

# **Barlow C of E Primary – Safeguarding Policy**

## **Introduction**

Every child or vulnerable adult deserves to be happy and secure in their activities. And their carers or parents need to feel sure that the people in charge of these activities are trustworthy, responsible and will do everything they can to keep the vulnerable adult or child safe from harm.

Unfortunately, sometimes people who work or volunteer with such organisations may pose a risk to children or vulnerable adults and may wish to harm them. It is therefore the duty of every voluntary organisation working in this sector to put in place safeguards to protect the children, young people or vulnerable adults with whom they work.

Barlow C of E Primary School recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. The Governing Body/Proprietor will act in accordance with Section 175 of the Education Act 2002 and the supporting statutory guidance 'Safeguarding Children and Safer Recruitment in Education' (2006) to safeguard and promote the welfare of children in this school.

All children have the right to be safeguarded from harm or exploitation whatever their

- race, religion, first language or ethnicity
- gender or sexuality
- age
- health or disability
- political or immigration status

Governors, staff and volunteers in this school understand the importance of working in partnership with children, their parents/carers and other agencies in order to promote children's welfare.

We will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them
- involving them in decisions which affect them

- making sure all staff and volunteers are aware of and committed to the safeguarding policy and child protection procedures
- sharing information about concerns with agencies who need to know, and involving children and their parents/carers appropriately
- recruiting staff and volunteers safely, ensuring all necessary checks are made • adopting a code of conduct for all staff and volunteers
- providing effective management through induction, support and training • ensuring staff and volunteers understand about 'whistle blowing'
- dealing appropriately with allegations/concerns about staff or volunteers, in accordance with Government guidance and school policy.

All staff have had child protection training that is kept up to date. The child protection policy provides guidelines for adults within the school if they suspect a child is being abused. Parents and carers have entrusted their children into our care and it is the responsibility of all adults within the school to ensure that the children feel safe and are kept safe at all times.

To do this, we have issued the following code:

- Once the bell rings at 8.50 am, the children enter the school grounds and classrooms from 08.50. If for any reason a class is out on a school trip, the class teacher must ensure that the door is locked behind them;
- Children do not escort visitors around the school by themselves;
- No one is allowed into school unless they have proof of identity or they have an appointment;
- Risk Assessments are carried out for every off site activity
- Every adult working within school, including Governors, is DBS cleared. The admin officer will record the details of this onto the central records; if a DBS is returned as 'positive' then this will be looked at separately. (App 1)
- Voluntary helpers are issued with a 'code of conduct' before commencing work within the school; (App 2)
- Parents or other adults wanting to work in school will need to provide 2 referees that are relative to the voluntary position and attend a brief informal interview.
- Children are encouraged to speak to an adult that they trust if they have any concerns;

- Accusations against school staff will be followed according to the NYCC guidelines, with HR supporting;
- During swimming lessons, no member of the public shall be allowed into the changing rooms. Class teachers need to make sure that the children must report any adults in the changing rooms who shouldn't be there;
- All parents are asked to complete a photograph permission form before starting school and this is taken into consideration during all school performances. If a child does not have permission, they shall be taken back to class to allow the remaining children to have their photograph taken;
- When a child is late into school, or is being collected early, parents will wait in the admin area until their child has been collected or taken by a member of staff. Parents/carers should not be wandering around the school unaccompanied;
- During special events and lunches, parents/carers/grandparents need to be aware that they should not be going into classrooms before or after the event unless there is special reason to do so;
- Parents/carers should not be approaching children in the playground when entering or leaving the school premises;
- Any member of the public seen loitering around the school either on foot or in a car should be reported immediately;
- Children have special 'safety' assemblies on a regular basis;
- Every member of staff should use their common sense –if something doesn't 'feel' right then it should be reported. A DBS clearance doesn't protect children – it only provides information on individuals.
- Children's parents will be contacted before a child is sent home.
- If a child does not arrive into school and no message has been taken, office staff will try and contact parents.
- If a parent or adult approaches the school to enquire about volunteering their time then this must be passed by the Head Teacher before any procedures are followed.

This policy will be updated if any other information needs to be recorded.

Signed..... September 2015

## **Appendix 1:**

DBS clearance- Depending on the nature of the incident:

If a DBS is returned as being Positive and has not been declared on the DBS form then the school will not allow that adult to work in the school, both voluntarily or not;

If a DBS is returned as being positive and has been declared and if this relates to the safety of the child or another adult in school then the school will not allow that adult to work in the school, both voluntarily or not;

If a DBS is returned as being positive and has been declared and if this is related to fraud then school will not allow that adult to work in the school, both voluntarily or not;

If a DBS is returned as being positive and has been declared and if this is related to handling drugs then school will not allow that adult to work in the school, both voluntarily or not;

If a DBS is returned as being positive and has been declared; depending on the nature of the incident, the references provided and other factors that the Head Teacher or Governors may decide as being important, then consideration will be given to allow the person(s) to work in school following all other procedures (informal chat)

If a DBS is returned that relates to a crime involving a prosecuted driving offence then under no circumstances should the adult be used to transport pupils.

## **Appendix 2**

**We gratefully welcome voluntary helpers into school but only with the agreement of the class teacher and Head teacher and subject to compliance with the following guidelines:**

1. A DBS check must be obtained before any volunteer can help in school. Forms are available at the school office and the office staff can assist in their completion. Once the CRB check is received it should be handed to the office for copying and your details will be added to our DBS Central Record. Two satisfactory referees must be given that are relevant to the proposed activity. (A positive disclosure will need looking at on an individual basis)

2. Voluntary helpers must report to the office when they arrive at school, sign in and obtain a badge. They must sign out before they leave and hand their badge back to the office staff. This enables us to be aware at all times of persons in the building in the event of a fire.

3. Please ensure that you are never in a situation where you are alone with a child and always work in communal areas of the school. Please do not touch or cuddle the children.

4. Voluntary helpers must always use the staff toilet facilities in school. They must not use the children's toilets under any circumstances.

5. Always promote the safeguarding and welfare of the children and young persons you come into contact with. If you have any concerns regarding a child's behaviour, wellbeing or if they disclose something to you it should be reported to the class teacher as soon as is practical in a confidential manner. If it is not possible to speak to the class teacher on this basis then please speak to the head teacher or a member of the office staff before leaving school.

6. Please always remember that anything that you see and/or hear whilst in school must be treated confidentially and should not be passed on to any other persons. Children's levels of achievement and behaviour will vary greatly within a class, but please remember that it is the class teachers' role to speak to parents if he/she has any concerns. We aim to develop a trusting relationship with our voluntary helpers but if this guideline is breached unfortunately we cannot allow you to continue to volunteer in school.

7. The class teacher with whom you are working will advise you of the activity you can help out with. If you are unclear as to what is expected, please ask for clarification.

8. If a child in your group requires disciplining, please refer the matter to the class teacher. It is not your role to discipline children.

9. Whilst helping in school, you are welcome to help yourself to a drink from the staff room.

10. First aid materials are available from the medical room and virtually all the staff are trained first aiders.

11. In the event of a fire, please follow the instructions of the class teacher.

12. If a parent or adult approaches the school to enquire about volunteering their time then this must be passed by the Head Teacher before any procedures are followed.