

# St Peter's School



# Safeguarding Policy





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Every pupil deserves to be happy and secure in their activities. Parents send their children to school each day with the expectation that school provides a secure environment in which they can flourish. Parents and carers need to feel sure that the people in charge of their children within the school community are trustworthy, responsible and will do everything they can to keep them safe from harm. St Peter's School fully recognises its responsibility to safeguard and promote the welfare of all its pupils and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those pupils who are at risk from harm.

This policy applies to all adults, including volunteers and students, working in or on behalf of the school.

All staff and volunteers will:

- fully comply with the school's policies and procedures
- attend appropriate training
- inform the designated person of any concerns

This policy should be read in conjunction with school and Education Department policies on Child Protection, Health and Safety, Confidentiality, Behaviour, Anti-Bullying, Drug and Alcohol Use, Medicines in School, and Online Safety.

The Education Department Safeguarding policies can be found on the following website:

<https://www.gov.je/Government/Departments/EducationSportCulture/Pages/Policies.aspx>

## PROVIDING A SAFE AND SECURE ENVIRONMENT

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

All staff appointed to work in school have a criminal records search called an enhanced DBS check. This search highlights people who have a criminal record or if previous allegations have been made against them. If candidates are found to have a criminal record the appointment may be reconsidered by the Headteacher. The Education Department is informed directly by the Criminal Records Bureau and the Jersey Vetting Bureau.

Safe recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. The Headteacher sits on all appointment panels where the candidates are external applicants.

New staff are inducted into safeguarding practices when they begin their employment. 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, especially the pupils.

### **Attendance**

Excellent attendance is expected of all pupils. When pupils are unwell parents are asked to confirm absence by telephone immediately. Teachers complete registers twice a day at 8.45 am and 1pm. Pupils arriving after 8.45 am will be marked late in the register. If a child is not present and there has been no notification of absence, the secretary will phone parents to ascertain the pupil's whereabouts. If a pupil is absent without reason and the school has been unable to contact parents, the case is referred to the school's Education Welfare Officer.

The school collates and analyses data for attendance, punctuality and requests for leave. The Headteacher and School Administrator meet regularly to analyse this data and positive measures are put in place to encourage pupils to attend regularly and punctually, and for families to take holidays out of term time.

The school works closely with the EWO whenever a pupil's attendance and punctuality causes concern. Where this is a consistent problem families may be invited in to discuss attendance and an Attendance plan is written. In exceptional circumstances, parents can be referred to an Attendance Panel, Parish Hall meeting or Court hearing.

## **Behaviour**

St Peter's School is a caring community that promotes mutual trust and respect for all, so that everyone can feel safe, valued and respected, and each person is treated fairly and equally. We have high expectations for the behaviour of the staff, pupils and parents within our community. We believe that pupils are happiest when they behave well and when this appropriate behaviour is recognised by adults and their peers. Children are able to behave well when their individual needs are met in school, at home and in the community.

In school, we aim to promote positive behaviour through praise and reward strategies. We believe that this builds self-esteem and develops an ethos of kindness, co-operation and responsibility.

At St Peter's School our ethos is based on the story, 'Have you filled someone's bucket today?' The children will be rewarded for, 'filling,' someone's bucket and discouraged from, 'dipping' into someone's bucket. This language will be used consistently by all adults within the school community.

Although the emphasis is always on the positive, there are also times when pupils have to accept consequences in order to maintain the safety and security of all pupils and staff. Building and maintaining positive relationships and understanding the individual needs of pupils is vital, so that when an incident occurs staff are able to de-escalate the situation and thus avoid a crisis.

Staff are discouraged from handling pupils, but when they deem a pupil is a danger to himself/herself and/or others, staff have a duty of care to intervene. Staff should ask other pupils to move away from a pupil who is displaying extreme behaviour and request assistance from a member of the senior leadership team (SLT). Should a pupil require physical intervention this should only be by a suitably qualified member of the SLT and should be recorded afterwards. A restrictive handling plan will be drawn up by school, including signed consent from parents. The plan will include details of the qualified members of staff who are sufficiently skilled to intervene appropriately.

Please refer to St Peter's Behaviour Policy and Restrictive Handling Policy for further information and guidance.

## **Counter Bullying**

Bullying is deliberately hurtful behaviour that is repeated over a period of time, making it difficult for the person concerned to defend themselves. This can take the form of name-calling, violence, threatened violence, isolation, ridicule or indirect action such as spreading unpleasant stories about someone. The school works hard to ensure that all pupils know the difference between bullying and simply "falling out". Parents are encouraged to approach the school as soon as possible if they feel there are any indications of bullying.

Bullying is not tolerated at St Peter's School. On the rare occasion that bullying has taken place the school acts swiftly with a process of investigation, communication and action. Appropriate support for the pupil being bullied will be put in place. The school will construct a plan of action to ensure that the pupil or pupils bullying will understand the impact of their behaviour and make better choices in the future.

Details of low level incidents concerning bullying behaviour are kept by class teachers on individual pupil logs. Details of more serious individual incidents are noted on a Bullying Report form. These are kept in the School Office and should be given to the Headteacher or Deputy Headteacher when complete. Details are transferred onto the school bullying log by a member of the SLT.

Please refer to the school's **Counter-Bullying Policy** for further information and guidance.

## **Child Protection**

Child Protection is a key element of Safeguarding. The designated safeguarding lead (DSL) for Child Protection is the Headteacher, Mrs Sam Dixon and in her absence, Mr David Cronin, Deputy Headteacher or Mrs Fiona Brady, SENCO. It is the Headteacher's responsibility to ensure the policy is reviewed annually and that any deficiencies within the policy are addressed immediately. All staff have appropriate Child Protection training which is updated at least every three years. The Headteacher keeps a record of all current Safeguarding training for staff and organises appropriate refresher training when required.

At St Peter's School we recognise that teachers and all other adults in the school are well placed to observe any physical, emotional and behavioural signs which may indicate that a pupil is suffering or at risk of suffering significant harm. If an adult working in school has a cause for concern with regards to a pupil's welfare they must **share this information with a member of the SLT and complete a pink 'Record of Concern' form immediately**. Forms can be found in the school office, staff room and all classrooms. Information should clearly distinguish between observation, fact, opinion and hypotheses. Forms must be signed and dated. Any information given should be recorded verbatim, where possible, and a note made of the location and description of any injuries seen, or inappropriate behaviour of an adult that a pupil may have disclosed.

These forms should be given to the DSL who will start an electronic chronology of concerns for the child/family and seek advice/take action as appropriate. Where appropriate, parents will be contacted and appropriate support put in place e.g: school-based support, referral to Parenting Support Services, Educational Welfare or Early Help. Information about any concerns regarding pupils is shared with the Education Welfare Officer on a regular basis.

If the school has a significant concern about the well-being and safety of a child they will contact MASH, the Multi Agency Safeguarding Hub for advice. Parents are also welcome to contact MASH themselves for advice.

We know that some pupils are especially vulnerable to abuse. We also recognise that pupils who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some pupils who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.

Please refer to the Education Department and school Child Protection Policy for further information and guidance.

### **Data Protection**

Under the Law, we have the responsibility to keep all personal data safe by keeping it secure and only processing it or sharing it when appropriate. The school's point of contact for data protection is the headteacher, Mrs Sam Dixon. Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.

We will endeavour to keep up to date and accurate information about pupils in order to keep them safe and provide appropriate care for them. This is stored on the office computers, and paper records are filed centrally in secure filing cabinets. Information will not be shared with anyone apart from staff members unless a pupil is 'at risk'. Any paper work including personal information / data will be shredded appropriately in line with the Education Department's retention schedules. When pupils move to another school, information, including academic data, will be transferred as soon as possible to the receiving school.

For further information, please see "Data Protection Policies and Procedures for the Education Department"

### **First Aid**

The school has a designated member of staff who oversees First Aid (Mrs Amanda Allison). In addition, there are always trained members of staff who volunteer to support where necessary and appropriate. There are a number of first aid kits situated around the school. Parents are asked to inform school of any updated medical needs as is necessary.

Pupils who have significant medical needs have their essential information displayed in the staffroom. Parental consent is gained before information is displayed.

Parents of pupils with a diagnosis of asthma, or that need an epipen, are required to complete a medical form giving information regarding the severity and any allergies/triggers they may have. Parents are requested to supply at least one inhaler or epipen, within date, which is stored in the storage cupboard, at eye level, in the pupil's classroom.

When necessary, staff will refer to the school's Intimate Care Policy when dealing with issues of a sensitive nature to ensure appropriate guidelines are followed.

Where a pupil has complex medical needs then a Health Care Plan may be deemed necessary. This contract between home and school gives staff clear guidelines, information and procedures regarding a pupil's needs. This information is shared with relevant staff as and when necessary.

When a pupil has suffered an accident or injury in school or on the playground, there is a protocol for staff to follow:

- minor injuries (e.g. bumps and grazes) may be treated by any member of staff and recorded in the First Aid file located in the main office or on the form in the playground First Aid box.
- 'Accident Information for Parent form' should be copied and sent home for injuries that staff have any concerns about and to parents whom no contact has / will be made at the end of the day.
- for serious injuries a trained first aider is consulted.
- injuries are logged on an 'Accident Information for Parent form' and filed in the First Aid file located in the main office. Parents are given a copy of this form.
- where necessary the designated First Aider enters accident information onto the Online Notifiable Accident Reporting Form.
- for head injuries a head injury sticker is issued, an 'Accident Information for Parent form' is sent home and parents are contacted should the injury deem it necessary.
- if there is any doubt at all a parent will be contacted.

Any 'dangerous occurrences' should be orally communicated immediately to the Headteacher or caretaker so that they can be dealt with instantly if necessary. The incident should then be recorded on a 'dangerous occurrence form' and be given to the Headteacher. It will be filed on a 'dangerous occurrence' log. The Headteacher and the caretaker analyse recorded dangerous occurrences regularly to look for patterns and any appropriate actions required.

### **Induction of volunteers**

For extended contact with pupils, when pupils may be left alone with an adult, or when an adult visitor may be in and around the school building a full DBS search will be conducted. Forms are available from the school secretary. A verifier in school will support applicants with this, and send it to the Jersey Vetting Bureau. Visitors who do not yet have clearance will, under no circumstances, be left alone with a pupil or group of pupils.

When a volunteer's role is a 'one off', such as supervising on a day trip or helping on Christmas Party day, (and therefore less than 4 times in a 30 day period and **not** overnight) these measures are not necessary. However, the person should not be left alone or unsupervised in charge of pupils. The school administrator keeps a record of volunteers that have completed their DBS checks. Staff should look at this list in order to ascertain whether an adult has completed their DBS check. Risk assessments for trips involving parents should indicate which parents have been police checked.

### **Mobile phones**

Pupils wishing to bring their mobile phones to school should only do so after completing a mobile phone permission form. Pupils are asked to leave their mobile phones at the school office. Any pupil found using a mobile phone in school will be asked to hand it in to a member of staff so that it can be kept safely until the end of the day and parents will be informed.

### **Online Safety / E Safety**

Pupils should be encouraged to use the internet safely as a tool for learning. Parents are asked to sign paperwork agreeing to their pupil using the internet. If there is misuse of the internet by pupils or staff the issue must be reported to the headteacher who is in charge of digital safeguarding.

Pupils throughout the school are taught about digital safeguarding issues in lessons, workshops and assemblies as part of the computing curriculum. Pupils and teachers are expected to adhere to the school's Responsible Use Policy [RUP] when using the internet at school.

The school collates and analyses data regarding digital safeguarding issues. These are detected from Google alert emails. The Headteacher and Deputy Head analyse this data daily and appropriate consequences are put in place where necessary. Any digital safeguarding incidents are recorded on the school's digital safeguarding log. Incidents may also be used as learning opportunities for specific groups or classes of pupils.

It is not recommended for children in primary school to be using social media sites such as Facebook, What's App, Twitter or YouTube, as the minimum age for these sites is 13. If we learn that children are using these sites, we will contact parents to ensure that they are aware of this.

Please refer to the Online/E-Safety Policy for further information and guidance.

### **Partnerships with outside agencies**

St Peter's School recognises that it is essential to establish positive and effective working relationships with external agencies such as Social Services, Educational Psychologists, EWO's and Children's Services. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all pupils.

### **Photographing and videoing**

Occasionally we may take photos of the pupils at school. We may use these images within classrooms, in corridors and in our school's information booklet or in other printed publications, as well as on our school website and social media pages. We may also make video recordings of school events such as residential trips or assemblies.

From time to time, our school may be visited by the media who will take photographs or video /film footage. Pupils will often appear in these images, which may be used in the JEP or on televised news programmes. School photographs that are used outside of school are anonymous unless specific permission has been received from parents. Parents are asked to sign a consent form upon entry to school giving permission for such photos and videos to include their son or daughter. The school administrator keeps these records in the school office. Teachers are informed of pupils who do not have parental consent at the start of the academic year.

If outside agencies or companies are used to photograph or film pupils, a data processing agreement between the school and the individual is signed. The fair processing statement is in the School Handbook and is published on the school website.

The school has a website and social media pages and will sometimes use photographs of pupils on these sites. We will not post pictures of children with their names and will generally use group shots or "over the shoulder shots", unless express permission is given by the child and parent to publish their photo.

Staff are discouraged from using personal devices for photographing pupils and do not store photographs of pupils on their personal devices.

Parents are asked to keep any photographs they take of their pupils in school for personal use only. Parents are reminded at each event that photographs of school pupils should not be uploaded to personal social networking sites, such as Facebook, without the express permission of the child and their family.

For more information see "Social Media Policy for Staff and Parents"

### **Racial tolerance**

The school will work hard to promote racial equality and harmony by preventing and challenging racism. Racism is tackled in both the RE and in the PSHCE curriculum. The pupils take part in discussions designed to raise awareness and address prejudices.

Please refer to the Equal Opportunities Policy for further information and guidance.

### **Risk-Taking**

We believe that children should learn to take risks in a secure environment. Children at St Peter's School are allowed to climb some trees and to play on the mounds and wooded area at the side of the field. They are also allowed to use wheeled devices on the "wheeled playground". We ensure that there is adequate staff supervision at breaktimes and staff carry walkie talkies to allow quick contact with a First-Aider or member of the leadership team. Children are constantly reminded of school expectations and boundaries and are

expected to respect these. Risk assessments are constantly under review, and rules, procedures and boundaries are reviewed on a regular basis.

### **Site Security**

St Peter's School aims to provide a safe and secure environment for pupils and staff to work in. The leadership team have risk assessments in place regarding the school's boundaries and are constantly reviewing the security of the site, in consultation with Jersey Property Holdings. Appropriate staff supervision is in place during break times when children can access the field and pupils are constantly reminded about the rules and boundaries for playtimes.

The school site is only as secure as the people who use it. Therefore, it is important that all people on site adhere to the following rules:

- All visitors and volunteers must enter and exit school through the main door, and are expected to sign in with the school secretary and wear identity stickers
- The inner door in the main entrance has an electronic security lock which remains locked during the school day. Visitors can ring for attention and wait for the door to be released.
- Apart from the main entrance, all other entrances should be locked or closed throughout the day (e.g: Nursery door and fire doors)
- The playground gate is locked throughout the day. It is only open for the start and the end of school.
- The outer Nursery gate is locked during the school day. Parents are requested to access the Nursery via the main entrance when this gate is closed.
- Pupils are only allowed access to outside areas with adequate adult supervision. Particular care is taken about allowing access to the field. This is only allowed with adult supervision and duty staff should be particularly vigilant regarding the south and west boundaries.
- Staff are expected to wear identity badges when in school and when working off-site e.g: on educational visits and on training courses.
- 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 school will endeavour to check this before admittance is granted and a note made of anyone entering without clearance.
- All contractors are required to sign the Property Log Book, in accordance with JPH guidelines.
- Pupils will only be allowed home with adults with parental responsibility or confirmed permission.
- If parents would like their children to walk home, they are asked to complete a "Permission to walk home" form, so that teachers can be informed.
- Staff should store valuables securely in their classrooms or in the school office.
- Staff should challenge any unidentified / unknown people on school premises.
- Adults and parents visiting the school should use staff toilets only and not pupils' toilets.
- Staff are responsible for locking doors and securing windows in their classroom at the end of the school day.
- Pupils should never be allowed to leave school alone during school hours without permission from their parents.
- Should a pupil leave the school premises without permission, then the head /deputy headteacher must be informed immediately. Parents will then be informed of the incident and the police if necessary.

Please refer to the Lone Worker Policy for further information and guidance.

### **School Trips**

At St Peter's School we encourage staff to use the island environment to enhance learning. Visits are carefully planned and risk assessments are completed for each visit in order to minimise risk and safeguard pupils. Detailed documentation of a visit is given to the Headteacher for initial approval at least a week before the visit is due to take place. A copy of the "Application for Approval for an Off-Site Visit" form and risk assessment must be shown and signed off by the headteacher. This needs to be done at least 48 hours before the trip is due to take place. A copy of the risk assessment must also be shared with each adult accompanying the trip. Medical or contact details for pupils should not be included on this risk assessment. However, the group leader should take contact details and medical information with them on the trip.

The following guidance should be followed:

- If a minibus is being used, it can only be driven by a member of staff with the appropriate qualification.
- When planning trips staff must ensure that there are appropriate staffing ratios which, at its minimum, meet Education Department policy. Ratios are as follows:



- 1:4 for Nursery 1:6 for Reception and KS1 and 1:12 for KS2.
- On residential trips (Year 4 -6) this ratio changes to 1:10.
- Parents used to help with transportation for educational visits during school time must be police checked and hold fully comprehensive insurance. Parental permission must be gained before children are transported by parents.
- A first aid kit and mobile phone must be taken on all trips.
- Parents are given as much information as possible about the nature of the trip and the activities that will be on offer.
- Only activities detailed in the Offsite Visit form and risk assessment are permitted on any trip.
- Additional risk assessments for pupils with individual needs will be written where appropriate. The Group Leader needs to have read and discussed this risk assessment with the relevant keyworker before the visit.
- For residential trips, parents are invited to attend a specific information meeting. After the meeting they are required to sign a consent form stating that they are aware of the school's behaviour expectations and their parental responsibility should their pupil's behaviour drop below these.

### **Travelling to and from school**

Parents wishing for their children to walk, cycle or scooter to or from school unaccompanied by a parent or carer must complete a consent form available at the school office. Pupils cycling to school should hold the Cycling Proficiency Certificate. Helmets must be worn when using wheeled devices.

### **Whistleblowing**

If members of staff ever have any concerns about people working, paid or unpaid, they have a professional duty to inform the management accordingly. This can be done in writing or verbally, but staff should be prepared to discuss issues in confidence so that any such matter will be dealt with sensitively and with the necessary degree of confidentiality. The school follows the Education Department's policy on Whistleblowing.

### **Monitoring and review**

It is the responsibility of the Senior Leadership Team to monitor the effectiveness of the Safeguarding Policy through continual self-evaluation.

To this end, the above policy is reviewed annually by the Senior Leadership Team.

Date of current review:            March 2018  
 Date for next review:            March 2019