

Meadow Lane Infants School Policy



Safeguarding Policy

Last reviewed	March 2013
Review Cycle	1 Year

Meadow Lane Infant School
Safeguarding Children Policy

Principles

Section 175 of the Education Act 2002 gives maintained schools a statutory duty to promote and safeguard the welfare of children and have due regard to the guidance 'Safeguarding Children and Safer Recruitment in Education DfES 2007'.

Meadow Lane Infant School recognises that it has a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children. We will carry out this duty through our:

- teaching and learning
- pastoral care
- extended school activities

All members of the school community (including volunteers and governors) will at all times establish and maintain a safe and stimulating environment where children:

- feel secure
- are encouraged to talk to adults they can trust
- are listened to

Through training, all staff (teaching and non-teaching) will be able to recognise the signs of abuse and understand their responsibilities when a child may be at risk of harm. Training of all staff will be updated every three years. The Designated Persons for Child Protection will update their training every two years.

The school will ensure that it provides written referrals on the correct form and implement a CAF where necessary and recognises the importance of attendance at all meetings called when there is a concern regarding the safeguarding of a pupil.

Staff recruitment

In line with the guidance Safeguarding and Safer Recruitment in Education, the Head teacher and the Chair of Governors have completed Safer Recruitment training. Meadow Lane, in line with guidance, will ensure that a minimum of one of these will be involved in the short listing and interviewing process. More governors have also completed the online training in 2012/2013. 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 but especially the children.

All staff, including volunteers, who have access to children in our school have been carefully selected and screened and, in line with the guidance listed above, have an enhanced DSB check prior to commencing work. All details of all appointments and checks are held in a single central record. If volunteers only have a 'List 99' check they must work under constant supervision, e.g on trips. All governors have a List 99 or CRB check.

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 will endeavour to check this before admittance is granted and a note made of anyone entering without clearance. (See also Site Security).

Designated members of staff

The designated members of staff are: Mrs Revill (HT), Miss Hodkin (DHT) and Mrs Darke (SENCO)

Our designated members of staff are fully trained and receive updated training every two years. All staff are responsible for informing the designated person, who ensures these confidential records are kept securely. It is the responsibility of the designated member of staff to have discussions with Social Care when concerns arise regarding the safety of a pupil in this school. All such pupils are closely monitored, including attendance, and where extra concerns arise these are passed on to the appropriate agencies. Advice and support are offered to other members of staff dealing with a pupil for whom there are concerns.

Designated Governor

Meadow Lane Infant School has a designated child protection governor, who will act as the link person between the governing body and the designated person. The governor will review safeguarding procedures/practices including access to training through meetings with the designated child protection person. The governors will ensure that sufficient time is given to carry out the duties including accessing training. Where safeguarding concerns arise regarding a member of staff, the governor will liaise with the Chair of Governors.

Designated governor – Alex Coomber

Children with Statements of Special Educational Needs

We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. All staff that support these pupils will be made aware of the need for vigilance for signs of abuse. Relevant training will be undertaken.

Parents/carers

This school believes in working closely with parents/carers and in most cases where we have a concern about a pupil, the parents will be informed. In serious cases where action is required to be taken then Social services will also be informed as soon as possible. If the designated person thought that telling parents would put the child in danger then parents would not be informed.

Allegations against a member of staff

Where there is a concern that a member of staff may have behaved inappropriately, the Head Teacher will investigate the matter in accordance with the procedures laid down in the Nottinghamshire Safeguarding Children Board. The Chair of Governors will also be informed.

However, where the allegation made concerns the Head Teacher, the Chair of Governors will investigate the matter in accordance with the procedures laid down in the Nottinghamshire Safeguarding Children Board. The school will not attempt to investigate unless authorised to do so.

Site security

Meadow Lane provides a secure site, 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. Therefore:

- Gates are locked at playtimes and lunchtimes.
- All Exit Doors are closed to prevent intrusion.
- Visitors must only enter through the main entrance and after signing in at the office window. They are given a visitors badge on entry and collect Health and Safety documentation.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Children should never be 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 the missing children policy is followed.

Policies

This policy links to other school's policies relating to:

- Child Protection
- PSHE
- Health and Safety policy and procedures
- Behaviour
- Attendance
- Sex and Relationships Education
- First aid
- Photograph
- Anti Bullying
- Internet
- Educational Visits
- Recruitment & Selection process
- Confidentiality and Whistleblowing
- Missing Children
- Non-collection of children
- Intimate Care

Legislation relating to this policy:

Children Act 1989, 2004

Education Act 1996, 2002 (Section 175)

School Standards and Framework act 1998

Safeguarding Children and Safer Recruitment in Education Guidance DfES 2007

Manuals kept in school

What to do if you're worried a child is being abused 2006

Working Together to Safeguard Children 2006

Safeguarding and Safer Recruitment in Education 2007

Policy folder in staffroom for all staff

Volunteers booklet and Staff and Play leader handbook

Staff reviewed : Oct 09, Nov 10, March 12, March 13

Date ratified: Oct 09, Nov 10, March 12, March 13

Date for review: March 14

Signed : Head teacher

..... Chair of P&P committee