



Studlands Rise First School  
First Steps on the Learning Journey

## **Studlands Rise First School Safeguarding Policy**

### **Introduction**

The welfare and safety of children who attend Studlands Rise First School is our paramount concern. We will promote the health, well-being and safety of the pupils in all that we do. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school. The school understands the responsibilities set out under section 175 of the 2002 Education Act to work together in partnership with other agencies to help children to grow up in a healthy and safe environment.

### **Definition of Safeguarding**

All adults who work with children have a duty to promote their welfare and keep them safe. The Children's Act 2004 sets out these responsibilities as the requirement to keep children free from maltreatment, to prevent the impairment of children's health and development and to ensure that children grow up in circumstances consistent with the provision of safe and effective care.

### **Aims and Objectives**

The aims and objectives of this policy are to ensure that all of our staff promote an environment where children can learn in a safe, caring, stimulating and positive school and where their social, physical and moral development is our highest priority. All pupils will know they are valued and their concerns will be taken seriously and addressed by the adults who care for them. We want all children to feel safe and know what to do if they ever have concerns about any aspect of their physical or emotional safety. In promoting the health and well-being of pupils, we aim to help children to become confident, responsible, trustworthy and resilient. In our school, we respect our children. The environment within our school is one that encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for themselves.

We will promote the emotional intelligence of our pupils so that they are aware of their own emotions and the effect their actions have on others.

This policy provides guidance on how we will make sure our school is a safe and caring place for all our pupils.

### **Keeping Children Safe in Education 2021 / Child Protection Online Management System CPOMS**

Our Safeguarding Policy and procedures are based on the DfE document 'Keeping Children Safe in Education.' All staff are required to sign to confirm that they have read and understood Part 1 of this document which outlines their statutory duties as members of staff working with children. Governors are required to sign to confirm that they have read and understood Part 2 of this document, which outlines their statutory duties as managers of those working with children. Staff training is provided at least annually and when this document is updated. All incidents must be recorded on CPOMS.

### **Health and Safety (See Health and Safety Policy)**

The school has a health and safety policy, which is reviewed each year by the governors. The Health and Safety governor, Robert Frost, monitors the schools compliance with its statutory health and safety responsibilities. Any health and safety issues identified by staff are brought to the attention of the senior leadership team and investigated and rectified as soon as possible. Each term there is a fire drill that practices efficient evacuation from the building. The school conducts an annual Fire Risk Assessment. The Critical Incident Plan details what staff should do in the case of emergencies.

### **First Aid**

Staff receive basic first aid training every 3 years and there are 2 members of staff who hold a paediatric first aid qualification. Each class has their own first aid kit, and the MSAs also carry basic first aid during lunchtimes. When a child has suffered an accident in school or on the playground, there is a protocol for staff to follow:

- First aid is delivered by a first aid trained member of staff.
- An accident form is completed.
- For head injuries, a 'Head Note' is issued and parents are informed via this of the signs of concussion to be aware of.
- For any accident/head injury recorded, the parent signs as a record that information about the accident/head injury has been passed on to them.
- If there is any doubt at all, a parent is contacted.

Any medicines which need to be taken during the day must be accompanied by a signed medicine form – these are available from the school office. They detail the medication to be taken, dosage and who to contact in an emergency. In general, school will only administer one dose of medication during the school day.

For matters of an intimate nature, staff must deal with a child with utmost sensitivity and to ensure that they safeguard themselves by working with another adult. If necessary, parents will be contacted.

### **Site Security**

The following points should be followed to ensure that Studlands Rise First School maintains a secure site:

- Gates should be closed throughout the school day. The gate at the bottom of the car park remains locked at all times. The back gate (back of field) should only be unlocked for morning drop off and afternoon collection times.
- Visitors and volunteers must only enter through the Main Entrance and after signing in at the office. They then receive a visitors' badge.
- Children will only be allowed home with adults with parental responsibility, adults on the authorised collectors list or confirmed permission.
- Children should never be allowed to leave school alone during school hours, and if collected by an adult, need to sign out.

If a child leaves the school premises without permission, then the Headteacher or Deputy Headteacher should be informed immediately. The Absconding protocols outlined below will be followed. Parents and police will be informed of the circumstances.

### **Absconding**

To abscond is to *'leave without permission'*. Under Section 3 of the Health and Safety at Work Act, 1974 and in Common Law, schools and other education settings owe a duty of care to wards their pupils. This duty of care requires that all reasonable steps are taken to ensure that pupils are safe and remain within the care of the school at all times throughout the school day and during school-led activities. A risk assessment will be prepared for those pupils who are at risk.

We recognise that it is possible that a child will abscond from our school and this protocol is written to ensure we are ready to deal with this eventuality should it occur.

**Where a pupil attempts or is seen to be leaving the school premises without permission, the following procedures should be followed:**

- Member of staff to inform Headteacher, DSL or SLT who will inform the school office to inform parents to come to school immediately. Office staff to be ready to communicate and respond via telephone.
- Headteacher, DSL or SLT take their mobile phone and follow the child to the school fence or gate and try to persuade the child to stay in the school.
- Be aware of the risk of fight or flight. Passive monitoring, not chasing should be carried out as this could further endanger the child. Active pursuit may encourage a child to leave the site and may also cause the child to panic, possibly putting him or herself at risk by running onto a busy road; staff will not chase but will try to keep a child in sight at a distance.
- If by leaving the school site the child is known to be putting themselves in danger, adults must exercise their duty of care and stop the child.
- If the child has left the immediate vicinity of the school grounds and is no longer visible then the police must be informed. Office staff to call the police and give brief details and the child's last known location.
- School office to provide the police with a photo of the absconding child.
- If the child returns of their own volition, parents/carers and the police will be informed as soon as possible.
- Upon his or her return to school, and when the child is calm, the child must be seen by the Headteacher, DSL and class teacher, so that the reasons for absconding may be discussed in detail. At this point, a decision will be made as to the appropriateness of further actions.
- A meeting with parents/carers will be arranged. A written report will be recorded on CPOMS with any signed paperwork.

**Where a pupil is unaccounted for on the school site the following procedures should be followed:**

- Member of staff to inform Headteacher, DSL or SLT who will inform the office to be ready to respond via telephone.
- Headteacher, DSL or SLT to organise a search of buildings and known places that the pupil may have gone to in the school environment.
- If the pupil is not found, then all available staff complete a more thorough sweep of the school and check the perimeter of the grounds.
- Office staff to phone the police when the area has been fully checked if the child is not located within ten minutes.
- School office to contact parents/carers and inform them of the situation and ask them to come to school immediately.
- Consideration will be given to whether the search should be extended beyond the school perimeter. This decision will be based on parental knowledge of the child and on the levels of risk, and on what action is in the child's best interests. Any staff who leave school grounds to take their mobile phone so that they can be contacted by the school.
- Once a pupil has been found then the Headteacher, DSL and class teacher will use their professional judgement to outline the response towards the pupil and the support the pupil will need in the future.
- A written report will be recorded on CPOMS with any signed paperwork.
- Appropriate external agency support will be sought.

## **Monitoring and Evaluation**

Each incident will be monitored and evaluated. Risk management plans for any children believed to pose a risk of absconding will be created / updated by school with the support of staff and parents/carers. The DSL will ensure that there are protocols in place and that all staff are aware of them. Any changes to the plan must be communicated to all staff. Staff and volunteers must be made aware of; the tendency to run, the adult supervision in place to prevent absconding, any triggers, routes taken, known exit points, hiding places and the child's final destination etc.

## **Parents and Carers**

Parents and carers of pupils are responsible for supporting the work of the school and encouraging their children to keep to all school procedures and policies. Once school has informed the parents that their child has absconded, parents and carers are responsible for actively supporting the school with subsequent procedures and actions. This could include coming into school to help secure the safety of their child as well as meeting with a Senior Leader in order to agree to the subsequent actions. Risk management plans will be shared and signed by parents/carers.

## **Next Steps**

The incident will be discussed with the safeguarding team to agree suitable next steps. Although not an exhaustive list, the actions that can be considered could include:

1. Individual Risk Management Plan. Plan includes how staff follow at distance and knowledge such as point of leaving school and the final destination. This will be uploaded to CPOMS.
2. Risk assessment of school premises to be carried out by Senior Leadership Team and Site Manager.
3. Approaches and advice from Hertfordshire Steps
4. Referral to Step2 (Early Intervention Child and Adolescent Mental Health Service) by Hertfordshire Community NHS Trust
5. Early help referral or advice sought from the consultation hub / Children's Services
6. Reduced timetable
7. External agency support sought – North Herts Primary Support Service, or similar
8. Home visit to start Families First Assessment

## **Attendance**

Excellent attendance is expected of all children, but when children are unwell, parents are expected to confirm absence by telephone by 9.30 am. If there is no notification school has a policy of phoning, and emailing home to ascertain each child's whereabouts.

Children's attendance is monitored regularly, and where this causes a concern an attendance meeting will be organised where parents will sign an attendance plan to support positive attendance.

Attendance rates are reported each term to the Governors and Local Authority, and annually to the government. The school is aware of its right to take legal action against parents who do not ensure good attendance and punctuality.

## **Appointments of Staff and Induction of Newly Appointed Staff**

All staff that are appointed to work in school have a Disclosure and Barring Service (DBS) 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 reconsidered by the Headteacher and the Governing Body. The Local Authority is informed directly by the Criminal Records Bureau.

The Headteacher sits on all appointment panels where the candidates are external applicants. The headteacher and some governors have undertaken Safer Recruitment training. There is always at least one, and ideally two, members of the recruitment panel that are Safer Recruitment trained.

New staff are inducted into safeguarding practices and are given Level 1 Child Protection training. New staff are familiarized with procedures and policy, which affect the health and safety of all at school but especially the children.

### **Supply Staff and Volunteers**

All supply staff must have a current DBS which is seen before they are allowed to work in the classroom. A record is made of the DBS number. Safeguarding information, such as the name of the DSL, is shared with supply staff.

Volunteers working in the school only require a DBS check if they are working without direct supervision of a member of staff. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

### **Visitors**

Visitors with a professional role i.e. the School Nurse or members of the police already have relevant clearance from the DBS. Visitors without a DBS clearance are not allowed within the school during school hours unless accompanied by a member of staff.

### **Child Protection (See Child Protection Policy)**

There are 3 trained Designated Senior Leads (DSLs) for Child Protection: Alison Rinna (Headteacher), Sharon Maguire (Acting/Deputy Headteacher) and Jenny Robertson (EYFS Leader). The school Child Protection Policy is reviewed annually by the Governing Body. All staff receive child protection training led by HCC. All allegations of abuse by, or complaints about, a teacher will be dealt with by the Governors committee. For any complaints about the Headteacher, the Chair of Governors should be contacted directly.

### **Behaviour (See Behaviour Policy)**

The school Behaviour Policy is based on the Hertfordshire STEPs approach. There may be occasions when a child is behaving inappropriately, when they will be moved away from others using 'open mitten' hands. No staff are trained to physically restrain a child – if a child's behaviour suggested that this may be necessary, training would be sought but would be limited to those adults directly involved with the care of the child.

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

The curriculum deals with safeguarding in two ways. Firstly, in subjects such as Personal, Social and Health Education (PSHE) and Relationships and Sex Education (RSE) where the teaching staff discuss relevant issues with the children. Topics include such themes as Health, Relationships and Online Safety. Children are encouraged to explore and discuss these 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 must 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 before they are authorised by the Headteacher.

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

### **Internet Safety**

Children should be encouraged to use the internet as much as is possible, but always in a safe way. The school has a very secure internet connection which prevents the children from accessing inappropriate sites. The children are always supervised by an adult when using the internet. If teachers know of misuse, either by a teacher or child the issue should be reported to the Headteacher without delay.

### **Photographing and Videoing for the School Website**

The school follows the Local Authority guidelines on using pictures and videos on the school website. Parents/carers are asked for their permission to use their child's photo on the website and on classroom displays annually but can opt out of this permission at any time. Parents/carers are also asked to give permission for us to use their child's photo for other purposes, such as in the press or for promotional materials linked to events they have taken part in.

### **Whistleblowing (See Whistleblowing Policy)**

If members of staff ever have any concerns about people working, paid or unpaid, they have a professional duty to inform the Senior Leadership Team and/or 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.

### **Data Protection**

General Data Protection Regulations (GDPR) protects all online content from a pupil as their personal data subject to the provisions of the Data Protection Act. This includes the names, email addresses and phone numbers of parents. Only relevant staff should have access to their data and the information should only be kept for as long as it is required. Student/Parent data should not be kept on the private devices of staff.

### **Keeping Staff and Children Safe**

All staff must adhere to the Safeguarding and Child Protection Policy guidelines at all times in line with Keeping Children Safe in Education 2022. Children should be taught in accordance with the school's Risk Assessment. Under no circumstances, should a volunteer be left unsupervised. A member of the DSL team will be available on site daily and the DSL is contactable by mobile phone at all times. Any pastoral concerns should be raised with the class teacher so that parents can be informed.

This policy will be reviewed at least annually, and more often if significant changes occur to statutory safeguarding policies or guidance.

*J. Weatherhead* (Chair of Governors)

*Alison Rinna* (Headteacher)

