID restrictions.

Staff are trained through group discussions, online training and toolbox emails in recognising the features of:

1. FGM
2. Radicalisation and Terrorism (Prevent)
3. County Lines
4. Breast Ironing
5. Childs Sexual Exploitation
6. Enforced Marriage
7. Upskirting
8. Contextualised Safeguarding

And through an annual online programme. Reading and training time is allocated through the year.

The children and staff team are provided with theatre workshop sessions and debates to support us in delivering Emerging threats to Children and the dangers of the internet. Extra topics are added according to events or incidents within school learning and the local community. Currently we are moving to online.

### **Internet Safety**

Children are encouraged to use the internet as much as is possible, but at all times in a safe way. The computer screens in school warn children to be safe each time they use them. Parents are asked if they agree to their child using the internet using the GDPR form. Each year in the autumn term there is a whole school focus on safe use of the internet. The school has won an internet safety poster competition. Year 6 have created filmed scenarios for children to watch the following year highlighting the dangers of using the Internet. A 'stranger danger' film has been created which focussed on the danger of the communicating with people online. Pupils are always supervised whilst online and teachers ensure every child knows how to keep safe. If teachers know of misuse, either by a teacher or child the issue is reported to the computing subject leader without delay. Action is taken immediately. The computing subject leader has overall responsibility for ensuring the staff team and children use the internet safely.

### **Equal opportunities**

Springbank ensures that equal opportunities are available for everyone, regardless of sex, class and ethnic group or ability range.

We ensure that all children with disabilities are able to take a full and active part in every lesson and every measure will be taken to ensure this.

### **Behaviour policy**

Good behaviour is essential in any community and at Springbank we have very high expectations and steadfast attitude for good conduct and learning. Although the main emphasis is always on positive management of behaviour, there are also times when children have to be disciplined in order to maintain the safety and security of all children. For this we rigorously implement our behaviour consequence snake.

There are numerous rewards available to children:

- Stickers
- Text/postcard home
- Treasure box treats

The behaviour ladder, support and therapies to unlock your potential, comprises steps which have a progressive consequence taking into account repeated behaviours. Each day is classed as a 'brand new start' for all.

The staff team are discouraged from handling children as there is a behaviour response team who are all trained in dealing with 'Children with Risky Behaviours'. The behaviour team know the safe methods for restraining a child so that they do not harm either themselves or others.

### **Anti Bullying Policy**

Springbank's definition of bullying is: "A systematic and extended victimisation of a person or group, by another or group of others."

The school's response to this is unequivocal. Adults 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. There is a more detailed Anti-Bullying Policy which details recording procedures etc. We have a 'Yell and Tell' culture in school.

### **Racial tolerance**

We have a combined equal opportunities Policy. We want our children to be prepared for an ethnically diverse society. The school will work tirelessly to promote racial equality and harmony by preventing and challenging any forms of racism. If anyone ever feels unjustly treated, then the school welcomes and values a response. Senior leaders are currently undertaking unconscious bias training.

Racism is tackled in both the RE and in the pastoral care curricula. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors also work with the children.

All bullying of children/adults with protected characteristics are reported to the Governing Body termly.

### **Photographing and videoing**

There has been a lot of controversy about adults photographing and filming young people. The concerns are genuine, however we 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. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents. At the start of any concert/performance, we ask that all parents only use the

photographs and videos for personal use. We await the ICO upgrade guidance on 'Taking Photographs in Schools' The new GDPR consent forms allow parents/carers to opt in or out of different permissions.

### **Whistleblowing**

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 leadership accordingly. This can be done in writing or verbally but staff are prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality.

**At Springbank Primary we believe an excellent safeguarding culture is vital for our children as it will be a tool for enhancing their lifestyles in the community and in the future. The staff team are totally committed to improvement in this area until we are exemplary in every practice on a daily basis. Only then can we be assured that our children are safe. SLT Scholarship continues in this area and dialogue/emails with national partners keep us at the forefront of best practice.**